

Risk Assessment – Specific

This risk assessment and control document is a template and can be used to assess potential risks within Suffolk One work and identify any control methods.

This document has been put together using a 5x5 matrix of a 'Likelihood' against 'Severity'. It is recognised that although control measures can change the 'likelihood' of an event occurring, this may not reduce the 'severity' of an event. You should aim to reduce risks 'so far as reasonably practicable'.

Completed risk assessment forms should be saved for reference in a network faculty/ department folder. Contact the Health and Safety team on 6614 for advice.

The product of **Severity** and **Likelihood** provides an action level, as shown in the tables below:-

Matrix:-

Likelihood(L):	Score					
Certain	5	Very Low	Medium	High	Very High	Very High
Very Likely	4	Very Low	Low	Medium	High	Very High
Probable	3	Acceptable	Very Low	Low	Medium	High
Possible	2	Acceptable	Very Low	Very Low	Low	Medium
Unlikely	1	Acceptable	Acceptable	Acceptable	Very Low	Very Low
Negligible	0	Acceptable	Acceptable	Acceptable	Acceptable	Acceptable
Severity (S):		Negligible	Minor Injury	Lost Time/Medium	Major Injury	Fatality
Score		1	2	3	4	5

Action Level:-

L x S Score	20-25	Very High - Stop activity immediately
	15-19	High - Action required in 1 day
	10-14	Medium - Action required in 1 week
	7-9	Low - Action required in 3 months
	4-6	Very Low - Minimal action required, consider controls where possible
	1-3	Acceptable - no action required

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Risk Assessment:

Assessor: David Townsend	Reference No.: 004	
Who's Affected: All staff, and all students, contractors, student parents, visitors	Date: 20/07/21	Review: 21/10/21
Description of Task: All work and study related activities during at time of infection risk from Coronavirus in at risk groups members of staff and students. These may include, BAME, Over 60s, staff at an otherwise increased risk (who may have underlying health conditions), but not relating to those recognised by CEV and CV at this time.		

Hazard No.	Hazard:	Likelihood 0 - 5	Severity 0 - 5	Rating (L x S)	Control Measures:	Likelihood	Severity	Rating: (Lx S)
1.	These staff and have a higher likelihood of fatality should they catch COVID-19	2	5	10	<ul style="list-style-type: none"> - Centre Covid-19 risk assessment controls apply - Mangers had previously conducted 'return to work in college meeting' in order they can respond to concerns raised by members of staff and escalate to HR as required- Staff continue to be able to raise concerns as required - Concerned Staff to contact HR via Email in order they can be invited to a meeting, together with their line manager, to discuss and address their concerns and evaluate their work hazards - Circumstances will be treated individually through HR process 	1	5	5

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					<ul style="list-style-type: none"> - HR and H&S team to update college on any new guidance and information on the approach for this group - Some staff will require an individual risk assessment to help manage risk in partnership with their team. - College will be requiring staff to work from home in some cases to reduce background risk. - While in college staff will be trained on the standard safety procedures and expected to adhere to these- line managers to monitor compliance - Where staff are at higher risk (e.g. breaking 2m rule) they will be trained on the safe use of PPE. - If they are required to clean equipment they will be trained on the safe procedure for this - The college will reduce the risk to individuals as low as is reasonably practicable and in some cases where the residual risk is high, further control measures may need to be applied. 			
2.	These students have a higher likelihood of fatality if they catch COVID-19	2	5	10	<ul style="list-style-type: none"> - Centre Covid-19 risk assessment controls apply. - Students to contact PPTs if they would like to discuss concerns - PPTs to respond to concerns raised by students and escalate issues to Student Services Managers or Heads of Year and an evaluation made of any additional risk via risk assessment- mitigations must be put in place. - Circumstances will be treated individually - H&S team to update college on any new guidance and information on the approach for this group – PPTs to be kept informed 	1	5	5

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					<ul style="list-style-type: none"> - College will require students to learn from home wherever possible as part of a general control. - While in college students will be trained on the standard safety procedures and expected to adhere to these- staff to monitor compliance - Some students will require individual risk assessments to help them manage their risk with the support of their subject staff and PPT. - These risks will be managed where reasonably practicable and where some residual high risk remains, then additional mitigations will be required. - Where students are at higher risk (e.g. breaking 2m rule) they will be trained on the safe use of PPE. - If they are required to clean equipment they will be trained on the safe procedure for this - Any measures included in an EHCP must be maintained 			
3.	Individuals whom after risk assessment have high residual risk: <ul style="list-style-type: none"> - Those who have compounding medical conditions - Those who's roles cannot suitably be altered - Those whos conditions are particularly affected by where they work or who they work with 	3	5	15	<ul style="list-style-type: none"> - All standard safety rules must be adhered to while at work or college - Work and learning must be modified to prevent breaking 2m rule - They may be at higher respiratory risk and following risk assessment should use a Surgical grade PPE mask where possible in favour of a cloth face cover in all required areas, to be provided by the college. - No close contact work - No aerosol generating activities 	1	5	5

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					<ul style="list-style-type: none"> - Only attend site when essential and under strict conditions - Alternative work or learning process put in place - Refer to line manager and to PPTs, escalate as needed - Line manager or PPT to document via emails solutions to this risk with individual - Alternative work and study locations may be useful - Alternative teaching methods may be required by teachers and support staff - Students learning experience may need to be adapted to ensure safety 			
4.	<p>Parents and Carers/Staff Family health concerns-</p> <ul style="list-style-type: none"> - Suffering from COVID or take virus home - Family/ household/ Friends may have other 'at risk' factors - Students household members/ friends/family may pass them virus - have been advised they no longer need to shield - live in a household where someone is clinically vulnerable (CV) or CEV (including young carers) or those with possible increased risks from coronavirus (COVID-19) 	2	4	8	<ul style="list-style-type: none"> - Staff and students with these concerns can continue to attend the college where necessary, following the systems of control already in place - Remind Parents/carers and Families that the college control measures are robust and proportionate and will be in place at all times. - The college will assist and comply with Track and Trace process to help with virus prevention - Email parents/carers to inform them to ensure they are aware to not send students to college if they may have COVID-19 symptoms, or household members may do (follow Government self-isolation guidance) - The college will aim to identify parents/carers who are concerned and work with them to support them - Staff should not attend work if they or members of their household are experiencing symptoms (follow Government self-isolation guidance) 	1	4	4

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	such as those who have certain conditions such as obesity and diabetes				<ul style="list-style-type: none"> - College to proactively inform students and staff of confirmed/suspected cases within college. This may help to demonstrate control over virus outbreaks or low numbers of cases. - Students and staff are only expected to attend work/college if symptom free - College will supply students/families/staff with information on symptoms to be aware of - Staff must source PCR testing if symptomatic - Students will also be required to go for PCR testing before being allowed to attend college after the identification of symptoms - Neither students nor staff will be allowed back to site until confirmation of a negative result is obtained or self-isolation has completed. - The Student coronavirus awareness materials and staff handbook detail methods that will help to keep those who they subsequently come into contact with, safe. - Testing centre exists on site and all are invited to participate as an increased level of virus prevention 			
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