






## Risk assessment for : The Learning Support Centre Ltd





<b>Risk assessment name</b>	Covid 19 Risk Assessment V1- Working on College or University Campuses	<b>Assessment type</b>	 General
<b>Assessor name</b>	Donna Welburn	<b>Affected site(s)</b>	The Learning Support Centre Ltd (LE1 5TE)
<b>Assessment date</b>	20/08/2020	<b>Review period</b>	Monthly
<b>Approved by</b>		<b>Review date</b>	19/09/2020
<b>Approved date</b>		<b>Reference</b>	COVIDCAMPUS

### Description






To reduce the transmission of the Covid-19 virus whilst supporting students on site at colleges and universities.

Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Social Distancing Guidelines Cannot Be Met -Activities, where social distancing cannot be followed in full, may lead to increased</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Being in close proximity may lead to</p>	<div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p><b>Cohorts Will Be Kept Fixed Where Possible</b> To reduce the number of different people working within the advised social distance, support workers will be with fix groups, where at all possible to reduce the level of possible transmission</p> </div> <div style="text-align: center;">  <p><b>Employees To Avoid Face To Face Work Where Possible</b> Where possible employees will work side by side or back to back to avoid working face to face to carry out the task.</p> </div> </div>	<p>3 x 5</p>  <p>15</p> <p>Medium</p>






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<p>risk of the transmission of the virus due to being in close proximity and mitigation measures will be required.</p>	<p>increased risk of the spread of the Covid-19 virus.</p> <p>Where 2m cannot be maintained 1m+ may be followed with appropriate mitigation measures.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> <b>Increased Handwashing Carried Out</b></p> <p>To wash hands more frequently- including before and immediately after carrying out tasks where social distancing has not been maintained. Where this is not possible hand sanitiser should be used.</p> </div> <div style="width: 45%;"> <p> <b>Time Spent Within The Advised Social Distance To Be Kept To A Minimum</b></p> <p>The time where persons are within the advised social distance will be kept to as short a time as practicable possible.</p> </div> </div> <p> <b>Use of Personal Protective Equipment (PPE) Or Face Coverings</b></p> <p>Additional PPE beyond what is normally worn to control workplace risk, for management of covid infection has limited benefits and precautionary use of additional PPE for this purpose is not encouraged.</p> <p>However where the risk assessment identifies high risk of transmission due to difficulties implementing controls such as social distancing then the use of face coverings or PPE will be considered as a further control measure.</p> <p>Appropriate PPE or face covering will be selected and employees trained in its safe and effective use, storage and disposal in line with PPE risk assessment.</p> <p> <b>Work Activity Assessed To Deem If It Will Proceed</b></p> <p>If social distancing cannot be maintained, the activity will be assessed to deem if it is safe to go ahead with the appropriate mitigation factors in place.</p>	





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 <p>Attendance And Movement Of People On Site -The attendance of people in the workplace where working from home is not possible will increase the number of people in the premises which may increase the risk of Covid-19 transmission.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Where more than 1 person attends work not from the same household increases the risk of transmission of the Covid-19 virus.</p>	<p> <b>Attendance At Workplace Minimised</b> Work organised so that minimal people are required to attend sites - where it allows work to be carried out safely.</p> <p>Support staff will work from home where possible.</p> <p> <b>Controlled Movement Of People Throughout Workplace</b> Use of one way systems, separate entrances and exits to reduce the number of people at cross over areas and pinch points.</p> <p>Monitoring and regulation of higher traffic areas such as stairways and loading areas.</p> <p>Use of signs and markings to indicate the direction of movement and advised social distances in place where appropriate.</p> <p> <b>Emergency Plans Updated And Communicated</b> People do not have to adhere to social distancing where there is an emergency such as fire, an accident or a security threat or break in and the risk to safety is imminent.</p> <p>Those assisting others in emergencies should ensure they carry out stringent hygiene control afterwards including thorough handwashing.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>




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		<p> <b>Employee Will Work From Home Wherever Possible</b> Where possible employees will work from home such as support staff.</p> <p> <b>Information, Instruction and Training Provided To Employees</b> Employees consulted on risks and controls in the work place.</p> <p>Staff communicated with on a regular basis on changes to hazards and controls.</p> <p>Employees receive training through the use of training courses, guidance and team meetings</p> <p> <b>Pro-active Monitoring In Place</b> Pro-active monitoring in place to ensure that staff are adhering to controls and that control measures are adequate and effective.</p> <p> <b>Procedures on App To Remind Employees Of The Controls</b> Guidance on App to be used to remind employees of the requirement to adhere to social distancing, to wash hands frequently and to practice good respiratory hygiene (coughs and sneezes).</p> <p> <b>Remote Workers Adequately Supported</b> Adequate work equipment will be provided to remote workers. Regular contact will be made with remote workers to arrangements are adequate to support their physical and mental wellbeing.</p> <p>Those not attending will be contacted frequently to ensure their physical and mental wellbeing is being considered and supported.</p>	









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		<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p> <b>Restrict Movement Of People Throughout Site</b> Employees discouraged from carrying out non-essential trips within the site - use of phones or radios to communicate with others.</p> <p> <b>Touch-based Devices Disabled Where Possible</b> Where this does not introduce further hazards, touch-based controls/access/security devices will be disabled. Students can be emailed signature requests to access on own desktop and phone.</p> <p>For machines/ equipment that relies on touch screen - carried out good hand hygiene practise before and after use.</p> <p> <b>Use Of Outside Spaces For Breaks Where Possible</b> Utilise outdoor space for breaks- with social distancing in place.</p> </div> <div style="width: 45%;"> <p> <b>Site Inductions Strictly Controlled</b> Numbers on inductions will be controlled in order to maintain social distancing.</p> <p>Inductions will be held outside where at all possible.</p> </div> </div>	





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		<p> <b>Vulnerable Employees Proactively Supported And Protected.</b> Where employees are at increased risk from Covid-19 and its associated complications, each case will be assessed individually to ensure they are adequately protected and supported.</p> <p>This may include Black, Asian and Minority Ethnic (BAME) employees, pregnant women, older people and those with underlying health conditions.</p> <p>Appropriate individual risk assessments will be completed where required.</p> <p>Guidance for those deemed Clinically Vulnerable and Clinically Extremely Vulnerable will be followed.</p> <p> <b>Will Follow Guidance For Test, Trace And Isolation</b> Where employees are required to isolate due to themselves or their household/bubble having symptoms or positive test result, being required by NHS Test &amp; Trace or due to travel quarantine requirements they will not be permitted to attend the workplace</p> <p> <b>Working Teams In Place</b> Employees split into groups were possible to reduce the mixing of people.</p>	

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Hazard	Who could be harmed and how?	Existing controls	Risk rating (L x S)
 <p>Clinically Vulnerable Students Whilst not advised to shield, clinically vulnerable people are still at increased risk from complications from Covid-19 infection.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Clinically vulnerable people are more likely to suffer complications from Covid-19 infection.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Social Distancing In Place</b> No face to face contact carried out.</p> <p>Distance maintained at the doorway and when accessing workspace and all other times in the room.</p> </div> <div style="width: 45%;">  <p><b>Stringent Hand And Respiratory Hygiene Measures In Place</b> Employees will be stringent with hand and respiratory hygiene and care will be taken to avoid touching surfaces unnecessarily.</p> </div> </div>	<p>3 x 5</p>  <p style="font-size: 24pt; font-weight: bold; color: orange;">15</p> <p>Medium</p>
 <p>College or University Class Bubble Has A Suspected Or Confirmed Covid-19 Infection Persons is self-isolating due to one or more family members having symptoms. Members of the College or University community have been advised to follow stringent social distancing and protective measures.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Potential to come into contact with people with Covid-19 Infection leading to increased risk of transmission.</p> <p>Potential to spread Covid-19 infection to vulnerable or at-risk persons.</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">  <p><b>Employee To Take Test For COVID 19</b> Employees have tested negative for Covid 19 and can return to work.</p> </div> <div style="width: 45%;">  <p><b>Work Will Be Paused</b> The Support Worker will rejoin the bubble when the college or university have confirmed the bubble is covid free</p> </div> </div>	<p>3 x 5</p>  <p style="font-size: 24pt; font-weight: bold; color: orange;">15</p> <p>Medium</p>

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 <p>Coming To Work And Leaving Work - Sharing of a vehicle to, from work or use of public transport may lead to an inability to maintain social distancing.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How Many? Tutors</p> <p>How? Exposure to the virus due to inability to maintain social distancing leading to potentially contracting the virus.</p>	 <p><b>Safer Travel Supported</b> Car sharing with people from different households will be discouraged.</p> <p>Alternatives such as walking and cycling will be supported with increased facilities.</p> <p>Use of Public Transport will be discouraged and where this is not possible employees will follow Government requirement to wear face coverings and practice high standards of hygiene and maintain social distancing.</p>  <p><b>Work From Home Where At All Possible.</b> Employees will work from home where possible to prevent the need to travel and enter the workplace.</p>	<p>2 x 5</p>  <p style="font-size: 24pt; color: orange;">10</p> <p>Medium</p>










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 <p>Employees Displaying Symptoms - Coronavirus reportedly spread through exposure or contact to cough droplets. People at work developing onset of symptoms within the workplace.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? An individual could develop symptoms of Covid-19, which includes a high/raised temperature, a new/continuous cough or loss of sense of taste or smell which may lead to increased risk of transmission of Covid-19.</p>	<p> <b>Cases Recorded and Reported to College or University.</b> Records maintained of those who are isolating or who develop symptoms at work.</p> <p>Investigations carried out if the transmission could be work-related in the event it needs to be reported under RIDDOR.</p> <p>Appropriate risk assessments and work activities reviewed to ensure there are effective controls or if any changes are required.</p> <p> <b>Employee Not To Return To Work And Should Self-Isolate</b> For those displaying symptoms, isolation should be exercised immediately, ensuring Line Management are informed.</p> <p>Individuals and their household/ support bubble will isolate for the required period of time in line with the relevant current guidelines.</p> <p> <b>Employee To Go Home Immediately</b> The employee will be sent home directly from work and maintain social distancing to do so.</p> <p>If they require someone from their household to come and pick them up - they will wait in an isolated room designated by the college or university away from anyone else until they are collected.</p> <p>They should then self-isolate in accordance with guidelines.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Staff should be carrying out regular hand washing for at least 20 seconds using soap and water</p> <p> <b>Will Follow Government Advice On Testing And Tracing</b> Will follow the relevant protocol for booking a Covid-19 test and any subsequent tracing and</p>	<p>4 x 6</p>  <p>24</p> <p>Medium</p>











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		or use of a sanitiser if this is not available. <span style="float: right;">isolation that should follow.</span>	






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 <p>Hygiene Control Poor hand hygiene and respiratory hygiene control may lead to an increase in surface contamination.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Increased risk of surfaces becoming contaminated with pathogens including Covid-19 leading to spread of infection.</p>	<p> <b>Employees Advised To Wash Clothing After Work</b> Unless assessment of other risks deems necessary- employees will change clothing at home not at work in changing rooms and will be advised to launder clothes as soon as possible in the event of any contamination of clothing.</p> <p> <b>Guidance on HR App To Remind To Practise Good Hygiene</b> Relevant guidance to remind employees of the need to wash hands for at least 20 seconds on a frequent basis.</p> <p>Also to remind employees to practice good respiratory hygiene - catching of coughing and sneezes and correct disposal of tissues followed by hand washing.</p> <p> <b>Guidance On Increased Hand Washing Facilities</b> Increased hand washing facilities provisions in place where possible or use of sanitiser where there is limited access.</p> <p> <b>Guidance On Noise Reduced To Prevent Need To Raise Voice</b> Sources of noise kept to a minimum to prevent the need for people to shout and raise voices which may increase risk of respiratory droplets transmitting infection. This includes radio/ music etc.</p> <p> <b>Use Of Face Coverings</b> If employees choose to wear face coverings then they will be supported in the workplace.</p> <p>Face coverings are not classed as PPE. Advice will be given to employees on the correct use.</p>	<p>2 x 5</p> <p> <b>10</b></p> <p>Medium</p>






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 <p>Meetings People coming together in close proximity to attend meetings.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Increased risk of transmission of Covid 19</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Meetings Carried Out Remotely Where Possible</b> Where possible meetings will be carried out remotely to avoid the need for people to come together.</p>  <p><b>Sanitiser To Be Provided</b> As well as handwashing before and after the meeting, hand sanitiser will be provided for use for meeting participants.</p> </div> <div style="width: 48%;">  <p><b>No Sharing Of Equipment Permitted</b> No items are to be shared at any time during the meetings such as pens, computers etc.</p>  <p><b>Social Distancing To Be Maintained</b> Only essential persons to attend the meeting.</p> <p>All participants to be reminded prior to meeting of the need to adhere to social distancing at all times.</p> </div> </div>	<p>2 x 5</p> <p style="text-align: center;"> <b>10</b></p> <p>Medium</p>
 <p>Working On Or Attending Other College or University Sites Working on another campus.</p>	<p>All staff, Members of the public, Student / pupil</p> <p>Tutors</p> <p>How? Lack of control on other sites over the</p>	<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;">  <p><b>Awareness and Training For Employees</b> Employees reminded of how to implement the control measures on other sites and to report any concerns they have.</p> </div> <div style="width: 48%;">  <p><b>Communication With Colleges and Universities</b> To discuss how the work will be carried out safely and to maintain social distancing. Work with colleges and universities to reduce movement of staff from different campuses.</p> </div> </div>	<p>2 x 5</p> <p style="text-align: center;"> <b>10</b></p> <p>Medium</p>

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	social distancing measures meaning may be exposed to risk of transmission of Covid-19	<p> <b>Confirm All Concerned Are Symptom Free</b> Employees will be reminded ask to report any symptoms and will comply with College and University Health Checks such as temperature checks on entrance.</p> <p> <b>Dynamic Risk Assessment Conducted</b> Contact will be made with the Colleges and Universities to establish what control measures are in place and what else needs to be in place.</p> <p>If arrive on-site and are not satisfied control measures are effective or people appear symptomatic then the employee will leave the site immediately and report to the manager.</p> <p> <b>Face Covering Worn Where Required</b> Where attending a College or University Campus and there is a requirement to wear a face-covering then this will be carried out.</p> <p> <b>Fixed People Or Teams Used For Work</b> Where possible teams and pairs will be fixed to reduce the mixing of people as much as possible.  For ongoing or repetitive work the same worker/ worker team will be used.</p> <p> <b>Good Hand Washing/Hygiene Procedures Observed</b> Hands will be washed upon arrival and before leaving the premises as well as after using a tissue to capture coughs and sneezes.</p> <p>Sanitiser may be used in addition or in the absence of soap and water.</p>	

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		<div style="display: flex; justify-content: space-between;"> <div style="width: 48%;"> <p> <b>Rest Breaks / Lunch Taken Outside</b> Own food and drink brought and consumed outside or in own vehicle where possible after thoroughly washing hands.</p> <p> <b>Safe Movement Between Sessions In Place</b> Social distancing and good hygiene measures will be in place when employees are required to move between jobs.</p> <p>Hand hygiene will be carried out upon arrival at a session.</p> <p> <b>Social Distancing Adhered To</b> Where at all practicable social distancing will be adhered to by employees.</p> <p>Where it cannot be maintained the employee will contact their manager and additional measures will be proposed to the college or university.</p> <p> <b>Use Elbow to Open Doors</b> To minimise the need to touch door handles were possible use elbows to open doors if this is not possible sanitise hands after contact.</p> </div> <div style="width: 48%;"> <p> <b>Restricted Access</b> Employees will avoid busy areas where possible such as stairs and hallways, canteen areas.</p> </div> </div>	

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### Further control measures

None required

## Operating procedures

In the context of COVID-19 we have worked through the following steps:

Gaining risk assessments and guidance from colleges and universities we are working with.

Providing guidance and support to staff

Making every reasonable effort to enable working from home as a first option.

Where working from home is not possible, we are making every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible).

Where the social distancing guidelines cannot be followed in full, in relation to a particular activity, we are taking all the mitigating actions possible to reduce the risk of transmission between staff, students and others.

Further mitigating actions include:

- Increasing the frequency of hand washing.
  - Keeping the activity time involved as short as possible.
  - Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
  - Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others).
  - Finally, if people must work face-to-face for a sustained period with more than a small group of fixed partners, then you will need to assess whether the activity can safely go ahead.
- 
- No one is obliged to work in an unsafe work environment.

The most up to date guidance for the UK can be found here:

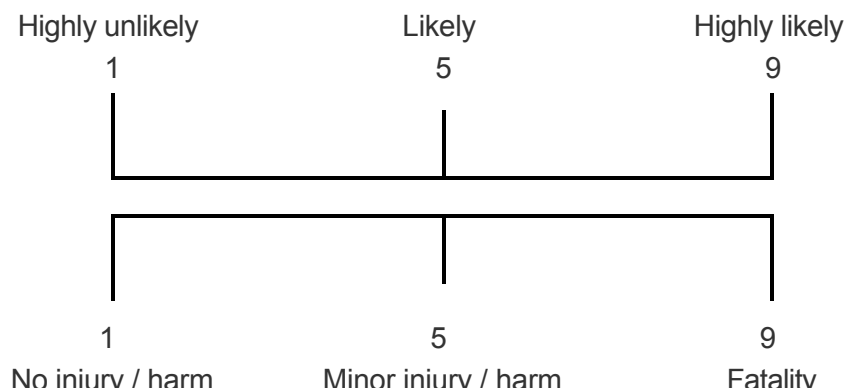
England: <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>



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### Risk rating explanation

Risk ratings are calculated by considering the likelihood of an event occurring along with the severity of the potential consequence should an accident occur. After considering existing control measures, values are assigned to the likelihood and severity from the scales below and these figures multiplied to established the risk rating.



9	18	27	36	45	54	63	72	81
8	16	24	32	40	48	56	64	72
7	14	21	28	35	42	49	56	63
6	12	18	24	30	36	42	48	54
5	10	15	20	25	30	35	40	45
4	8	12	16	20	24	28	32	36
3	6	9	12	15	18	21	24	27
2	4	6	8	10	12	14	16	18
1	2	3	4	5	6	7	8	9

Severity

### What do your risk ratings mean?

- Risk is categorised as LOW: Look to reduce risk if practicable
- Risk has been categorised as MEDIUM: Begin to plan your action to reduce the risk immediately
- Risk has been categorised as HIGH: Immediate action required to reduce the risk

Assessor's signature: Donna Welburn

Approved by signature: