**Background to this ‘Covid 19 Risk Assessment’ for Kendal Museum (within Kendal College)**

**Covid-19 is an illness that can affect your lungs and airways. It is caused by a Coronavirus. Symptoms can be mild, moderate, severe, or fatal.** The virus seems to be transmitted mainly via small respiratory droplets through sneezing, coughing or when people interact each other for some time in close proximity. Droplets can be inhaled, or they can land on surfaces that others may come into contact with, or who can get infected when they touch their nose, mouth or eyes.

This is a **Generic Organisation Wide Risk Assessment** for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each employee, student, and visitor should consider their own unique circumstances in interpreting the control measures identified. The control measures and actions listed are based on the Government guidance, including the Department for Education, Department for Culture, Media and Sport, Public Health England, the NHS, and specialist organisations and individuals working with vulnerable individuals and groups (Social Workers, specialist NHS nurses, CAMHS etc.).

**Black, Asian, and Minority Ethnic:**

While it may not yet be clear why the danger of contracting COVID-19 and subsequent mortality rates are higher for BAME persons, it should be clear that a bespoke health and wellbeing offer for BAME staff, and students should be developed and rolled out as we start to encourage more teachers, support staff, and students back into face to face contact. Through acknowledging the very different outcomes for BAME people in particular with regards COVID-19, we are able to put safeguards in place for colleagues now, and also begin to address the imbalance of power, decision-making and representation for BAME colleagues within our education organisations, as a national aim in the long term.

<https://www.gov.uk/government/collections/coronavirus-covid-19-guidance-for-schools-and-other-educational-settings>

<https://www.gov.uk/government/news/new-guidance-for-reopening-of-museums-galleries-and-the-heritage-sector>

<https://www.bameednetwork.com/resources/>

**Risk Management Framework**

Kendal College and Kendal Museum chose to cease ‘normal activity’ on the 17th March due to growing public concern about the health risks presented by the spread of a novel coronavirus. National school closure was announced by the Government from 23rd March.

In making the decision to cease normal opening, the College Principal consulted with SLT and Governors, as well as the Educational and Skills Funding Agency (ESFA).

In order to establish the nature of the risks posed (both in terms of Health and Safety and business continuity), and to involve other stake holders in the decision-making process, on-going communications and meetings have been held regularly since this date, in a rapidly evolving context, as follows:

* Weekly Senior Leadership Team (SLT) and Head of Department (HoD) meetings have continued
* Governance and Corporation meetings have continued
* The Principal and the other Cumbrian College Principals via the FE4 network
* College wide staff communications have been sent out regularly
* Each monthly ‘wellbeing questionnaire’ is being sent out to all employees still working
* A specific ‘wellbeing questionnaire’ has been sent to furloughed employees
* Communications with Unison and UCU staff unions
* The Principal is a member of the AoC working group on college reopening
* Fortnightly meetings with the ESFA regional contact
* SLT are working with the Local Authority on Cumbria wide actions
* A fortnightly SLT/Governor task and finish group set up to monitor Covid-19 actions

Following closure, a fortnightly SLT/governor task and finish group was established to look at the impact of Covid-19 on the college in relation to finances, staffing, and reopening chaired by a college governor, and to agree how the College should respond. Furthermore as government guidance became clearer, three internal Working Groups were established from staff volunteers, with some selection of colleagues with specific experience and expertise (e.g. Nursing, and HR backgrounds). Each group explored a specific theme, which included ‘Estates’, ‘Staff and Student Safety’, and ‘Curriculum’. Each Group was facilitated by an SLT Member (Louise Shrapnel, Matt Burke, and Richard Evans respectively) with specific expertise to each group’s area of discussion.

The outcomes of the above employee consultations were used to inform the risk assessment and action plans, which were then refined by SLT, and with the two named Health and Safety Competent Persons, Phil Dudley (H&S Manager) and Matt Burke (SLT Member with responsibility for H&S) , and which the college has now applied.

The final risk assessment will be made available to all employees, students, and visitors, and will be presented in a range of forms, including a ‘Staff Booklet’, ‘Student Induction Supplement’, ‘Health and Safety Instructions for Visitors’, ‘Subcontractor Code of Conduct’, and signage referencing specific control measures placed in planned locations around the College Estate.

The Senior Leadership Team will regularly review this Risk Assessment in response to:

* Feedback from governors, employees, students, visitors, and other persons
* Current Government / DfE guidance
* Public Health England and National Health Service guidance
* Education and Skills Funding Agency consultation
* Cumbria County Council consultation
* Any other source deemed to be relevant to the College’s context

Following Reopening of the College for teaching in September, SLT will email all employees weekly providing an update on emerging themes.

In order to capture additional feedback from all persons as the control measures are implemented, a number of channels including email, and telephone contacts have been created to enable individuals to raise concerns, share observations, and ask questions. This service will be maintained by College Managers, and a report shared with SLT on a weekly basis.

In addition, the Health and Safety Manager and the Duty Manager (with support from SLT) will receive and manage any immediate concerns raised related to the health and safety

Contact information for both of these arrangements will be shared both through signage and information published on the College Website.

Throughout the formation of this Risk Assessment, the impact of the application of control measures / arrangements have been considered in relation to vulnerable groups and individuals (including learners with an EHCP, Care Leavers, and ‘Children Looked After’), those with ‘protected characteristics’ (as defined by the Equality Act), Young People (as defined by Reg. 19 MHSWR 1999), and Expectant Mothers (as defined by Reg. 16 MHSWR 1999)

**Risk Assessment**

This risk assessment has been presented in a format designed to be easy to follow, and to identify the actions that must be undertaken by individuals and the organisation in order to control the risks presented by the identified Covid 19 hazard.

‘The Hierarchy of Controls’ has been used to identify the highest reasonably practicable control measures that can be applied to each activity undertaken by College employees, students (and other persons accessing the sites), in order to manage individual exposure to the risks presented by Covid 19.



Wherever practicable, the risk of viral transmission has been eliminated i.e. persons avoid physical contact with each other entirely. However, this approach is not practicable in terms of delivering curriculum and supporting learners to achieve, for example through a solely online approach to teaching and learning. By applying the ‘administrative control’ of social distancing, and a targeted cleaning regime intended to ‘eliminate’ the Covid 19 virus from the College environment (alongside other measures), it is possible for most persons to operate safely on the College sites, in line with current Government, NHS, PHE advice. PPE will be used to further control the level of risk presented to individuals, but is very much a ‘last line of defence’, meaning that the correct use of PPE is paramount in situations that indicate its use.

The activity undertaken by those associated with the College and Kendal Museum can be divided under the following headings according to where they will be physically located and type of activity:

1. **Public Areas**
2. **Communal Areas**
3. **Transport to and from College**
4. **Working from home**
5. **Working at another location (away from the College)**
6. **Emergency Evacuation and Dynamic Lockdown**
7. **Provision of First Aid**

This potential risk of exposure to the identified hazard (Covid19) has been applied to each of these contexts, in relation to the transmission of the virus through both the ‘directly’ and ‘indirectly’; defined as follows:

**‘Direct Transmission’ of the Virus (person to person):**

The most effective method for controlling the transmission of the Covid-19 virus involves avoiding **direct transmission** caused by close contact between individuals, and airborne proliferation through sneezing and coughing. This is best achieved by maintaining separation between individuals (‘social distancing’), and as such individuals in the following groups should not attend College Sites, in order to eliminate the risk of infection spreading, and should follow NHS/PHE advice on ‘self-isolation’ and ‘shielding’:

Infected individuals

Those who have come into contact with infected individuals either at the College, or externally.

Vulnerable individuals, advised to ‘shield’, or to exercise caution, by NHS/GP; which may include those identifying as BAME, and the elderly

Those defined as ‘Clinically Extremely Vulnerable’ by the NHS/GP

Pregnant staff or students, following advice from GP

(Applying to: Staff, Students, Governors, all Visitors, and Subcontractors)

In addition to ‘social distancing’, Personal Protective Equipment (PPE), in the form of ‘face masks’ and other ‘face coverings’, will contain airborne proliferation of the virus to some extent, although the fitting of the covering/mask and the personal habits formed around its use, are likely to affect how effective this control measure can be. The College will follow Government guidance on the mandatory use of face coverings within the College and Museum contexts throughout the lifespan of this risk assessment.

**‘Indirect Transmission’ of the Virus (environment to person):**

For persons attending College sites, or travelling to and from College sites using public transport; there is the additional risk of contact with the virus through ‘indirect transmission’.

This means that a person carrying the virus at an infectious stage can potentially spread the virus through direct contact with objects, for example by sneezing or coughing onto a hand which is then placed on a surface or object that others will come into contact with (e.g. door handles, or shared piece of equipment). Controlling this potential method of transmission is best achieved through personal hygiene (e.g. regular hand washing; the use of hand sanitisers; frequent, robust and targeted cleaning operations; and importantly personal behaviours related to containing sneezing and coughing).

The Covid 19 virus also becomes infectious when a person breathes in numerous live virus cells suspended in the air.

Recycling ventilation can spread live virus cell to neighbouring rooms. Poor air flow in enclosed spaces can contribute to a build-up of live virus cells in the air.

It is possible for paper surfaces to hold live virus cell for up to 24 hrs and plastic surfaces for up to 48 hrs.

<https://www.england.nhs.uk/coronavirus/primary-care/about-covid-19/virus-transmission/>

<https://www.gov.uk/government/publications/wuhan-novel-coronavirus-infection-prevention-and-control/reducing-the-risk-of-transmission-of-covid-19-in-the-hospital-setting>

1. **PUBLIC AREAS**

**IDENTIFIED HAZARD 1a: Spread of CV19 in ‘Public Areas’, through ‘direct transmission’.**

‘Public Areas’, defined as places where any person on the College Sites could access:

Reception Areas, public meeting/interview rooms, **the Museum galleries, corridors, toilets, cafés**, restaurant, venues, carparks, lawns/woods

**Specific risk factors:**

Individuals who are contagious with the virus attend the College sites

Individuals come into close contact with each other due to high density occupation of spaces

Individuals come into contact with others for prolonged periods indoors

Individuals are not aware of control measures in place and breach them

Individuals choose to ignore control measures / expectations

Individuals come into contact with a large number of other persons

**Control measures (following the ‘Hierarchy of Control’):**

The key control measure for this Hazard is Social Distancing, i.e. managing the number of persons in any area to enable social distancing of 2 metres as recommended by PHE.

* Clear signage and Museum website information to share H&S instructions/expectations, in a range of forms
* Communication to potential visitors should state that if they have symptoms, or believe that they are at a contagious stage without symptoms, that they should not attend the Museum
* Any person experiencing symptoms which could be associated with the virus whilst working on the Museum site, will be expected to leave / cease work immediately, after notifying their line manager by telephone; if this is not possible then an SLT member should be contacted
* A ‘familiarisation’ meeting should be held with each employee and volunteer upon return to work to share concerns, and discuss Risk Assessment arrangements
* Visits to the Museum sites by persons other than employees and visitors, should not be permitted where an alternative for remote contact exists
* All contractors / subcontractors should provide the College with updated Risk Assessments and Method Statements prior to work commencing, and should be contacted to explain expectations in good time. These will be reviewed by the Health and Safety Manager to ensure that they are suitable and sufficient
* Wherever possible, contractors / subcontractors will schedule maintenance and project works outside of Museum opening hours.
* Students not attending scheduled sessions should not visit the Museum
* Essential professional visitors and subcontractors should attend the Museum by appointment only (signage required at all entrances)
* All visitors and subcontractors should be asked to read H&S CV19 instructions upon arrival (available in range of forms)
* Unnecessary travel to the College Sites by Museum staff should be minimised
* Support Function Offices should not be visited by staff unless essential
* Arrangements made for the exchange of paper-based administration which eliminate contact between individuals, including move to paperless
* All public spaces where people may be required to queue to have 2m markers and signage (Entrances, Reception, Toilet)
* The Corridor between the Main Gallery and the World Wildlife Gallery should be used in one direction, with circulation externally back to the Main Gallery.
* Stairways should observe a ‘keep to the left and single file’ rule, enabling easier maintenance of distancing.
* Capacity of small spaces (including Geology, and Herbarium rooms, and Main Gallery office) should be limited
* A perspex screen should be fitted on the Reception Desk
* Face coverings should be worn in public areas if government advice indicates this at time
* First Aiders are by necessity required to act; they should utilise appropriate PPE under the terms set out in Section 7

**Residual Risk / Further Action Required After Control Measures Applied.**

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

Site Access will need to be examined closely to ensure that those with limited mobility are able to move around the site, including evacuation, without hindrance.

Travel to and from the Museum is very likely to become more challenging for employees and volunteers with disabilities, support should be considered.

Communication of the information included in this document should be presented in a manner which is understandable to visitors with Special Educational Needs affecting reading ability and comprehension.

**IDENTIFIED HAZARD 1b: Spread of CV19 in ‘Public Areas’, through ‘indirect transmission’.**

‘Public Areas’, defined as places where any person on the College Sites could access:

Reception Areas, public meeting/interview rooms, **the Museum galleries, corridors, toilets, cafés**, restaurant, venues, carparks, lawns/woods

**Specific risk factors:**

Individuals transmit the virus through contact with surfaces / objects that are then touched by others

Contact with deliveries and packages

Cash handling

Poor air recycling and ventilation

Food and drink preparation and sales

Inappropriate disposal of food and drink waste, and other personal litter

Inappropriate disposal of sanitary products

Inappropriate disposal of first aid waste

Use of shared toilets

Use of shared kitchens

Poor hygiene

Individuals are not aware of control measures in place and breach them

Individuals choose to ignore control measures / expectations

**Control Measures (Following the ‘Hierarchy of Control’):**

* Internal doors should be wedged in an open position wherever practicable, but closed in the event of an emergency evacuation or building unoccupied.
* The Museum Team should check that all doors are closed at the end of the day
* Seating should be removed from reception areas, and seating ‘thinned out’ in other public areas to maintain distancing.
* Electronic financial transactions should be encouraged in preference to cash handling
* Paperless systems should be used for administration wherever practicable, in preference to handling documents
* Smoking should cease, to eliminate potentially contaminated waste disposal
* Drinking water outlets, vending machines, and change machines should be taken out of service
* Turn off (where possible) recirculating ventilation in areas with access to outside air.
* Do not switch off ventilation at night & weekends.
* Switch air handling units to 100% outside air were possible.
* Individuals should be encouraged to bring their own food and drinks (hot and cold), and to take away their litter / waste home.
* All persons should be advised not to share food and not handle other people’s cutlery & cups
* Visitor lanyards should not be used; disposable stickers should be issued instead
* Packages received at Receptions and Facilities offices should only be handled with gloved hands, labelled with delivery time and date & placed in quarantine for 48 hrs.
* A process is required for accepting deliveries of any consumables that may be temperature sensitive or deteriorate quickly if not protected.
* On arrival at the Museum –All persons should wash their hands or sanitise as soon as possible (posters, signs, and direct intervention will communicate this)
* Hand washing facilities with soap and hot water should be available at all times, with paper towels for hand drying
* Hand dryers should be turned off, due to the potential for dispersal of contaminated water.
* Gel hand sanitiser stations should be located in public areas or where washing facilities are not readily available.
* Appropriate signage within all public areas alerting all persons to the need for high standards of hygiene, and advising on hand washing
* Employees and visitors should be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap, and the importance of proper drying.
* Ensure that the required number of Facilities/Cleaning Staff are on site at the right times to operate safely and effectively, in pairs/small ‘bubbles’
* Increased cleaning of toilets and hand washing areas, with signed schedules in place.
* Cleaners should regularly clean all frequently used touch points (door handles, door push bars, handrails, and counter tops throughout the day with bleach based cleaner/disinfectant.
* In the event that an individual is suspected to have become infected, the facilities accessed should be deep cleaned.
* Hand sanitiser and disinfectant wipes to be available at each toilet to enable ‘clean handling’ of door handles
* Additional bins should be provided in public areas, which are emptied safely.
* PPE should be provided to the Cleaning and Estates Teams (for personal use, and in sufficient quantities to prevent ‘extended use’)
* PPE should be removed and disposed of safely in yellow clinical waste bags
* Disposable gloves to be provided for staff handling money, parcels, documents etc. from visitors
* Supplies of soap, hand sanitiser, paper towels, and PPE should be maintained

**Residual Risk / Further Action Required After Control Measures Applied.**

* All persons should be reminded to catch coughs and sneezes in tissues – Follow *Catch it, Bin it, Kill it* and to avoid touching face, eyes, nose or mouth with unclean hands. (Remember people may suffer from hay fever or other allergies / health issues that cause coughing or sneezing)
* Report concerns as required through channels described

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

‘Gender neutral’ toilets should be sustained, through the process of closing some facilities.

Provision of drinking water should be sustained for those with underlying medical conditions.

Hand gel sanitiser stations should be accessible to wheelchair users

All signage should be sufficiently visible and clear as to be readable by those with visual impairment (in line with, or exceeding DDA expectations)

**COMMUNAL AREAS**

**IDENTIFIED HAZARD 2a: Spread of CV19 in ‘Communal Areas’ through ‘direct transmission’**

‘Communal Areas’ defined as places where Staff, Visitors, and Subcontractors undertake ‘activity’:

Galleries, Workshops, Stores, Staff Rooms / Offices, Staff Kitchens, and College Vehicles

**Specific risk factors:**

Individuals come into close contact with each other due to high density occupation of spaces

Individuals come into contact with others for prolonged periods indoors

Individuals are not aware of control measures in place and breach them

Individuals choose to ignore control measures / expectations

Individuals come into contact with a large number of other persons

**Control Measures in addition to those covered in Section 1a (Following the ‘Hierarchy of Control’):**

* **Whilst face to face educational activity is the preferred educational approach, a balance should be struck with online activity to reduce school visitor numbers on site**
* Students that do not have scheduled sessions should not attend Kendal Museum
* Email, telephone, and online staff meetings should be encouraged in preference to face to face meetings where practicable
* Employees should be encouraged to undertake administrative work at home where practicable
* School teachers will conduct a mandatory health and safety briefing to pupils visiting the Museum
* Personal Risk Assessments for employees and students with underlying health issues (which do not indicate ‘shielding’) should be reviewed with reference to the Covid 19 hazard
* Museum staff should operate as a self-contained small group, referred to as a ‘bubble’
* A max occupancy rate should be determined for all galleries with the H&S Manager
* A max occupancy rate should be determined for all staff rooms, workshops, and stores based on different activity types, with the H&S Manager
* Reconfigured large spaces (e.g. café, Upper Museum Gallery etc.) should be utilised to achieve social distancing during activity with large groups
* Seating areas should be reconfigured / removed so that only enough seats are provided to allow maximum occupancy of the space.
* Staff Rooms and offices should be reconfigured to enable distancing when combined with working from home patterns.
* Adjacent desks, and desks which face each other should not be used.
* PPE (e.g. dust masks and safety glasses) should be assigned to individual staff and volunteers, and labelled with their name, they will keep all items and bring to college as required.
* Personal possessions and clothing belonging to staff and visitors should be stored separately or kept with the individual, and not collected together.

**Residual Risk / Further Action Require After Control Measures Applied.**

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

Where employees are working from home, adjustments to workstations should mirror arrangements in place on the College sites.

The range of food and drink available in the cafe for takeaway should continue to meet the needs of those with specific dietary requirements wherever possible.

**IDENTIFIED HAZARD 2b: Spread of CV19 in ‘Communal Areas’ through ‘indirect transmission’**

‘Communal Areas’ defined as places where Staff, Visitors, and Subcontractors undertake ‘activity’:

Galleries, Workshops, Stores, Staff Rooms / Offices, Staff Kitchens, and College Vehicles

**Specific factors:**

Individuals transmit the virus through contact with surfaces / objects then touched by others

Shared use of desks and tables in communal areas

Shared use of resources (curriculum and support)

Sharing of PPE

Inappropriate disposal of used PPE

Inappropriate disposal of food and drink waste

**Control Measures (Following the ‘Hierarchy of Control’) in addition to controls in section 1b:**

* Display cabinets should be regularly cleaned
* Touch points that may be ‘attractive’ to visitors should be regularly cleaned, cleaners should be briefed by Museum staff
* Shared tools and equipment to be avoided in favour of personally assigned equipment, but where this is not possible equipment should be cleaned after each use.
* ‘Hot desking’ should not be used, with desks assigned to individuals who would also be responsible for cleaning their own keyboard, mouse etc.
* Paperless systems should be used wherever practicable, in preference to handling documents
* Worktops, desks and tables should be wiped down before use
* Open windows and doors to facilitate frequent and rapid air exchange and cross flow ventilation
* Employees should clean their own workstation before and after use, using disinfectant wipes provided
* Food and drink should be consumed in specific locations to avoid distributing food around buildings
* Cleaning wipes and hand sanitiser should be made readily available in all communal areas

**Residual Risk / Further Action Require After Control Measures Applied.**

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

**IDENTIFIED HAZARD 3: Spread of CV19 whilst travelling to and from the Museum**

**Specific factors:**

Shared car use

Overcrowded public transport

Lack of public transport

**Control Measures (Following the ‘Hierarchy of Control’):**

* Lift sharing should be discouraged
* College cars should be assigned to sole users, and ‘fogged’, or not switched between users for a fixed period of time in line with current guidance
* Travel between College Campuses should be limited to essential travel only

**Residual Risk / Further Action Require After Control Measures Applied.**

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

(as above)

**IDENTIFIED HAZARD 4: Working from Home**

**Specific factors:**

Employees are unable to fulfil duties assigned safely at home

Employees have caring responsibilities (as parents for example) where childcare provision remains unavailable

Employees with clinically extremely vulnerable family members or other persons living with them

Employee wellbeing (including mental health) may suffer as a result of social isolation and associated factors

Workstations may not be suitable and lead to for example Repetitive Strain Injury

Computer displays and lighting conditions may be unsuitable

Seating may be unsuitable, in relation to posture, and adjustability

**Control Measures (Following the ‘Hierarchy of Control’):**

* All employees should be offered the opportunity to speak to the H&S manager about adaptations that could be made to workstations, seating etc.
* Employees should be consulted about flexible modes of working
* Employees are offered access to a ‘Welfare Drop In’ each day between 12 and 1pm (accessed in person, or virtually)
* Managers should encourage flexible working arrangements to support employees with caring responsibilities
* Wellbeing support should be offered in a range of forms, both formal and informal
* Groups of employees should be encouraged to make social as well as professional contact with colleagues
* Wellbeing materials should be made available on the College Hub for employees

**Residual Risk / Further Action Require After Control Measures Applied.**

During the initial stages of the Covid 19 crisis, the HSE have drawn a distinction between temporary Home Working and Permanent Home Working. As we move into the Return to Work phase, employees who continue to work from home may require a DSE assessment.

<https://www.hse.gov.uk/toolbox/workers/home.htm>

The Health and Safety Manager upon a request from a member of home working staff will supply a DSE Assessment form for them to complete and return.

The college will provide additional resources for Home Workers, as necessary.

The Health and Safety Manager will monitor all assessments & pass on requests for the provision of resources to Assistant Principal Corporate Resources.

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

Individual employees with existing medical conditions may need additional support to ensure that their home working environment is suitable.

**IDENTIFIED HAZARD 5: Working at another location (away from the Museum)**

**Specific factors:**

Businesses / organisations do not uphold sufficient H&S culture to provide reassurance that College employees and/or students will be kept safe on their premises

**Control Measures (Following the ‘Hierarchy of Control’):**

* Businesses / organisations will be expected to provide a risk assessment including Covid 19 measures
* Businesses / organisations will be expected to demonstrate who they have planned for adaptations to their Covid 19 risk assessment in relation to Reg 19 MHSWR, relating to ‘young persons’
* College employees should uphold the same control measures applied to public spaces within this risk assessment whilst on the premises of another employer/business

**Residual Risk / Further Action Require After Control Measures Applied.**

Non-compliance of businesses/organisations with their own Risk Assessments, possibly as time passes. Checks may need to be made using a risk based approach

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

Vulnerable students, possibly with SEN or mobility issues may be declined work placement opportunities by a business / organisation with the view that the risk assessment is too complex.

**IDENTIFIED HAZARD 6: Emergency Evacuation and Dynamic Lockdown**

**Specific factors:**

Failure to communicate revised arrangements could lead to ineffective evacuation or lockdown

Emergency evacuation becomes ineffective and/or presents additional hazards due to adherence to Covid 19 Control Measures

Maintaining social distancing by working in rooms alone may lead to failure to clear buildings

Personal Emergency Evacuation Plans for vulnerable persons, and those with mobility issues, may be incompatible with Covid 19 Control Measures

**Control Measures:**

* In the event of an emergency evacuation of a site, normal routes should be followed
* social distancing should be maintained at assembly points
* In the event of ‘dynamic lockdown’ or an emergency evacuation the risk presented by the identified hazard (e.g. a fire) should inform the application of control measures described in this risk assessment; the safety of individuals in immediate situation should become the priority.

The Health & Safety manager and the Director with responsibility for H&S will be responsible for the following:

**Fire Drills.**

* No Fire Drills to be conducted until further notice
* Fire Awareness training via email to staff of the current procedure
* Visitors should be made aware that no fire drills are to be conducted

**Fire Alarm tests.**

* Fire alarm (bell) test to continue as normal. Conducted at quietest time possible. Advise all staff of test time.

**Fire Alarm – real event.**

* All staff to follow the fire evacuation procedure but try and maintain social distancing and advise students to do the same while leaving building and gathering in Fire Assembly Points where at all possible

**Dynamic Lock Down**

* No Lock Down Drills to be conducted until further notice.

**Dynamic Lock Down – real event.**

* If the Lock Down alert is raised, all students & staff must practice the lock down procedure as instructed but maintaining social distance *if possible*.

**Personal Emergency Evacuation Plans (PEEP)**

* review all PEEP’s and make any necessary changes.

**Residual Risk / Further Action Require After Control Measures Applied.**

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

(as stated in narrative)

**IDENTIFIED HAZARD 7: Provision of First Aid**

**Specific factors:**

First aiders exposed to Covid 19

Clinical waste not disposed of safely

Existing First Aid guidelines require adaptation

‘Patients’ are at risk of compromised first aid treatment, due to adaptations made to protect the First Aider

Failure to comply with RIDDOR

**Instructions relating to Covid-19:**

If a person becomes unwell with a new continuous cough or a high temperature ***in the workplace***, they will be sent home and advised to follow the stay at home guidance.

If the patient is not able to travel home by themselves, they are to be relocated to the Lodge on the Arts Campus immediately, whilst always maintaining social distancing.

The Estates team will be instructed to arrange for the Lodge to be decontaminated

The employee (first point of contact) will complete a First aid report for the incident as soon as possible (supported by a First Aider if necessary)

If confirmed that any person has developed Covid-19 who was recently attended the Museum site (through NHS Track and Trace for example), a member of the Senior Leadership Team will seek external advice on any actions or precautions that should be taken, and may make the decision to close the Museum temporarily.

**All instances of possible Covid-19 infection to be reported as First Aid incidents in the college reporting system. All recorded Covid-19 incidents are to be reported to the SLT by the First Aid lead. The H&S Manager will be informed and report the infection to HSE via the RIDDOR report system on the HSE website if deemed to have been college / work related.**

**Control Measures related to the Provision of First Aid (Following the ‘Hierarchy of Control’):**

* Physical contact with a patient should be avoided, and distancing maintained if at all possible
* In order to protect the First Aider, it should be assumed that the patient is infected with Covid-19 (although this clearly may not be the case)
* If social distancing cannot be maintained, in order for example to place a patient in the recovery position, then PPE must be worn (mask, gloves, aprons, face shield), and contact minimised (furniture and/or other objects could be used to maintain the recovery position comfortably)
* The patient should be given a medical face mask to wear, unless they have a compromised airway / breathing in order to protect both parties
* If the patient is able to self-assist in the application of dressings provided, then they should be allowed to do so
* Where further medical intervention is likely to be necessary, in the case of a non-emergency, then the patient’s family should be contacted to transfer the patient to hospital. The patient should be accompanied to an external door to meet family / carer
* Where the patient is not capable of moving independently, then an ambulance should be called, and informed if Covid-19 infection is suspected
* If Cardiopulmonary Resuscitation (CPR) is indicated, this should employ chest compressions only
* If use of an Automated External Defibrillator is indicated then this should be conducted whilst applying the principles of these guidelines
* First Aiders should be consulted to ensure that they feel comfortable with operating in this capacity within the context of Covid-19 risk factors
* Clinical waste and PPE should be placed into a yellow bag by the patient where possible, and Estates notified to remove.
* In the event of bodily fluids being spilled, the standard decontamination kit should be used following disposal instructions, and Estates notified to deep clean the area
* First Aiders should wash hands thoroughly after attending an incident
* PPE – disposable aprons, masks and gloves should be used once, and disposed of after an incident. Face shields should be cleaned with disinfectant wipes.

**Residual Risk / Further Action Require After Control Measures Applied.**

**Potential Impact on Vulnerable individuals/groups and those with Protected Characteristics**

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| *Notice to Employees:*Where HSE identifies employers who are not taking action to comply with the relevant PHE guidance to control public health risks, e.g. employers not taking appropriate action to socially distance or ensure workers in the shielded category can follow the NHS advice to self-isolate for the period specified, we will consider taking a range of actions to improve control of workplace risks. These actions include the provision of specific advice to employers through to issuing enforcement notices to help secure improvements with the PHE guidance. |
| *Note Re: Face mask & surgical gloves.*This risk assessment has been designed following the principles of the Hierarchy of Controls & Government guidance and to maintain Social Distancing. Though face masks are specified for some specific uses, the college will *not* generally provide surgical face masks and surgical gloves for staff working on site. PPE is not the most effective means of control in any safety situation. Staff may provide their own PPE if they wish, but they must not use PPE as a substitute for Social Distancing & Hand Washing guidance. |

**On agreement of this Risk Assessment and its accompanying action plan, this document should be signed, as follows:**

**H&S Manager**

**Director with responsibility for H&S:**

**Principal**

**Governor**

**Union Representative/s**

**Date:**