

Risk assessment for re-opening following the partial lifting of the Covid-19 lockdown

In line with the Department of Education (DfE) guidance to consider a phased re-opening no earlier than 15 June, Newham College has prepared and published this risk assessment. This has benefited from staff, Trade Union, and Association of Colleges input and was approved by the Audit & Risk Committee on 28 May 2020.

This risk assessment covers planned re-opening for the remainder of the 2019/20 academic year and will be refreshed and re-published to cover arrangements for the start of the 2020/21 academic year.

Newham College Reopening Position

Newham College has had regard both to DfE priority groups and assessed local need in determining which students would derive greatest benefit from face to face attendance at College at the end of the 2019/20 academic year.

4 categories of learners have been prioritised for a return to some on site face to face delivery as soon as it is safe to do so - currently anticipated to be 15 June 2020. Priority returners are:

1. Year 10 & 12 learners specified by government guidance as requiring some return to face to face teaching to complement online distance learning. Where the virtual learning is working well, these students will continue to be supported at home and only those who have not been able to engage or who are vulnerable or at risk from a wellbeing/safeguarding or at risk of becoming Not in Education or Training (NEET) will be invited back for the remainder of this term.
2. Vulnerable learners: including Educational Health Care Plan (EHCP), looked after learners (learners in care) and those deemed high risk by the local authorities.
3. Disadvantaged learners: includes those who are currently disengaged from learning following lock down arrangements due to hardware or internet access, skills, motivation or a suitable setting to work remotely.
4. Vocational learners: includes those where their qualifications require practical elements of skill development and assessment in order to complete their current qualifications.

From 15 June until 10 July 2020 (the original date for the end of term) the College will re-open its two main campuses at East Ham and Stratford. All community centres will remain closed for the remainder of this academic year.

Attendance by both staff and students for the remainder of 2019/20 will be on a voluntary basis.

The Appendix sets out the measures the College has put in place to protect the health and safety of staff and students on College premises. These measures include:

- Modifications to buildings or people movements to maximise social distancing;
- Staggered timetabling to avoid both bottlenecks within the campuses or travel at peak commuting periods; and
- Signposting and communications so that staff and students are clear as to how they protect themselves and others.

In addition to building modifications, the college will undertake an individual risk assessment for staff and students who will be coming into the college during June – July.

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We expect staff and students to take active steps to protect themselves and others. These measures include:

- Self-reporting any signs of ill health and self-isolating at home with any Covid-19 symptoms;
- Planning home to college transportation to minimise the use of public transport, and to follow TfL’s recommended precautions if public transportation is needed.

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Appendix: Risk Assessment

Area or Activity Assessed	Covid19 Transmission Risk assessment (Estates)	Date	26/05/2020
		Review Date	Fortnightly

Assessment Completed By	Marcus Lloyd-Davy, Group Head Estates & Facilities	Persons At Risk	Staff/ Students / Visitors
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Hazard Identified	Existing Control Measures	Risk Level			Additional Control Measures Required (Action By)	Imp Date	Risk Level		
		Low	Med	High			Low	Med	High
Risk of infection during journey to College	None		X		Promote Cycle to Work scheme for staff to purchase bicycle at reduced price. Advise staff and students to follow TfL recommendations on public transport – e.g. use of non-surgical face coverings	June 2020 June 2020	X		
Risk of infection while entering and exiting any college building.	Barriers with swipe access and Security Team	X			External signage to promote 2 metre social distancing, as well as clear markers outside the college showing a safe waiting distance while outside.	June 2020	X		

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Hazard Identified	Existing Control Measures	Risk Level			Additional Control Measures Required (Action By)	Imp Date	Risk Level		
		Low	Med	High			Low	Med	High
		X			<p>No congregating at the entrance will be allowed and this will be enforced by security and College management / Staff.</p> <p>Staff who have volunteered to support learners face to face should be in college to reflect the student contact time.</p> <p>Bottles of hand sanitiser will be made available to students and staff at reception</p>	June 2020			
Risk of infection while moving around the college building to get to and from class.	No current measures in place	X			Government guidance states that this is a low risk within an educational building. Wherever possible the College has instigated a one way travel system. In the limited areas where this will be impracticable, such as entering and exiting canteen and some classrooms, staff will be asked to supervise people movements to avoid bottlenecks.	June 2020	X		

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Hazard Identified	Existing Control Measures	Risk Level			Additional Control Measures Required (Action By)	Imp Date	Risk Level		
		Low	Med	High			Low	Med	High
					<p>There are two main staircases at East Ham. The front stairwell nearest the entrance will be used to gain access to all floors and the rear stairwell will be used to exit the building.</p> <p>There will be clear and consistent signage on both the wall mounted signs encouraging the 2 metre distancing as well as the floor signage showing both the direction of travel and a clear visual 2 metre guide to help inform both students and staff.</p>	<p>June 2020</p> <p>June 2020</p>			
Risk of infection in classroom environment.	None		X		No more than 10 – 15 students at any one time within a building or single area.	June 2020	x		
Risk of infection in college food dispensing areas.	Food Safety Policy Hygiene control Procedures		X		Floor markings in canteen will clearly show two metres and have clear signage on display at all times to reinforce expectations.	June 2020	X		

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Hazard Identified	Existing Control Measures	Risk Level			Additional Control Measures Required (Action By)	Imp Date	Risk Level		
		Low	Med	High			Low	Med	High
Risk of transmission in office areas and staff kitchens.	None	X			Where possible, staff should use their allocated desk to minimise the risk of infection. Hourly paid lecturers (HPLs) will have access to a bank of PCs that will be subject to a daily cleaning regime.	June 2020	X		
	Continued welfare and well being of staff and students	Occupational health referrals and self referrals. Employee Assistance Programme. Regular updates on looking after mental well-being sent to all staff. Managers in regular contact with their teams. Home working risk assessments. Physical fitness videos on staff intranet. Safeguarding Team in daily contact with learners. Physical fitness videos on VLE.	X			The Estates team will provide the appropriate level of cleaning and sanitisation. Unless specifically timetabled to attend the College campus, all staff will be expected to work from home to alleviate pressure on office space during the Covid pandemic. Posters to be displayed with contact points for help and assistance	June 2020 June 2020	X	

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Health and Safety Risk Matrix

		1 SEVERITY			
		Slightly harmful / minor injury or illness	Harmful injury or illness incurring time loss for subject/s	Serious injury or illness	Life threatening or fatal injury or illness
2 P O B A B I L I T Y	Unlikely	Low	Low	Low	Med
	Likely	Low	Med	Med	High
	Highly Possible	Med	Med	High	High
	Certain	Med	High	High	High

Risk Level Guidance

RESULT	LEVEL OF RISK	ACTION AND TIMESCALE
	Low	No further action necessary: monitor to ensure controls maintained
	Medium	Efforts to reduce risk, but costs of prevention considered.
	High	Urgent efforts to reduce risk, consideration should be given as to whether work should be started or continued.

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