

Risk Assessment Tool						
Risk Reference Number: 001				Date of Assessment: 1 October 2020		
Campus: All DCG Sites				Area/Department: Health, Safety & Environmental Compliance		
Risk assessment pertaining to:- Coronavirus (COVID-19) Increased numbers attending all DCG sites from 1 st August 2020						
What are the hazards?	Who might be harmed? <i>(NB: Employees; Students, Visitors, Contractors, Others e.g. Environment)</i>	Description of risk(s):	Summary of current control measures: <i>(Control measures should be documented in line with the hierarchy of control – eliminate; substitution; control at source; safe systems of work; information, instruction and training; supervision; PPE)</i>	Residual risk with control measures in place: <i>(If the risk is not being adequately controlled the action plan should be completed.)</i>		
				Likelihood	Consequence	Score/Colour
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred</p>	<p>DCG Employees and anyone living within their household, DCG students and anyone living within their household, members of the public, employers working with DCG, DCG Services and Contractors working on behalf of DCG</p>	<p>Risk of becoming infected with COVID-19 could lead to the following symptoms:</p> <ul style="list-style-type: none"> • High temperature, ie, feeling hot to touch on chest or back. • A new continuous cough ie, coughing for more than an hour or 3 or more coughing episodes in 24 hours. • A lost sense of smell and taste (anosmia). • Mild to moderate respiratory problems (ie, shortness of breath). • Lethargic. • Aches & pains within the body. • Sore throat. • Headache. • Vomiting or diarrhoea 	<ul style="list-style-type: none"> • All absences for DCG employees relating to the Coronavirus, must be reported to HR in line with DCG HR policies and procedures. • Employees with a confirmed case of COVID-19 must not attend work and must self-isolate until they are well for at least 10 days until not displaying symptoms (in line with Government advice). • Employees living with someone who are showing COVID-19 symptoms, must not attend work and must self-isolate for at least 14 days in line with Government guidance. If the individual's receives a negative test result, they and their household no longer need to isolate (unless they become symptomatic). If the employee cannot work from home due to the virus, the line manager and HR must be informed. 	3	3	9 Amber

		<ul style="list-style-type: none"> • Fatalities (prevalent with individuals over the age of 70 or suffering from underlying health conditions). 	<ul style="list-style-type: none"> • Where possible employees will return to on site working. • If employees are exhibiting COVID symptoms they are advised to be tested for the virus and details of the test results should be communicated to DCG (please refer to the DCG policy) • All sites will be restricted to working within a site specific 'bubble' and will be discouraged from having close contact with individual's from outside of the bubble. All sites will be identified as individual bubbles apart from the Johnson & Hudson Building which are classified as a single bubble. However, if it is acknowledged as service critical, staff are permitted to work on another site. This must be approved by the manager for the area. • All staff and students must wear a face coverings within all communal areas (unless exempt). Staff and students may also wear face coverings within the classroom environment so long as this does not negatively impact on classroom delivery. • Social distancing encouraged for DCG employees currently working on site. • Clear communication has been provided to all DCG employees that they must follow NHS/111 advice as required 		
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			<ul style="list-style-type: none"> • NHS England's 'Catch It, Bin It, Kill It' campaign was communicated to all employees and students. • A robust cleaning regime has been implemented across all DCG sites and anyone coming onto site has access to hot water, soap and hand drying facilities or hand sanitiser which are located on all main entrance and egress areas and meet WHO standards. • All members of the Governors and the Senior Management Team have taken clear direction from the UK Government. All Government recommendations and stipulations have been effectively implemented and communicated to all DCG stakeholders. • DCG employs a competent Health & Safety Team who have risk assessed the hazards associated with COVID-19. The Health & Safety Team follows advice from the UK Government, the HSE, IOSH and DCG's Policies and Procedures. • Social distancing floor stickers are installed across all DCG sites. • The use of hot desking is not currently recommended. However, should this be required, a robust cleaning regime must be implemented. It is also recommended that employees and students do not share resources where possible. 		
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Originator:
Area:

Lynn Reed
Environmental Compliance

Our ref:
Date:

LR/risk assessment tool/version 1
12th June 2020

			<ul style="list-style-type: none"> • Employees must not change the layout of the classrooms without prior approval from Facilities. • All curriculum areas must implement a seating plan. This plan must be adhered to. • Each curriculum area will undertake their own risk assessment for the activities being undertaken and the areas in use. • All sites will have allocated 'isolation' areas for any person showing symptoms of COVID-19 to enable them to seek further advice from medical professionals and wait for transport home. If staff are required to provide support during this time, where possible, social distancing should be adhered. If this is not possible, appropriate PPE must be worn. All first aiders will have access to PPE equipment which must be used if 2 metre distancing cannot be implemented when treating the casualty. During the current climate, mouth to mouth resuscitation must not be undertaken and the use of CPR or a defibrillator should be used implemented. • Location of isolation rooms as at 12/06/20): <u>Roundhouse</u> S119a – First Aid Room, 			
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			<p>Stephenson Building; K102 – First Aid Room, Kirtley Building;</p> <p><u>Johnson Building</u> Office adjacent to the Dance Studio</p> <p><u>Hudson Building</u> H3 Classroom</p> <p><u>Broomfield</u> PS3 Floristry Block; Edale Residential Block – Boot Room;</p> <p><u>Joseph Wright Centre</u> Arts Block – Foyer area B29 Ceramics – Basement</p> <p><u>Ilkeston</u> G18</p> <ul style="list-style-type: none"> • Sneeze screens will be provided for reception areas and other areas deemed appropriate. • Facilities will respond to any suspected COVID cases and will implement the necessary cleaning within the bounds of the resources available. • A staggered approach break periods will be implemented where feasible. • A blended learning model will be applied where appropriate. • Caterlink are providing ‘grab and go’ options to limit the time spent within communal 		
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			<p>catering/refectory areas.</p> <ul style="list-style-type: none"> ● The sharing of tools, equipment & stationery and IT equipment should be avoided where possible. If this is not possible, ensure an appropriate cleaning and sanitising regime is implemented. ● During break and lunch periods, social distancing must be adhered to at all times. ● Where possible students should be encouraged to use online resources and references. ● DCG will not be provided face masks (unless identified as part of the risk assessment process for the individual role/area). However DCG will support staff and students who wish to wear face coverings. ● Students are being encouraged to eat within the classrooms to minimise numbers within communal areas. ● Where possible, payments will be made by cashless methods. ● No plans to teach in large groups. All large group meetings are to be held via remote methods eg , Microsoft Teams. ● Desks and chairs to be facing forwards. Teaching staff to deliver from the front of classrooms. 19 Plus students to continue to implement with 2 metre social distancing or with 1 metre with mitigating measures. ● Students will remain in their 		
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			<p>allocated classroom where possible and staff will 'move' to them to restrict movement on site.</p> <ul style="list-style-type: none"> • Within staff offices, furniture should be positioned to face within one direction (reconfiguration will be implemented where possible). • Timetabling to be reviewed for September to ensure COVID safety measures are being implemented. Frequent reviews to be undertaken. • Music provision to be reviewed to ensure government compliance. • Where possible, agency staff will provide cover for longer periods. • All registers must be accurate and completed in a timely manner to enable Test and Trace if required. • All external visitors attending a DCG site must complete a COVID questionnaire which must be approved prior to the visit commencing. 			
Confirmation of a confirmed COVID-19 case on DCG premises.	DCG Employees and anyone living within their household, DCG students and anyone living within their household, members of the public, employers working with DCG, DCG Services and Contractors working on behalf of DCG (ie Caterlink, Imtech).	<p>Risk of becoming infected with COVID-19 could lead to the following symptoms:</p> <ul style="list-style-type: none"> • High temperature, ie, feeling hot to touch on chest or back. • A new continuous cough ie, coughing for more than an hour or 3 or more coughing 	<ul style="list-style-type: none"> • Ensure anyone who has been within close proximity of someone displaying COVID symptoms or who have received a positive test result, must be informed and should be told to isolate in line with Government guidelines. This is applicable to all staff, students, contractors and visitors. • The areas in which the infected person has been in contact, must 	3	3	9 Amber

		<p>episodes in 24 hours.</p> <ul style="list-style-type: none"> • A lost sense of smell and taste (anosmia). • Mild to moderate respiratory problems (ie, shortness of breath). • Lethargic. • Aches & pains within the body. • Runny nose. • Sore throat. • Headache. • Vomiting or diarrhoea • Fatalities prevalent with individuals over the age of 70 or suffering from underlying health conditions). 	<p>have a deep cleaning regime implemented with immediate effect. The cleaning team must be informed, and the affected area must be evacuated until the cleaning regime has been completed in line with Government advice.</p> <ul style="list-style-type: none"> • Facilities to ensure the safe disposal of all waste that may be contaminated in line with Government recommendations. • The Estates helpdesk will assist with responses raised on site directing works to the respective teams. • The person showing symptoms must follow Government guidance. • All staff to follow the current DCG Guidance on dealing with a suspected COVID case on DCG premises. 			
Poor hygiene standards	DCG Employees DCG Students, Visitors/members of the public visiting any of the DCG sites. DCG Services Staff Contractors appointed by DCG	<p>Increased risk of surfaces becoming contaminated with the COVID virus. Increased risk of individual's becoming infected with COVID which could result in the following symptoms.</p> <ul style="list-style-type: none"> • High temperature, ie, feeling hot to touch on chest or back. • A new continuous cough ie, coughing for more than an hour or 	<ul style="list-style-type: none"> • DCG Cleaning Services have implemented a robust cleaning regime college wide. • Regular communications have been sent to staff and students to remind them to wash their hands thoroughly and regularly using soap and water for at least 20 seconds (in line with Government guidance). Appropriate signage is in situ. • Hand sanitising stations will be located on all access/egress routes. 	3	3	9 Amber

		<p>3 or more coughing episodes in 24 hours.</p> <ul style="list-style-type: none"> • A lost sense of smell and taste (anosmia). • Mild to moderate respiratory problems (ie, shortness of breath). • Lethargic. • Aches & pains within the body. • Sore throat. • Headache. • Vomiting or diarrhoea • Fatalities (prevalent with individuals over the age of 70 or suffering from underlying health conditions). 	<ul style="list-style-type: none"> • The Health & Safety Team have regular meetings with the Cleaning Manager for DCG services to ensure any concerns regarding cleaning standards are discussed and actioned accordingly. • All DCG employees are aware that if there are concerns around cleaning standards, the concerns must be logged with the Estates Helpdesk. • DCG Services have reviewed their risk assessments with regards to employees undertaking cleaning duties. All DCG services cleaning operatives are aware that the wearing of disposable gloves is mandatory whilst undertaking cleaning duties. • All DCG cleaning operatives have received training on safe cleaning operations around COVID (Government Guidance). Training delivered by DCG Services Manager. All Government updates will be communicated to all DCG cleaning operatives as soon as is possible. • All cleaning products have been reviewed and are suitable for use in line with Government guidance. • Bins to be provided in all classrooms for safe disposal of masks, gloves, tissues etc. • Cleaning regimes have been increased and this will be monitored and reviewed in September. 		
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			<ul style="list-style-type: none"> • Wipes and cleaning materials are available upon request. All requests must be logged with the Estates Helpdesk. • Doors to be propped open where possible to enable adequate ventilation. Fire doors must not however be propped open at any time. 			
<p>Currently normal site working to be resumed from 1st August 2020. However, if the rate of COVID-19 cases increases or if directed by Government advice, the business continuity control measures would be re-implemented.</p> <p>Business continuity management of those working from home, large proportion of the work-force being forced to self-isolate, one or more buildings being closed, empty buildings risk of legionella, security issues, employee wellbeing</p>	DCG stakeholders, employees, students, organisations working with DCG, DCG Services, DCG appointed contractors	<ul style="list-style-type: none"> • Students may not be able to complete their course. • Apprentices may not be able to commence their apprenticeship if their employer has not been pre-vetted. • Employees suffering stress anxiety and associated symptoms • Financial implications for DCG. • An outbreak of COVID may lead to adverse publicity for the organisation and result in reduced engagement. 	<ul style="list-style-type: none"> • Some business support functions continue to work remotely. • DCG has continued to operate throughout the COVID climate. • Students have been able to access online resources to enable them to continue their study provision. • Students not engaging are being supported by DCG appropriately. • If a staff member becomes unwell and shows symptoms of COVID the individual manager's contingency plan is to be implemented. If a large proportion of employees start showing symptoms of COVID, appropriate action will be undertaken which may include but is not exclusive to closing areas, closing sites, sourcing alternative employee provision and reverting to online methods of teaching where possible. • The maintenance regime across all DCG sites continues to be implemented by the Facilities Department. 	2	4	8 Amber

			<ul style="list-style-type: none"> • During the current climate, all employees are being supported by DCG. All employees are aware of their HR Business Partner and Team Managers are communicating with their employees on a regular basis. Employees have also been signposted by HR to the DCG Be Supported Scheme and other internal and external provisions are available. • Animal welfare continues to be addressed by adequate staffing levels. • Recruitment and enrolment of students continues in line with Government guidance. Virtual information events, interviews, advice and guidance and enrolment are all being offered remotely. • Members of the Senior Management Team continue working to ensure the business continuity plan is robust to support the current changing COVID climate. 			
Employees working remotely	DCG Employees – although most employees are returning to on site working, a number of support staff will continue where feasible to work remotely.	<ul style="list-style-type: none"> • If an employee has not set up their workstation in line with DSE guidance, this could lead to the following symptoms; musculoskeletal disorders ie, back pain, neck pain, nerve damage, visual issues, 	<ul style="list-style-type: none"> • DCG employs a competent health and safety team who provides advice and guidance with regards to DSE requirements. A working from home guidance document has been issued to all DCG employees giving clear instructions on setting up their workstations from home and provides recommendations for supporting their working environment. 	2	2	4 Green

		headaches, increase in stress, fatigue, upper limb disorders.	<ul style="list-style-type: none"> • DCG employees who have requested specific DSE equipment (which they do not have available at home) have been able to collect from site and larger items such as chairs, exam desks, lap top risers have been delivered to employees' remote working locations. • All employees have been required to complete a working from home check list. All concerns are addressed by the Health & Safety Team and actioned accordingly. • All employees have access to the Be Supported Programme and participate in regular meetings with Team Managers. All employees are aware of their HR Business Partner should they require any additional support. • All employees have access to AssessRite which is an online training provision giving advice and guidance around appropriate workstation layouts. 			
Fire procedures	DCG Employees, students, visitors, contractors, animals and livestock	Fume inhalation, burns, fatalities	<ul style="list-style-type: none"> • All existing DCG fire strategies continue to be implemented. • All one way systems implemented have been assessed to ensure fire safety compliance is adhered to. 	2	2	4 Green
Waste Management	DCG employees, students, visitors, contractors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • All contaminated waste will be disposed of by DCG's approved waste contractor in line with Government guidance. 	2	2	4 Green
Statutory building compliance	DCG employees, students, visitors, contractors	Legionella Asbestos LEV PAT testing Air conditioning servicing Servicing of fire alarms Servicing of fire extinguishers	<ul style="list-style-type: none"> • A robust maintenance regime continues to be implemented across all DCG sites. • All air conditioning units have been serviced. • Air handling units are operational 24/7. 	2	2	4 Green

			<ul style="list-style-type: none"> • Toilet extract systems are operational 24/7. • Automatic windows will be set to 'summer settings' throughout the year to ensure adequate ventilation is implemented. • Classroom extract systems where applicable will be left on by the Estates team. 			
Mental health and wellbeing of individual's	DCG employees, students, contractors, visitors	Stress, anxiety, depression, disturbances to sleep patterns, changes in appetite etc. Please refer to NHS guidance for further information.	<ul style="list-style-type: none"> • Regular and clear communication channels from the HR Director. • Be Supported Employee Programme. • Updates on health and wellbeing matters. • Regular meetings with line manager. • Introduction of a listening ear scheme for all employees. • Intranet has resources to support employees around mental health and wellbeing ie Derby College FeelRite training around stress awareness. • Support in place for students and resources are available on Moodle. • Students continue to have access to the Welfare and Student Experience and Progression Coach Teams if required. • Students who are showing signs of disengaging are being signposted to the relevant support channels 	3	3	9 Amber

			<ul style="list-style-type: none"> All employees have access to the support from a HR Business Partner. 			
Contractors working on DCG sites	DCG employees, students, contractors, visitors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> All contractors appointed by DCG will work in accordance with national guidelines and regulations and in line with DCG's Control of Contractors Policy. All contractors will be required to complete a COVID questionnaire before coming onto site. 	2	2	4 Green
First Aid Provision	DCG employees, students, contractors, visitors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> All DCG first aiders will be advised to initially undertake a socially distanced triage process to reduce contact with the injured person (IP). If the IP has a life-threatening injury or event and close proximity is imperative, appropriate PPE will be provided and must be used. The PPE will be available on all DCG sites. Where PPE is utilised, this must be reported to the Health & Safety Team immediately to enable stocks to be replenished. In line with Government guidance, mouth to mouth resuscitation must not be undertaken and only Chest compressions and the use of a defibrillator should be administered if required. The casualties face must be covered during chest compressions and a face covering for the IP will be provided as part of the first aiders PPE kit. First aiders have been updated and advised of the new protocol 	3	3	9 Amber

			<p>around COVID safety measures by the health & safety team.</p> <ul style="list-style-type: none"> If treating an injured person with COVID symptoms, the first aider must dispose of their PPE within the provided clinical waste bags and action for the waste to be disposed and communicated to the Estates Helpdesk for immediate action to be undertaken. 			
Provision of PPE	DCG employees, students, contractors, visitors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> PPE will be provided in line with Government guidance. If employees are undertaking a task that ordinarily requires PPE, the process will remain the same. If undertaking a task and social distancing cannot be implemented, the areas risk assessment must be reviewed and appropriate PPE provided by the area. Further advice can be sought from the Health & Safety Team if required. 	3	3	9 Amber
Smoking areas	DCG employee, students, visitors and contractors	Risk of becoming infected with COVID	<ul style="list-style-type: none"> Smoking areas can be accessed but social distancing must be implemented at all times. The sharing of cigarettes or other smoking devices should not be shared. 	3	3	9 Amber
DCG employees working off site	DCG employee	Risk of becoming infected with COVID	<ul style="list-style-type: none"> All employees will be issued with clear guidance with regards to visiting external providers. Information will be obtained from the external organisations prior to the visit commencing with regards to their health and safety procedures during the COVID climate. If the measures implemented are deemed to be insubstantial or inadequate, the 	3	3	9 Amber

			<p>DCG employee should not attend the site until assurance has been provided that the company is fully compliant with regards to effective health and safety implementation.</p> <ul style="list-style-type: none"> • If a DCG employee feels that the organisation in which they are visiting does not have adequate protection implemented, then the meeting must be terminated immediately and the concerns must be reported to the Line Manager and a member of the Health & Safety Team. • If a DCG employee requires additional equipment to perform their role, this must be communicated to the line manager. • Where possible, employees should continue working remotely. • Any individual's undertaking off site working must follow the procedures identified as part of the area's risk assessment process. Any concerns must be communicated in the first instance to the line manager for the area. 			
Use of DCG vehicles – minibuses, site vehicles, pool cars	DCG employees and students	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • Minibuses cannot be used at the current time until appropriate training has been undertaken. • However, if the transport is to be used by one person eg moving equipment/resources then this may be booked through Estates in the usual manner and the 	2	3	6 Green

			<p>activity must be risk assessed by the hirer.</p> <ul style="list-style-type: none"> • If a minibus is to be used to carry any passengers and the use of the minibus is deemed essential, employees must contact health and safety before it's use can be approved. • Prior to use, touch points must be cleaned ie; door handles, steering wheels etc. This can be done by using the vehicle sanitising kit which is available when collecting keys. The vehicle sanitising kit must be returned when the keys are deposited. • Restricted use of DCG vehicles. • If using the pool car, the sanitising kit must be used before and after use. Pool cars must be used as single occupancy only. Any queries to be directed to the health and safety team. 			
Students using public transport & taxi's to access DCG sites	DCG students	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • Student transport will be reviewed in line with government guidance for the use of public service vehicles. • The use of taxi's will be in line with government advice and guidance. 	3	3	9 Amber
Curriculum activities during the current COVID climate	DCG employees, students	Risk of becoming infected with COVID	<ul style="list-style-type: none"> • Each area will undertake their own risk assessment to ensure COVID safety measures are implemented. • The use of volunteers eg, work placement students and must be discussed with HR and appropriate action will be undertaken if required. 	Area specific risk assessment	Area specific risk assessment	Area specific risk assessment

Likelihood		Consequence			
To occur within the next 12 months	Very unlikely	1	Insignificant injury/ill-health. No sickness	Very low	1
To occur within the next 12 months	Unlikely	2	Short-term injury/ill-health. <7 days sickness.	Low	2
Occurring within the next 12 months	Even chance	3	Adverse event, which impacts on a small number of people. RIDDOR reportable. Long-term sickness. Semi-permanent injury/illness	Medium	3
To occur within the next 12 months	Likely	4	Permanent injury. Long-term adverse effect.	High	4
To occur within the next 12 months	Highly likely	5	Incident leading to unexpected death or major permanent injury to one or more persons.	Very high	5

Action plan of further control measures if required:

Date	Action	Timescale	Cost (£'s)	Predicted residual risk evaluation			Person responsible	Is risk acceptable?	Proposed review date	Date action implemented
				Likelihood	Consequence	Score/Grade				

Review of risk assessment

Created on:	Actual risk evaluation			Date of next review	Print Name	Signature
	Likelihood	Consequence	Score/Grade			
12/06/20				Ongoing but latest review on 12/07/20	Lynn Reed	<i>L Reed</i>
19/06/20	No amendments necessary				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>

Originator:
Area:

Lynn Reed
Environmental Compliance

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26/06/20	No amendments necessary				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>
10/07/20	No amendments necessary				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>
21/08/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>
28/08/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>
01/10/20	Amendments made to reflect extended on site working				Lynn Reed & Anne Musson	<i>L Reed</i> <i>A Musson</i>
16/10/20	Amendments made to reflect extended on site working				Robert Bamford, Lynn Reed, Anne Musson, Michelle Twigg	<i>R Bamford</i> <i>L Reed</i> <i>A Musson</i> <i>M Twigg</i>

Approval by DCG Governors & Executives

Trade Union Representative: (where appropriate)
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Risk Assessor:			
Name: (Print)	Signature:	Designation:	Date
Lynn Reed	<i>L Reed</i>	Health & Safety Advisor	12/06/20

Manager:			
Name: (Print)	Signature:	Designation:	Date:
Robert Bamford	<i>R Bamford</i>	Health & Safety Manager	12/06/20

(Consideration should be given to the environment that is being worked in, i.e. slipping, tripping hazards, lighting levels, etc in order for any risks to be removed prior to any work being undertaken.)