

Company name: NCG

Date assessment was carried out: 18th January 2021



Introduction

As a responsible employer, NCG must take all reasonable steps to protect staff, students and others from COVID-19 with the aim of allowing all students to continue to engage and benefit from their education and training where practically possible. In line with the Department for Education requirements, and more broadly the requirements set out by the Health and Safety Executive, this risk assessment explains the actions that NCG will take / have taken to ensure the continued safety of its operations when responding to the challenges of coronavirus (COVID-19).

As part of this assessment, we have:

- Identified what activity or situations might cause the transmission of the virus.
- Considered who could be at risk.
- Determined how likely it is that someone could be exposed.
- Taken action to remove the activity or situation, or if this wasn't possible, control the risk.

In completing this risk assessment all relevant guidance issued by HM Government, Department for Education and the Health & Safety Executive has been followed as far as practicably possible.

General staff and student advice on preventing the spread of coronavirus in the Educational Setting includes:

- Minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, do not attend the setting.
- Where recommended, or required by regulations, use face coverings.
- Clean hands thoroughly more often than usual.
- Ensure good respiratory hygiene by promoting the 'catch it, bin it, kill it' approach.

- Introduce enhanced cleaning, including cleaning frequently touched surfaces often and the use of standard products such as detergents.
- Minimise contact between individuals and maintain social distancing wherever possible.
- Where necessary, wear appropriate personal protective equipment (PPE).

In responding to infection, we will:

- Engage with the NHS Test and Trace process.
- Manage confirmed cases of coronavirus (COVID-19).
- Contain any outbreak by following local health protection team advice.

Review and supervision

The risk assessment will be reviewed by the authors on a monthly basis and / or as is required (e.g. where changes to Government laws/guidelines are announced). The risk assessment will be approved at NCG's COVID management group.

Risk assessment

The table below contains the following sections:

- Hazard – the activity or situations that might cause transmission of the virus.
- Stakeholders – The affected stakeholders to whom the impact should be considered.
- Controls – The actions undertaken to mitigate the risk of transmission of the virus.

Hazard	Stakeholders	Controls
<p>Contracting or spreading coronavirus by not washing hands or not washing them adequately.</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> • Water, soap and drying facilities are available at wash stations. • Information on how to wash hands properly is displayed on posters throughout our premises. • The number of wash stations available has been reviewed and we are satisfied that the existing provision is sufficient. • Hand sanitiser and antibacterial wipes are provided throughout the NCG estate.
<p>Contracting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry / exit points to facilities, lifts, changing rooms and other communal areas.</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> • Online meeting technology is in place and is encouraged (even for staff in the same building to reduce footfall in communal areas). • Staff who are able to will work from home are required to. • Social distancing guidelines are in operation in all buildings. • Social distancing reminders are displayed on posters throughout the NCG estate. • Facilities have been reorganised in communal areas (such as spacing out tables) to allow for social distancing rules to be followed. • Face coverings must be worn in high traffic areas.

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Perspex screens have been installed in communal areas. • One-way systems have been introduced throughout high-traffic / limited space areas. • Personal protective equipment (PPE) has been made available as required. • Washing facilities and hand sanitiser is available and reminders are displayed on posters across the NCG estate. • Enhanced cleaning is in operation for high-touch areas. • Building numbers are controlled to restrict high volumes of learners onsite at one time. • People have been advised that they must not enter NCG's buildings if they have COVID-19 symptoms or if anyone in the household is displaying symptoms or has tested positive for COVID-19. • NCG's Health & Safety team conduct compliance inspections to ensure guidance is being followed and a record of these checks is maintained.
<p>Contracting or spreading coronavirus by not cleaning surfaces, equipment and workstations.</p>	<p>Staff Students Contractors Visitors</p>	<ul style="list-style-type: none"> • High-touch surfaces have been identified and enhanced cleaning arrangements are in place. Cleaning responsibilities have been identified and communicated. The necessary cleaning products have been identified and what they should be used for has been communicated. • Staff have been trained on the use of PPE, safe removal of PPE and how to clean PPE.

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Student numbers will be controlled as far as practicably possible to reduce contact with high-touch areas. • Guidance has been issued to advise against the sharing of equipment and where this isn't possible, enhanced cleaning arrangements are in place. • Where possible, non-fire doors should be left open. • Contactless payments are in operation. • Where possible, electronic documentation is used as opposed to paperwork. • Staff have been instructed to empty bins more often (to avoid excessive contact where not emptied). • Areas to store personal belongings are provided to staff allowing personal items to be kept out of work areas. • Use of communal showers is prohibited. Signage is in place to advise that they should not be used. Estates are treating all showers as infrequently used water outlets and flush regularly to negate the legionella risk. • NCG's Health & Safety team conduct compliance inspections to ensure guidance is being followed.
Mental health and wellbeing affected through isolation or anxiety about coronavirus.	Staff Students	<u>Staff</u> <ul style="list-style-type: none"> • Managers have been instructed to conduct regular 1:1 meetings with staff to 'keep in touch' and to talk about any work / personal issues where appropriate.

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Staff have been encouraged to take regular breaks, take their annual leave and agreed working hours are in place (to avoid excessive working hours being worked). • Regular communications are issued to staff to keep them up to date with any organisational developments, with a view to ensuring staff member feel involved and reassured (this includes Coronavirus FAQs and a regular CEO recording). <p><u>Students</u></p> <ul style="list-style-type: none"> • Regular communications are issued to students to keep them up to date with any NCG, college or course specific developments. • FAQs have been prepared and displayed on college websites covering areas such as reopening, online delivery and exams. • Teaching staff have been instructed to maintain regular contact with learners to discuss their progress, wellbeing, and provide additional support where required. • Where onsite delivery is not possible, high levels of synchronous delivery is being offered. • Student support services have been made available to all students should any specialist additional support be required.
Contracting or spreading the virus by not social distancing.	Staff Students Contractors Visitors	NCG has reviewed where, under normal circumstances, workers would not be able to maintain social distancing rules. The following measures to promote social distancing have been taken: <ul style="list-style-type: none"> • Use of one-way systems where possible.

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Marker tape is being used on flooring to guide people (including lifts to ensure people know where to stand). • Where social distancing cannot be achieved in lifts, each lift is restricted to one person at all times. It is recommended that staff and students use stairs where possible and allow lift priority for those with impaired mobility. • Meetings are being held virtually wherever possible. • Building number control is in operation. • Work and study areas have been rearranged to facilitate social distancing. • Facilities are available to allow people to walk or cycle to work (e.g. bike racks). • Physical screens are in place where appropriate. • Signs have been displayed to remind people to socially distance. • A number of cubicles and services within the toilets have been taken out of use to help users maintain social distancing. • When travelling in vehicles for business purposes, colleagues should travel alone. College owned or personal vehicles should not be used to transport more than one person unless they live in the same household. • College owned or personal vehicles should not be used to transport more than one person unless the vehicle has been modified to satisfy Covid-Secure Requirements, has capacity and both the driver and passengers are wearing the appropriate PPE.

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Additional and specific PPE has been provided to staff and students where role or course requirements deem it necessary. • NCG's Health & Safety team conduct compliance inspections to ensure guidance is being followed.
Musculoskeletal disorders as a result of using DSE at home for a long period of time	Staff	<ul style="list-style-type: none"> • Risk assessments for home working have been conducted. • Guidance for staff has been issued on how to work from home safely (e.g. taking regular breaks, stretching exercises, equipment setup). • Where appropriate, DSE assessments have been conducted for staff to identify necessary equipment to work safely from home.
Poor workplace ventilation leading to risks of coronavirus spreading	Staff Students Contractors Visitors	<ul style="list-style-type: none"> • Windows and doors (non-fire doors) to be opened to improve ventilation. • Heating ventilation and air conditioning (HVAC) systems have been switched to drawing fresh air where they can be, rather than recirculating air.
Increased risk of infection and complications for vulnerable staff and students	Staff Students	<p>NCG has identified and monitors who in the work force and student body fall into the following categories:</p> <ul style="list-style-type: none"> • Clinically extremely vulnerable. • People self-isolating. • People with symptoms of coronavirus. <p>With regard to the categories above:</p>

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Managers / curriculum leads have been instructed to discuss with employees / students what their personal risks are and identify what they need to do in each case. • Managers / curriculum leads, where possible, have identified how and where someone in one of these categories will work / study in line with current government guidance. • If attending campus for work / study identify additional protection measures have been considered. • NCG follows the latest government guidelines on the NHS Test and Trace service.
Exposure to workplace hazards because it isn't possible to get normal personal protective equipment (PPE)	Staff Students	<ul style="list-style-type: none"> • PPE stocks will be monitored by the local Estates teams to ensure satisfactory levels of appropriate kit are available. • Staff have been instructed to monitor the availability of PPE within NCG's buildings and communicate with local Estates teams where additional PPE is required.
Maintaining the quality of education	Staff Students	<p>A number of measures are in place to ensure that a high standard of education continues, whilst delivered remotely or online (not exhaustive):</p> <ul style="list-style-type: none"> • Adaptions to the NCG Quality Framework policy and procedures - many policies were updated in the summer 2020 as a contingency to maintain continuity during any further lockdowns. • Provision (loaning) of kit and equipment to learners (where a need is genuine identified, and we are able to do so within our means). • Use of engagement and attendance monitoring systems for checking learner participation.

Hazard	Stakeholders	Controls
		<ul style="list-style-type: none"> • Amended schemes of learning to adjust the planned delivery, defer practical assessments and ensure continuity of content sequencing remains appropriate. • Use of NCG platforms for synchronous (live) and asynchronous (recorded or set) delivery of lessons, use of other resources including hard copy where needed and appropriate. • Adaptions of TLA policy to ensure that managers can continue to monitor the quality of education by occasionally reviewing learner work and occasionally visiting lessons (including online). • Adaptions to learning support and education, health and care plans (agreed with partner local authorities). • Ongoing progress review and formative assessment to underpin formal assessment and centre assessed grades, ongoing scheduled examinations and tests, and practical assessments in line with Ofqual and IFATE guidelines.