

June 2020

### **Covid-secure risk assessment principles for the gradual reopening of the college.**

New City College is following government guidance as issued by the DfE and the Health & Safety Executive to ensure so far as is reasonably practicable all campuses that will open are safe for students, staff, visitors, tenants and contractors.

Where possible, some services and practices will be removed to eliminate the risk of contracting/spreading the virus. Where this is not possible then practical measures have been implemented of good hygiene, social distancing, signage and communication, taking into consideration:

- Identifying what work activity or situations might cause transmission of the virus
- Considering who could be at risk: students, staff, visitors and contractors
- Deciding how likely it is that someone could be exposed (considered likely without any controls and unlikely with controls)
- Acting to remove the activity or situation, or if this isn't possible, then controlling the risk.

Movement/locations of person/s working/using facilities	Control measures	Management controls to further lower the risk
Entering/leaving campus	<ul style="list-style-type: none"> <li>• 2-metre markings outside leading to entrance, where an approach path exists.</li> <li>• Main entrances partitioned in the middle to allow separate one-way system with social distancing. Some campuses have separate entrance and exit points.</li> <li>• Signage to keep the current 2m social distance.</li> <li>• One-way systems developed around each campus.</li> <li>• Antibacterial sanitisers stationed at entrance and in corridors.</li> <li>• Temperature checks on anyone who appears unwell with non-contact thermometer (in place).</li> <li>• Screens for reception.</li> <li>• All doors to be kept open where possible, only fire doors with 'hold open' devices to be kept open.</li> </ul>	<p>Staff/Security to remind staff and students to use antibacterial hand wash on arrival and to keep the 2m distance</p> <p>Duty managers will direct students at reception and in Courtyard</p>
Using corridors	<ul style="list-style-type: none"> <li>• One-way system implemented with signage and directional travel.</li> <li>• Floor plan available for reference.</li> <li>• Curriculum areas zoned with allocated toilets and own route in/out.</li> <li>• Students instructed not to make their way to their classroom until time for their lesson. No waiting outside causing congestion.</li> <li>• Teacher attends class before lesson starts to greet the students and induct them on safety measures.</li> </ul>	<p>Staff to remind students as and when they notice non-compliance.</p> <p>Staff induction and students induction.</p>
Stairs	<ul style="list-style-type: none"> <li>• Staircases have been designated either up or down with clear signage, with map available for reference.</li> </ul>	<p>Frequent cleaning of handrails and touch points.</p>
Lifts	<ul style="list-style-type: none"> <li>• Only one person permitted to use a lift at a time.</li> <li>• Signs displayed to limit persons to one.</li> <li>• When supporting students and tutors to wear a mask.</li> </ul>	<p>Staff to be vigilant and remind students/staff who may not comply.</p>

Shared offices	<ul style="list-style-type: none"> <li>• Checkerboard layout to stagger workstation positions to maintain distance.</li> <li>• Where 2 metre distancing can't be achieved either stagger working times so people work elsewhere/from home.</li> <li>• Staff are encouraged to wash their hands more frequently.</li> <li>• Accessible hand sanitiser.</li> <li>• Cleaning regime implemented for all offices.</li> </ul>	<p>Continue to work from home where possible to reduce desk space.</p> <p>Managers to ensure their staff are complying to the social distancing by managing the times each office is in use.</p>
Hotdesking	<ul style="list-style-type: none"> <li>• Prohibited. Hot-desking staff to work from one workstation.</li> <li>• No cross-college working, unless designated computer such as portable computer is used.</li> </ul>	Managers to enforce.
Staff rooms	<ul style="list-style-type: none"> <li>• Hang coats on back of chairs if this avoids coats coming into contact with other coats.</li> <li>• Tea/Coffee making rotation system to avoid congestion during breaks. Staff to use specific mug/cup or disposable cups to avoid cross-contamination from poor cleaning.</li> <li>• Individual cups are used unless cleaned in dish washer</li> <li>• Consider markings in staff rooms to highlight distancing, eg where tea/coffee is being made.</li> <li>• Photocopier access to be controlled / limited with markings to show distance where people queue to use it. Sanitiser made available in staff room and users to wipe the cover / other parts where touch points occur upon completion of use.</li> </ul>	Managers to periodically check tidiness and ensure cleaning of items are being carried out.
Classrooms in use	<ul style="list-style-type: none"> <li>• Restricted class size to safe capacity for each room.</li> <li>• Staggered lessons with remote teaching.</li> <li>• Rotation of students over the week to reduce numbers on each campus.</li> <li>• Spaced desks to 2m distance with checker point layout.</li> <li>• Rooms sanitised daily including computer keyboard and mouse.</li> <li>• Sanitiser available in each classroom.</li> <li>• Whiteboard markers- staff to carry their own markers/pens for personal use.</li> <li>• Viricidal spray available for additional on the spot cleaning.</li> </ul>	Senior Curriculum Managers manage class sizes and ensure spacings in classes are adhered to and maintained.
Refectories/canteens	<ul style="list-style-type: none"> <li>• One way system implemented and detailed in the site plan.</li> </ul>	Cleaning of tables after each use

	<ul style="list-style-type: none"> <li>• Reduced service from choice meals to fixed menu of prepared packed bags for students to pre-order and collected over the counter.</li> <li>• Hand sanitiser available at entrance to canteen.</li> <li>• Single chairs placed at tables, and tables distanced from each other maintaining social distancing.</li> <li>• Break times staggered to reduce crowding.</li> </ul>	
Toilets	<ul style="list-style-type: none"> <li>• Reduced to one person using the room at any time.</li> <li>• Signage to stipulate one person at a time and promotion of good hand hygiene.</li> </ul>	Additional regular cleaning of the toilets.
Workshops and labs	<ul style="list-style-type: none"> <li>• Specific risk assessment of controls tailored for each workshop or lab ensuring social distancing is maintained and good hygiene.</li> </ul>	
Communications	<ul style="list-style-type: none"> <li>• All staff/students inducted on current requirements and reminded frequently using college communication systems.</li> <li>• Staff to fully brief their students.</li> <li>• Letter available to students via website.</li> <li>• Risk assessments communicated to staff and students.</li> </ul>	<p>Manage student behaviour.</p> <p>Staff inductions to be carried out and student inductions. Briefing note sent to student ahead of the returning explaining expectations and instructions.</p>