

A9 B9 - Health and Safety Policy

Policy Lead: MF/CET/DJT	Date: 11/10/2021	Revision due: 26 Jan 2022
Date of Amendment: 6 Jan 2022 2021 v12	Staff Initials: MRF	

WORKSOP COLLEGE & RANBY HOUSE - Coronavirus Risk Assessment

Date of Assessment: 16 August 2021 **Reviewed 6 Jan 2022**

Name of Assessor(s) Mick Fullwood

Location & Subject of Assessment: **WORKSOP COLLEGE & RANBY HOUSE**

HAZARDS/FINDINGS	EXISTING CONTROL MEASURES	People Affected	E/SR	L/PR	RR	ACTION TO BE TAKEN TO REDUCE RISKS
Getting or spreading coronavirus by not washing hands or not washing them adequately	<ul style="list-style-type: none"> - Staff and pupils instructed to clean their hands regularly, including when they arrive at College, when they return from breaks, when they change rooms and before and after eating - Hand sanitising stations provided at the entry/exit point of every building - Sanitisation stations provided in all classrooms/teaching areas, staff rooms/offices and SCR - Non-alcoholic hand sanitiser provided for use within the Science laboratories - Effective handwashing posters displayed across the College 	Staff Pupils Contractors Visitors	4	2	8	

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	<ul style="list-style-type: none"> - 'Catch it, bin it, kill it' approach communicated across Worksop College & Ranby House via posters, verbal communication - People actively encouraged to check their hands for dryness and cracking and to report it if there are concerns - Hand lotions provided in some toilet facilities - Cleaning schedule in place which includes more frequent cleaning of rooms/communal areas/toilets - More frequent cleaning of common touch points, i.e. door handles, handrails - Schedule in place for checking the supplies of handwashing items in toilets and replenishing as necessary - Schedule in place for checking sanitising stations and replenishing as necessary - Protective measures briefing card which is regularly orated to pupils 					
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<p>Getting or spreading coronavirus because of poor personal behaviours</p>	<ul style="list-style-type: none"> - Clear messages within communications sent to pupils, parents, staff and visitors that if they are unwell displaying covid symptoms they should stay at home and take an LFT, thereafter follow current Govt guidance - Good respiratory hygiene practices promoted through the College - The avoidance of touching the face actively promoted - Self-declaration forms signed for visitors - Tissues and lidded bins provided across the sites - Promotion of Covid 19 app - NHS QR Codes for use by visitors - LFT carried out at home twice a week for all staff and year 7 and above pupils who have engaged with asymptomatic testing - LFT to be carried out by all visitors before attending meetings or working on site 		<p>Staff Pupils Contractors Visitors</p>	<p>4</p>	<p>2</p>	<p>8</p>	
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<p>Getting or spreading coronavirus in common use, high traffic areas, i.e. corridors, toilet facilities, entry/exit points to areas, dining Hall and all communal areas</p>	<ul style="list-style-type: none"> - Cleaning schedule in place which includes more frequent cleaning of rooms/communal areas/toilets - More frequent cleaning of common touch points, i.e. door handles, handrails - Schedule in place for checking the supplies of handwashing items in toilets and replenishing as necessary - Schedule in place for checking sanitisation stations and replenishing as necessary - Outside space used where possible for activities, i.e. PE - Hand sanitisation stations placed at all entry/exit points to all buildings - Effective handwashing, respiratory hygiene practices and social distancing posters displayed across Worksop College & Ranby House - Online meeting facilities, i.e. Teams used - Staff emails to communicate any changes made to the 		<p>Staff Pupils Contractors Visitors</p>	<p>4</p>	<p>2</p>	<p>8</p>	
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	<p>protective measures implemented across Worksop College & Ranby House</p> <ul style="list-style-type: none"> - Protective Measures Policy issued to all staff and uploaded onto the Worksop College & Ranby House website - Face coverings to be worn by all Staff, year 7 and above pupils and all visitors in line with govt guidance, unless medically exempt 						
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Getting or spreading coronavirus through people travelling together, i.e. via dedicated transport	<ul style="list-style-type: none"> - Advised to follow the Government guidance on travel and the use of public transport - Face coverings for those aged 11 and over to be worn on dedicated Worksop College & Ranby House transport (unless there is a medical reason why this cannot occur) - Increased cleaning of vehicles - Use of ventilation systems in vehicles, i.e. open windows for the journey - LFT carried out at home twice a week for all staff and year 7 and above pupils who have engaged with asymptomatic testing 	Pupils Staff Contractors	3	2	6	
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<ul style="list-style-type: none"> - Sanitisation stations provided in all teaching areas - Non-alcoholic hand sanitiser provided for use within the Science laboratories - Sanitisation products provided to office based staff - Communal work areas provided with sanitisation products and staff advised to wipe down the 	Pupils Staff Contractors Visitors	4	2	8	

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	<ul style="list-style-type: none"> workstations before and after use - More frequent cleaning of common touch points, i.e. door handles, handrails - Cleaning products used are in line with Government guidance - Non-sharing of frequently used equipment where this is practical and possible - Domestics trained on how to put on and remove PPE - Waste removed from areas on a daily basis - Visitor lanyards sanitised between each user - Protective measures briefing card which is regularly orated to pupils 					
Mental health and wellbeing affected through isolation or anxiety about coronavirus	<ul style="list-style-type: none"> - Access to Pastoral Support team - Access to College Counsellor - Access to Medical team - Access to Occupational Health - Access to Tutor Team - Access to HR - Regular communication to pupils and staff, including 	Staff Pupils	3	2	6	

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	<p>increased tutor time at Worksop College where required in The working week</p> <ul style="list-style-type: none"> - Safeguarding Policy - As part of a phased return to work, staff are able to work from home – in agreement with their line manager - COVID-19 risk assessment shared with staff and parents - Protective Measures Policy communicated to staff, parents and pupils and placed on the Worksop College & Ranby House website - Use of academic concern forms - Individual assessments carried out for those who have been identified as requiring support 					
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<p>Poor workplace ventilation leading to risks of coronavirus spreading</p>	<ul style="list-style-type: none"> - Opening of high level windows in colder weather in preference to low level to reduce draughts - Increasing the ventilation while spaces are unoccupied (for example, between classes, during break and lunch, when a room is unused) - Rearranging furniture where possible to avoid direct draughts - Doors to be left open, if not fire doors - Ventilation systems which have assessed in line with HSE guidance put into operation - Notices in place, reminding people to keep rooms well-ventilated 		<p>Staff Pupils Visitors Contractors</p>	<p>4</p>	<p>2</p>	<p>8</p>	
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<p>Increased risk of infection and complications for clinically extremely vulnerable persons</p>	<ul style="list-style-type: none"> - Individual assessments and support plans in place for those who have been advised by their clinician or other specialist not to attend - Protective Measures Policy which has been communicated to parents, pupils and staff, and placed on the College website - Handwashing/hand sanitisation actively promoted - Robust cleaning schedules in place - Advised to seek professional medical advice with regards to their return to College - New & Expectant Mothers Risk Assessments completed where required 		<p>Staff Pupils</p>	<p>3</p>	<p>2</p>	<p>6</p>	
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Suspected or confirmed case of coronavirus within College	<ul style="list-style-type: none"> - Medical risk assessment and protocol in place which is to be followed were such an event to happen - Medical Centre identified as isolation hub - Process communicated to staff and parents of what to do if anyone is displaying symptoms, including working with NHS Test and Trace - Robust cleaning schedule and safe operating procedure in place, which Domestic staff have received training on - Provision of appropriate PPE where required - Communications in place with regards to the signs and symptoms of Covid-19 which are regularly briefed to staff and pupils, including the action to take if they suspect or are confirmed as having Covid-19 - Visitors Policy, which includes Covid-19 information - Any contaminated laundry to be washed separately on the 		Staff Pupils Visitors	4	2	8	
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	<ul style="list-style-type: none"> warmest water setting possible and items thoroughly dried - Waste produced from possible cases to be double bagged and stored/disposed of in line with government guidance - Body fluid spillage kits provided across the College - Promotion of Covid 19 App - QR Codes for use by visitors 					
Getting or spreading the virus by carrying out educational visits and fixtures	<ul style="list-style-type: none"> - Educational visits will be individually risk assessed in line with Worksop College & Ranby House policy and taking into account current Government guidance - Fixtures will be conducted in line with current Government and national governing body guidance and thoroughly risk assessed before being approved - LFT carried out at home twice a week for all staff and year 7 pupils who have engaged with asymptomatic testing 	Staff Pupils	3	2	6	

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	- Protective Measure Policy which has been communicated to pupils, parents and staff					
Getting or spreading the virus because of international travel	<ul style="list-style-type: none"> - Staff and pupils to follow the current Government guidance on international travel and in line with Worksop College & Ranby House policy - Quarantine rooms established for male boarders in Talbot, Mason and Pelham Boarding - Female boarders who are required to quarantine would be isolated within Derry and Gibbs 	- Staff Pupils	3	2	6	
An outbreak of Coronavirus affecting staff and pupils which forces either site to part close/close	<ul style="list-style-type: none"> - Remote teaching and learning in place - Critical Incident Plan in place should the College need to close - Asymptomatic testing being carried out across the Worksop College & Ranby House community in line with current - Government guidance 	Staff Pupils Parents	4	2	8	

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Lack of staff available to operate a safe site or deliver the curriculum	<ul style="list-style-type: none"> - See the Critical Incident Plan - Medical staff are on a rota - First Aiders available to support the Medical staff HR monitoring sickness absence 	Staff Pupils Parents	4	2	8	
Introduction of new cleaning products into the workplace to protect against COVID-19	<ul style="list-style-type: none"> - Safety data sheets obtained for all new products - COSHH Risk Assessments carried out for all new products - Appropriate PPE provided where necessary - Safe Operating Procedures reviewed and updated as necessary. - Training delivered to all relevant staff 	Staff	3	2	6	-
Implementation of the Contingency framework for education	<ul style="list-style-type: none"> - Contained in the covid 19 Protective Measures Policy 	Staff Pupils Parents	3	2	6	-

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Notes

- ESR = Effect Severity Rating X L/PR = Likelihood/Probability Rating = RR (Overall risk rating)
- Remember to consider if risks can be avoided, the activity substituted, reducing the number of people exposed or their exposure time. If appropriate record your consideration in the Action Column; Remember to try and identify any measures which could reduce risks further and record in Action Column. This will allow decisions to be made on whether they are reasonably practicable to implement.
- For any further guidance or concerns speak to the Health and safety and Utilities manager .

Risk Assessment produced by: Mr M R Fullwood Health and safety and Utilities Manager

Date: 6 Jan 2022

Signature: *M R Fullwood signed electronically*

Risk Assessment approved by: DR J Price , Headmaster

Date: 6Jan 2022

Signature:



Risk Assessment approved by: Mrs P Owsten Custos

Date: 6Jan 2022

Signature:



Appendix 1

WORKSOP COLLEGE & RANBY HOUSE General Risk Assessment - Risk Rating System

1. Effect Severity Rating (ESR)

The Hazard Severity Rating is based on the **potential** severity of injury/loss that could occur assuming there are **NO** Control Measures in place

HAZARD SEVERITY RATING (HSR)	VALUE
MULTIPLE DEATHS	6
EATH/PERMANENT INCAPACITY/WIDESPREAD LOSS	5
MAJOR INJURY (REPORTABLE TO HSE)/ SEVERE INCAPACITY/SERIOUS LOSS	4
INJURY/ILLNESS REQUIRING 7 OR MORE DAYS ABSENCE (REPORTABLE TO HSE)/MODERATE LOSS	3
MINOR INJURY/ILLNESS - LOST TIME	2
TRIVIAL INJURY (IMMEDIATE FIRST AID ONLY)/ ILLNESS/LOSS	1

3. Likelihood/Probability Rating (L/PR)

The Likelihood/Probability Rating is based on the control measures in place, the number of persons exposed, the frequency and duration of exposure

LIKELIHOOD/PROBABILITY RATING (L/PR)	VALUE
CERTAIN	6
ALMOST CERTAIN/REGULAR OR FREQUENT OCCURRENCE	5
LIKELY TO OCCUR OFTEN	4
EVEN CHANCE/LIKELY TO OCCUR SOMETIME	3
UNLIKELY BUT MAY OCCUR EXCEPTIONALLY	2
IMPROBABLE/EXTREMELY UNLIKELY TO OCCUR	1