



**Wirral Met College**

# **COVID-19**

# **RISK ASSESSMENT**

**To inform actions whilst Covid-19 remains a risk.**

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**1 March 2022**

**Issue 28**

## **1. Background:**

Wirral Met College (WMC) continues to review and revise its COVID-19 Risk Assessment in order to support the continuation of college business, as the country adapts to the release of many controls, from February 2022. At WMC, we will ensure that the guidance provided by Government is used to inform how we manage college operations and staff, students and visitors are required to respect and implement any controls in place to help mitigate the ongoing risks of Covid19.

This Risk Assessment identifies the continued risks and the controls put in place to mitigate those risks, as we return to a world where we will have to live with the continued presence of this virus. The health and safety of staff and students is at the heart of business operations and the clarity of the 'hazards or risks' and 'controls' in place to address them, will provide a strong foundation for managing the associated health, safety, communication and training. WMC will continue to be guided by Government guidance and has developed a strong and effective partnership with the Local Authority's Public Health Team who also guide all decisions on both local context of infection rates and any case related risk.

WMC's Vision, Mission and Strategic Objectives remain unchanged and all existing strategies that are part of the planning cycle will incorporate and implement the changes required for WMC to operate safely. The Covid-19 Risk Assessment is designed to ensure we remain aware of infection risks such that we may constantly reflect and update our risk assessment and associated implementation plans. WMC continues to welcome input from its recognised Trades Unions, the WMC Students' Union and Student Executive Team, who have been involved in the constant review and development of risk assessment. The College also welcomes the scrutiny and oversight by the Board of Governors informed by the Board Committee that reviews risk assessment and the independent audit team who provide additional assurance of the risk management process.

## **2. Risk Assessment**

WMC's risk assessment relates to all areas of the college, including its five campuses. As a vocational college, although the Government guidance relating to educational settings is used as a core for managing risk, all vocational areas that operate in sectors where risks require specific management, such as health, hairdressing and hospitality for example will also reflect the guidance for their specific vocational sectors. This document is WMC's overall Risk Assessment, specific to Covid-19 and should be reviewed alongside its general risk management system. Hazards have been described and appropriate controls have been put in place to mitigate the risks. There are 11 standards identified in the table below, which are embedded into the risk assessment.

See Figure 1 below, for the 11 headline standards that structure the Covid-19 Risk Assessment.

**Figure 1 below, for the 11 headline standards that structure the Covid-19 Risk Assessment.**

No	Standard Details	Links to Strategies
1	The College will ensure that there is appropriate governance and will remain engaged with the local Public Health Team to inform any local adaptations, relating to local interventions or controls.	Health and Safety
2	The College's Cleaning Standards and operational procedures reflect the minimum standards required by Government guidance and they will be incorporated into the standard operating procedures for our cleaning processes.	Estates Strategy Facilities
3	The College's Health and Safety Policy and Operational Procedures include a communication briefing and training for 100% of staff to understand and observe minimum health and hygiene standards to observe infection control.	Health and Safety Staff Development
4	The College's Health and Safety Policy and Operational Procedures include a communication briefing and training for students to understand and observe minimum health and hygiene standards to observe infection control.	Health and Safety Student Induction
5	The College's Communication Strategy will include the specific information and guidance, to set clear standards for staff, students and all visitors to college.	Communications Strategy Website College Media
6	The College will ensure that any personal protective clothing, relating to the requirements of managing infection control, are available to staff and students.	Health and Safety People Strategy
7	The College will ensure that the buildings are organised to implement all controls specified in the Covid-19 Risk Assessment.	Health and Safety People Strategy Estates Strategy
8	The College will maintain an Outbreak Management Plan that will be guided by Public Health, together with a specific infection control protocol to deal with any cases of Covid-19 linked to staff, students or visitors to the building.	Health and Safety
9	Onsite meals and refreshments will reflect the guidance for all hospitality settings that released restrictions from 19 <sup>th</sup> July 2021, unless otherwise required by local intervention.	Health and Safety; Facilities management and Curriculum Management in Hamilton Campus.
10.	In line with the College's People Strategy, any Individual Risk Assessment Plan, specific to staff or students, will be reviewed in accordance with Government guidance and College HR and Health and Safety Procedures.	People Strategy Enrolment Process
11	The College will keep all financial and business continuity risks, associated with Covid-19 under review as guidance and specific legislation determines.	Strategic Plan

**Frequency of Review** This Strategy, Standards and Method Statements will be continuously reviewed to reflect any changes in Government or local Public Health Guidance.

Government Guidance for education settings can be reviewed [HERE](#)



**4 College Covid-19 Risk Assessment**

The Hazards, Controls and quantification of risk before and after existing and additional controls are as follows:

<b>Name of Assessor(s):</b> Kenny Scott (Health and Safety Manager) Joseph Finneran (Director of Estates)	<b>Date:</b> 16 July 2020 Last update 1 March 2022
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**KEY:**

LIKELIHOOD	5	MODERATE	MODERATE	MODERATE	HIGH	HIGH
	4	LOW	MODERATE	MODERATE	MODERATE	HIGH
	3	LOW	MODERATE	MODERATE	MODERATE	MODERATE
	2	VERY LOW	LOW	MODERATE	MODERATE	MODERATE
	1	VERY LOW	VERY LOW	LOW	LOW	MODERATE
		1	2	3	4	5
IMPACT						

Risk Number	Potential Hazard	Person (s) at Risk	Existing Controls pre Covid 19	Risk level using existing Pre Covid 19 controls			Additional controls to reduce risk	Likelihood after controls	Risk level following controls
				LH	Impact	Risk			
1.	Transmission of COVID-19 in the workplace (including work vehicles).	All	Appropriate cleaning and waste disposal regime maintained and subject to review.  Adequate supply of fresh air (ventilation) in enclosed areas of the workplace.  Combination of natural ventilation and mechanical ventilation.  Sufficient hand washing facilities including hand dryers  Health and hygiene information displayed across the College  Visitor Policy and guidance with staff monitoring to manage visitor attendance and safeguarding.  Sub-Contractors Policy & Procedures and associated requirements for compliance	3	5	15	<ul style="list-style-type: none"> <li>College to follow government guidance COVID-19: cleaning of non-healthcare settings</li> <li>College to follow government guidance Working safely during coronavirus (COVID-19) for working in close contact services</li> <li>Increasing natural ventilation by opening doors, windows and vents</li> <li>Ensuring any mechanical ventilation system is set to maximise fresh air and minimise air recirculation</li> <li>Air handling, air conditioning and air movement systems maintained and activated in accordance with Government guidance linked to HSE and CIBSE guidance.</li> <li>Identify poorly ventilated areas of the College by using CO2 Monitors</li> <li>Use of local air cleaning and filtration units to reduce airborne transmission of aerosols where it is not possible to maintain adequate ventilation.</li> <li>College first aid responders receive updated information and guidance and should follow COVID-19: guidance for first responders</li> <li>Additional PPE provided in all First Aid rooms in line with guidance.</li> <li>Extra hand sanitiser points in addition to washing facilities</li> </ul>	2	10

							<ul style="list-style-type: none"> <li>College will continue to promote the benefits of vaccinations, home testing and the use of facemasks to support local public health drives.</li> <li>Physical barriers and glass screens provided where possible</li> </ul>		
2.	There is a new variant of Covid19 that has been confirmed by Government, which increases the infection rate.  That infection rates are too high in the local area such that controls in place are insufficient	All	Existing College standards and controls to mitigate transmission  Monitoring reports and advice on new variant provided by Public Health England	3	5	15	<ul style="list-style-type: none"> <li>Active engagement and following advice provided by Local Public Health officials with regards to stepping measures up and down</li> <li>College COVID-19: Outbreak Management Plan agreed with the Director of Public Health (DsPH)</li> </ul>	2	10
3.	That plans and control measures are put in place but are not communicated effectively	All	N/A	3	4	12	<ul style="list-style-type: none"> <li>Publish Risk Assessment.</li> <li>Consultation with Trades Unions.</li> <li>Communication updates and related training for staff, students and visitors.</li> </ul>	1	4
4.	Even when Government restrictions have been fully lifted, staff or students who have been medically advised they are at greater risk of Covid-19 are on site.	Risk groups	Where required, Individual Risk Assessments will be undertaken with their Manager and HR for staff and the Additional Support Team (for students)  Process includes sickness and absence monitoring procedures, welfare support and Fitness to study.	3	4	12	<ul style="list-style-type: none"> <li>Control measures in line with Govt. guidance in place.</li> <li>Any additional measures advised by local Public health are in place.</li> <li>Individual Risk Assessments undertaken where necessary.</li> <li>Review of student risk at enrolment and student ILP welfare review (including where they are part of an Education Health Care Plans (EHCP)).</li> <li>College will continue to promote twice weekly testing for staff and students in alternative provision and SEND</li> </ul>	2	8
5.	Individual develops symptoms of COVID-19 or has a positive test result	All	College reporting procedures.  Existing first aid and incidence response procedures including and up to RIDDOR reporting	3	5	15	<ul style="list-style-type: none"> <li>Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19</li> </ul>	2	10
6.	That there is a confirmed case of Covid 19 in the College (whether the staff member/student is on site that day or not) and this is not sufficiently reported and appropriate action taken	All	Current Health and Safety reporting system up to and including RIDDOR reporting	2	4	8	<ul style="list-style-type: none"> <li>If contacted by local Public Health H&amp;S Manager to follow advice and implement additional actions.</li> <li>For Further Education, the College will follow reporting requirements of the Department for Education.</li> <li>For Higher Education WMC to adhere to Office for Students (OfS) guidance about reportable events during coronavirus (COVID-19) pandemic and report significant changes to delivery of higher education e.g. when ceasing or suspending delivery of higher education.</li> </ul>	1	4

7.	That staff or students' mental health is adversely affected by the impact of Covid-19.	All	Current HR and student health and wellbeing policies and support including access to counselling helpline.	3	4	12	<ul style="list-style-type: none"> <li>• Extensive training/induction was provided to engage staff in consultation and build confidence in measures.</li> <li>• Staff provided opportunities to engage with Managers/Facilities to adjust physical environment to improve safety and their wellbeing.</li> <li>• Additional consideration in College People Strategy</li> <li>• Mental Health First Aid training available</li> </ul>	2	8
8.	That students or staff have to isolate which restricts their ability to engage in learning, including delivery for staff.	All	Existing timetabling system to allow for remote access where required.	4	4	16	<ul style="list-style-type: none"> <li>• Revised curriculum strategy to continue to provide access to virtual and online learning.</li> <li>• Laptops available for students on Study Programmes (16-18) who require support for remote learning.</li> <li>• Digital Learning Coaches to support staff and students, based in Study Zone Library.</li> </ul>	1	4
9.	That certain roles present a greater level or risk of infection and controls are not increased for those staff members	All	Current risk assessments for PPE.	3	5	15	<ul style="list-style-type: none"> <li>• Staff will generally not require specific PPE but some roles and circumstances will require it</li> <li>• Staff will be issued with the appropriate PPE and training in its safe use and disposal.</li> </ul>	2	10
10.	That the College is unable to perform an emergency evacuation, because it has too few Facility Officers.	All	Existing sickness monitoring for Facilities Officers.  Existing fire regulation procedures.	3	4	12	<ul style="list-style-type: none"> <li>• Facility Officers availability monitored on an ongoing basis.</li> </ul>	1	4
11.	That Government issued information and guidance changes that no longer reflects College's plans and strategy	All	Routine compliance against all regulatory bodies audited independently and monitored through Audit Committee to the Board.	4	4	16	<ul style="list-style-type: none"> <li>• Use of Government guidance in preparing documents</li> <li>• Engagement and review by local public health of strategy, risk assessment and implementation plans</li> <li>• Principal co-opted to Health and Wellbeing Group for the borough of Wirral.</li> <li>• Scrutiny and authorisation by the Board</li> </ul>	1	4

Types of person(s) at risk - Within the above, "All" refers to any person whether staff, student or visitor who attends a College site.