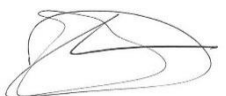
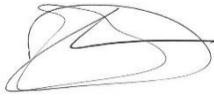


**General COVID-19 Health and Safety Risk Assessment**  
(Final Post-Controls Risk Assessment: Conducted Monday 24<sup>th</sup> August 2020 @ 9am)


Hazard Severity & Likelihood		Severity (S) X Likelihood (L) = Risk Rating (RR)	No Action Required			Monitor Task			Action Required				Urgent Action Required Stop work			
Severity	Likelihood		1	2	3	4	5	6	8	9	10	12	15	16	20	25
1. Negligible – No Injury	1. Very Unlikely (1 in 10000)															
2. Slight – Minor Injury	2. Unlikely (1 in 1000)															
3. Moderate – Lost time Injury	3. Fairly Likely (1 in 100)															
4. High – More than 3 days injury	4. Likely (1 in 10)															
5. Very High – Death	5. Very Likely (1 in 1 – Almost certain)															

Task	Coronavirus (COVID-19)			Assessment No.	1			Date	24/08/2020		Review Date	22/03/2021		
Site	All IMC locations plus external locations			Assessed By	Risk Assessment Team Derrick Hopf (Chair) Amanda Murrell David Neale			Signed by						
Hazard	Specific Risk	Who is at risk	Assessment Pre-Controls			Control Measures in place	Assessment Post-Controls							
			S	L	RR		S	L	RR					
Operating during Coronavirus Pandemic	Employees exposure to Coronavirus	Employees, Students, Third-parties, Members of the public, Clients	3	3	9	<ul style="list-style-type: none"> <li>Every member of staff and students will have been fully briefed to ensure that that they are aware of the hazards and risks and understand the rules and procedures we have put in place.</li> <li>All employees and students to remain more than 2m apart from other people at all times.</li> <li>Where teamwork is required, teams do not work in groups larger than 2 (for staff) and 3 (for students) - whilst always maintaining social distance of 2m at all times.</li> <li>Works planned to ensure that social distance of 2m can be maintained at all times.</li> <li>Basic hygiene followed (thoroughly wash hands before eating, drinking, smoking with soap and water).</li> <li>Alcohol Hand wipes &amp; / or Gels provided for teams as additional protection.</li> <li>Masks to be worn where working in any area other than own desk or family group area.</li> <li>All employees and students briefed to wash hands thoroughly and regularly.</li> <li>Management and Risk Assessment teams monitor government directives &amp; then review this assessment where required following introductions of other required control measures.</li> </ul>	3	2	6					



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Hazard	Specific Risk	Who is at risk	Assessment Pre-Controls			Control Measures in place	Assessment Post-Controls						
			S	L	RR		S	L	RR				
Contact with students, customers or clients in other premises (e.g. visiting another college or college area to undertake work, or visiting another workplace to deliver training etc.)	Risk of infection being passed from contacts or with contaminated premises and equipment.	Employees, Third-parties, Members of the public, Clients	4	4	16	<ul style="list-style-type: none"> <li>Workforce instructed to maintain the advised 2m separation from contacts at all times, wherever possible. If entry to premises is required they are instructed to ask whether anyone has been diagnosed with COVID-19 or has been required to self-isolate, and act accordingly.</li> <li>Workforce instructed to avoid contacts who are coughing, show signs of difficulty in breathing or sweating/fever. If this occurs they are empowered to leave the premises.</li> <li>Workforce instructed to clean their hands frequently, using an alcohol-based hand sanitiser that contains at least 60-95% alcohol, or to wash their hands with soap and water for at least 20 seconds.</li> <li>Workforce instructed not to touch their eyes, nose or mouth, if their hands are not clean.</li> <li>Workforce instructed that physical contact with clients, such as handshakes, hugs, etc are not to be undertaken. Workforce instructed that where any client contact may have been made or surfaces touched or handled they must sanitise their hands before getting back into their vehicle.</li> </ul>	2	2	4				
Failure to follow Government policies	Will lead to the spread of coronavirus infection among our workforce and anyone they come into contact with.	Employees, Students, Third-parties, Members of the public, Clients	5	2	10	<ul style="list-style-type: none"> <li>The Government's COVID Act and associated Regulations and Orders have set a framework to prevent the spread of the virus. We have developed procedures and arrangements to work within those rules and guidance.</li> <li>Our arrangements and procedures are reviewed daily in the light of additional government guidance as published at gov.uk/coronavirus</li> <li>We do not provide a service that falls into the Government's category of essential activities, and therefore are not open at this time. We will open only when deemed safe to do so in line with government and sector advice.</li> <li>We are aware of which staff and students are in the vulnerable or at-risk categories. Where we are aware of this to any of our employees they will be working at home if that is possible, if it is not they will be furloughed.</li> <li>Staff with family members in at risk categories or believe their circumstances to have changed have been instructed to inform their management team without delay. Decisions on home working or furlough in accordance with Government policy are taken on a case by case basis.</li> </ul>	2	2	4				




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			S	L	RR		S	L	RR				
Uninformed workforce and students	Uninformed staff who are not fully aware and understanding of the procedures and arrangements we have put in place to work within Government Policy on essential working could compromise our arrangements and jeopardise the health of others.	Employees, Students, Third-parties, Members of the public, Clients	5	3	15	<ul style="list-style-type: none"> <li>Specific procedures and measures to reduce the risk of spreading Coronavirus have been prepared. These are based on NHS, Public Health and Government guidance and instruction. They are updated daily to reflect any changes in the official advice and guidance.</li> <li>Every member of staff will have been fully briefed to ensure that they are aware of the hazards and risks and understand the rules and procedures we have put in place.</li> <li>NHS and Public Health warning posters displayed at all our fixed workplaces and printed copies given to mobile workers.</li> <li>We will have shared with our students and other customers, by email, the arrangements we have in place and how we would expect them to cooperate with our staff at their premises. Procedure for reporting unwell student/staff member is made know to all staff and students</li> </ul>	3	2	6				
Travel and vehicles	Risk of the spread of infection from vehicles and during travel.	Employees, Students, Third-parties, Members of the public, Clients	5	4	20	<ul style="list-style-type: none"> <li>Public transport will only be used where absolutely essential. Staff and students instructed on avoiding contact with surfaces, distancing, hand washing and wearing of PPE as per Government policies.</li> <li>Staff and students who use their own vehicles have been advised to ensure that surfaces and controls are routinely sanitised.</li> <li>No passengers are to be carried in any vehicle being used for business purposes. If a second worker is required for any part of the work activity they will travel separately.</li> </ul>	3	2	6				




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			S	L	RR		S	L	RR				
Personal hygiene	Inadequate personal hygiene standards pose a risk of contracting the infection and cross contaminating and surfaces	Employees, Third-parties, Members of the public, Clients	5	3	15	<ul style="list-style-type: none"> <li>On site hand washing facilities are available, along with hand sanitizer gels in all 'family group' areas</li> <li>Workforce and students instructed to clean their hands frequently, using a hand sanitiser containing at least 60% alcohol, or to wash their hands with soap and water for at least 20 seconds. Sanitiser is provided.</li> <li>Workforce and students instructed not to touch their eyes, nose or mouth, if their hands are not clean.</li> <li>Workforce and students instructed that a disposable tissue should be used when coughing and or sneezing then put into bag and binned or pocketed until that procedure can be followed. Workforce and students instructed that any potentially contaminated clothing and or personal protective equipment should be taken off and placed in a suitable plastic bag or container for appropriate action.</li> </ul>	3	2	6				
Food and drink	Potential for cross-infection at college, at other work-related premises and take away outlets.	Employees, students, Third-parties, Members of the public, Clients	3	4	12	<ul style="list-style-type: none"> <li>Workforce instructed to politely refrain from consuming beverages and food products that are offered by others, due to the risks associated with cross contamination.</li> <li>Workforce encouraged to prepare food and drink at home and bring it with them so that they can take rest breaks at meal times and avoid the need to visit take away outlets and potential exposure to infection.</li> </ul>	3	2	6				
Personal Protective Equipment	Contact with potentially cross contaminated PPE may transmit infection	Employees, Third-parties, Members of the public, Clients	4	2	8	<ul style="list-style-type: none"> <li>Only the one-use disposable PPE (other than Masks) we have provided is to be used.</li> <li>Where non-disposable PPE is provided (masks) staff members may only use their own allocated items and not share or accept an item from another person, even if deemed clean.</li> <li>Where personal protective equipment is required in the course of work it has been provided. Workers instructed that it must be used when required. If it may have become contaminated it must be bagged and the contamination notified to management.</li> </ul>	4	1	4				
Telephone and IT equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees, Students, Third-parties, Members of the public, Clients	4	3	12	<ul style="list-style-type: none"> <li>Employees and students instructed to use their own computers, accessories and telephones during work activity, and not use any equipment belonging to another person or designated for use by another person</li> <li>Workers instructed to ensure that all IT equipment, mobile phones, that may be used in the course of any work at the college are cleaned/disinfected on a regular basis using the cleaning wipes and sanitisers that have been provided.</li> <li>Workers instructed to refrain from sharing their work mobile phone with other people. If they use personal phones they are advised to follow this rule.</li> </ul>	4	1	4				



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			S	L	RR		S	L	RR				
Smoking	Inhalation of tobacco smoke and or vapours from e-cigarettes may make smokers vulnerable to coronavirus infection	Employees, students, Third-parties, Members of the public, Clients	5	2	10	<ul style="list-style-type: none"> <li>Workers are reminded to comply with no smoking regulations at all times.</li> </ul>	4	1	4				
Shared use of machinery or equipment	Contact with potentially cross contaminated equipment may transmit infection	Employees, Third-parties, Members of the public, Clients	4	4	16	<ul style="list-style-type: none"> <li>Disinfecting shared equipment (e.g. overhead projector remote) after use with anti-virus/anti-bacterial wipes.</li> <li>Only IMC Staff to handle shared equipment (e.g. TV remote).</li> </ul>	4	1	4				
Working on sites with confirmed cases (e.g. visiting the University)	Potential for cross-infection at client premises	Employees, Third-parties, Members of the public, Clients	4	4	16	<ul style="list-style-type: none"> <li>Ensure we follow the latest Public Health England (PHE) advice and where possible we will NOT attend the infected site unless deemed safe under guidelines from Public Health England.</li> <li>We will NOT enter any exclusion zones - Sites with confirmed cases of coronavirus we will follow advice from PHE and MUST follow all restrictions that are introduced on an individual site.</li> <li>We will NOT enter any contaminated buildings or areas of buildings.</li> </ul>	3	2	6				
Meetings in groups	Potential for cross-infection and reduction of social distancing	Employees, Third-parties, Members of the public, Clients	4	3	12	<ul style="list-style-type: none"> <li>There will be no meetings in large groups.</li> <li>All non-essential meetings either postponed or completed via other means.</li> <li>Use of web meetings such as Microsoft Team to complete meetings where required</li> <li>Stagger start times to minimise business risk and reduce risk of cross team contamination.</li> </ul>	3	2	6				



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Infection at workplace	Potential for cross-infection	Employees, Students, Third-parties, Members of the public, Clients	4	4	16	<ul style="list-style-type: none"> <li>All equipment regularly cleaned and disinfected by users, and professionally cleaned daily.</li> <li>All employees to wash their hands thoroughly before using any kitchen facility, or before making tea / coffee. Signage in place to remind correct technique.</li> <li>If contamination confirmed, the Company Business Continuity Plan will be activated.</li> <li>Full deep clean will take place prior to site being brought back into use within the business.</li> </ul>	3	2	6				
Contact with Vulnerable People	Potential for cross-infection	Employees, students, Third-parties, Members of the public, Clients	5	3	15	<ul style="list-style-type: none"> <li>Avoid contact with any vulnerable people i.e. people over 70 &amp; people with other ailments e.g. Heart issues, chronic lung disease, diabetics etc. are most at risk from serious consequences of exposure.</li> <li>All employees are briefed and aware of potential consequences with exposure.</li> <li>Any employees with signs of symptoms of coronavirus must not attend work and self-isolate and follow advice given by health care professionals.</li> <li>All works planned to ensure works are not completed near vulnerable groups.</li> </ul>	4	1	4				
Employees within vulnerable groups	Employees exposure to Coronavirus	Employees, Third-parties, Members of the public, Clients	4	3	12	<ul style="list-style-type: none"> <li>Any employees or students within vulnerable groups are to remain at home as directed by government advise.</li> </ul>	4	1	4				