



Wirral Met College

COVID-19

RISK ASSESSMENT

To inform actions whilst Covid-19 remains a risk.

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26 October 2021

Issue 22

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 19th July 2021. 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 both national and local 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 and has therefore identified hazards specific to Covid-19, in addition to its normal risk management system. Those hazards have been described and the risk quantified given existing controls in place. Further controls to be in place during the pandemic have been created and the risk evaluated when the controls are implemented, 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.

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No	Standard Details	Links to Strategies
1	The College will ensure that there is appropriate governance and specialist oversight of the risk assessment 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 plan to release restrictions from 19 th 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 for Covid-19, 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:

Name of Assessor(s): Kenny Scott (Health and Safety Manager) Joseph Finneran (Director of Estates)	Date: 16 July 2020 Last update 26 October 2021
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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	That infection rates are too high in the local area such that controls in place are insufficient	All	N/A	4	5	20	<ul style="list-style-type: none"> Active engagement and following advice provided by Local Public Health Officials College COVID-19: Outbreak Management Plan agreed with the Director of Public Health (DsPH) 	3	15
2	That plans are put in place but are not communicated effectively	All	N/A	3	4	12	<ul style="list-style-type: none"> Publish Risk Assessment. Consult with Trades Unions. Communication updates and related training for staff, students and visitors. 	1	4
3	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	As with any health condition, staff and students will be required to make the College aware of this and, where required, Individual Risk Assessments will be undertaken with their Manager and HR for staff and the Additional Support Team (for students) This process includes sickness and absence monitoring procedures, welfare support and Fitness to Study	3	4	12	<ul style="list-style-type: none"> Control measures in line with Govt. guidance in place. Any additional measures advised by local Public health are in place. Individual Risk Assessments undertaken where necessary. Review of Student risk at enrolment and student ILP welfare review (including where they are part of an Education Health Care Plans (EHCP)). 	3	12

4	That staff, students or their families are aware of their symptoms but come into College.	All	Sickness and absence monitoring procedures and instructions. Welfare support	3	5	15	<ul style="list-style-type: none"> Display information around campus with Instructions for staff and students to ensure they do not attend college if they are required to isolate by track and trace, or Government guidance linked to infection control. 	2	10
5	That staff or students develop symptoms whilst at College	All	N/A	4	5	20	<ul style="list-style-type: none"> See detailed risks and controls below from points 'a' to 'e'. 	2	10
a	Relevant staff member identifies a person with symptoms		Existing first aid and incidence response procedures including and up to RIDDOR reporting				<ul style="list-style-type: none"> Constant awareness raising. Additional training for staff and students to highlight College response and raise awareness 		
b	Infected (potential) person will require first aid		First aid trained staff members are sufficient and available at all times. College has defined responsibility for First Aid within security roles, in addition to designated First Aiders.				<ul style="list-style-type: none"> First Aid Staff receive updated training. Number of first aid trained staff to be monitored to ensure sufficient number are always available 		
c	Student requires isolation or will spread virus		Designated first aid room on each site				<ul style="list-style-type: none"> First aid room would require deep clean following use. 		
d	First Aiders / those supporting the ill person would require additional protection from virus		Standard First Aid protocols in place.				<ul style="list-style-type: none"> Additional personal protection to be procured and a sufficient supply to always be available. Personal protection to be used per guidance on Covid-19 infection management plan. 		
e	Person with symptoms may have shed virus throughout the College		Current cleaning regime				<ul style="list-style-type: none"> Enhanced cleaning required to disinfect College was established following lockdown 1, in March 2020 and more staff roles were employed. Enhanced cleaning will continue and will be subject to constant review. 		
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"> Detailed training for staff on reporting procedures and clear lines of reporting H&S Manager to follow Govt. reporting procedures, notify Public Health Authority as required H&S Manager to follow local Public Health advice on any confirmed case and follow up action. Disinfection and cleaning by specialist contractors when required For Further Education WMC to follow reporting requirements of the Department for Education. 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 	1	4

							ceasing or suspending delivery of higher education.		
7	Non-compliance by staff or students with instructions to observe Covid19 controls and methods	All	Current staff and student standards and grievance and disciplinary procedures where there is any breach of required standards. Current Health and Safety monitoring system, reports and spot checks	3	5	15	<ul style="list-style-type: none"> Detailed instructions prepared for safe operations within communications, supported training and displayed around the College. Manager Training with respect to College approach for team management. Training of all staff on the content and requirements of the Risk Assessment. Induction for all students on College approach to Covid-19, appropriate to changing guidance. Regular communications to keep staff and students up to date 	1	5
8	That asymptomatic staff/students are on site and shed Covid-19 virus leading to infection	All	N/A	5	5	25	<ul style="list-style-type: none"> See point 'a' to 'd' to cover related risk Students offered two on-site lateral flow device tests on return, 3 to 5 days apart, in the autumn term. Lateral Flow Device (LFD) self-testing will continue to be promoted and required twice each week by staff and students. Staff and students supplied with LFD test kits to self-swab and test themselves at home twice a week. The college will actively promote the benefits of vaccinations, to support local Public Health drives. See other detailed risks and controls in sections 'a' to 'd' below 	2	10
a	That asymptomatic staff/students do not observe hygiene regulations and controls sufficiently to reduce the risk of the transfer of the virus to contact surfaces. Getting or spreading coronavirus by not washing hands or not washing them adequately. Student or member of staff has been identified as a close contact of a confirmed case and does not self-isolate as required by guidance.		Existing hand washing facilities including hand dryers	3	5	18	<ul style="list-style-type: none"> Handwashing posters to be displayed across the College Hand sanitiser and handwashing to be frequent and hand gel stations to continue to be available throughout the College. Respiratory hygiene posters to be displayed throughout the College Restrict use of frequent contact areas where practicable through magnetic door opening for fire doors and non-fire doors to remain open for communal areas Prioritisation of contact surfaces for cleaning such as handrails, door handles, light switches, window openers, reception area Personnel lifts to continue to be restricted for people with disability. 		

b	That the virus is shed and remains active on surfaces and in place for a significant length of time.		Current cleaning regime				<ul style="list-style-type: none"> Enhanced cleaning for areas, required to disinfect College will continue to operate and kept under review to meet or exceed Government guidance as part of the standard operating procedures. Rigorous monitoring of cleaning standards and rota by cleaning supervisor, Facilities Manager and Health and Safety Manager. Departmental Risk Assessments, appropriate to the vocational sector, to include specific cleaning requirements of learning materials and equipment. 		
c	That virus is brought into the College or stays active in the College for a longer period of time or on items more likely to transmit virus.		N/a				<ul style="list-style-type: none"> Reception areas have glass screens to reduce face-to-face transmission of virus. Glass screens in staffroom areas to remain to reduce face to face transmission of virus. Clean desk policy to be in operation in the College. 		
d	That virus contaminates a wide area/ areas where there would be high footfall.		Current cleaning regime				<ul style="list-style-type: none"> Enhanced Covid-19 cleaning regime to continue and remain under constant review. Minimise 'hot' desk arrangements and where necessary, ensure disinfectant wipes and gel is available to enable colleagues to sanitise their work area. Technicians to observe and implement cleaning standards linked to vocational guidance, that are within the department area Risk Assessment, which are approved by the Health and Safety Manager as part of updating area risk assessments. Ensure usual monitoring and supervision to make sure people are following controls Incident and near-miss reporting policy and procedures. 		
9	That staff or students' mental health is affected by the impact of Covid-19.	All	Current HR and student wellbeing policies and support including access to counselling helpline	3	4	12	<ul style="list-style-type: none"> Extensive training/induction was provided to engage staff in consultation and build confidence in measures. Staff provided opportunities to engage with Managers/Facilities to adjust physical environment to improve safety and their wellbeing. Additional consideration of People Strategy 	2	8

10	That Social Distancing controls are removed whilst infection rates remain high.	All	N/A	4	5	20	<ul style="list-style-type: none"> Local Public Health intervention will support Government guidance to address any requirements linked to managing local infection rates. 	2	10
11	That ventilation system is inappropriately maintained that could risk transmission of the virus in College	All	Existing standards and controls to maintain safe air and water systems are part of routine planned maintenance.	3	5	15	<ul style="list-style-type: none"> College's air handling, conditioning and air movement systems will be maintained and activated in accordance with Government guidance linked to infection HSE guidance. New windows and reception door systems in Conway Park, 12 Quays and Hamilton Campus provide good quality means of ventilation. 	2	10
12	Poor workplace ventilation leading to risks of coronavirus spreading.	All		3	5	15	<ul style="list-style-type: none"> College to follow HSE and CIBSE guidance on ventilation and air conditioning. Fresh air and natural ventilation promoted and maximised wherever possible. College will identify poorly ventilated spaces and take steps to improve fresh air flow in these areas 	2	10
13	Whilst social distancing is not required in common areas such as reception, food service areas, infection may still be in the community.	All	n/a	5	5	25	<ul style="list-style-type: none"> Enhanced cleaning arrangements will continue and will remain under constant review. 	1	5
14	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"> Revised curriculum strategy to continue to provide access to virtual and online learning. Laptops available for students on Study Programmes (16-18) who require support for remote learning. Digital Learning Coaches to support staff and students, based in Study Zone Library. 	1	4
15	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"> Staff will generally not require specific PPE but some roles and circumstances will require it Staff will be issued with the appropriate PPE and training in its safe use and disposal. Vaccination priority effected for staff working in lockdown, reduces risk however vaccination is a personal choice and responsibility. 	2	10

16	That the College is unable to perform an emergency evacuation, because it has too few Facility Officers. The fire evacuation compromises social distancing	All	Existing sickness monitoring for Facilities Officers Existing fire regulation procedures	3	4	12	<ul style="list-style-type: none"> Facility Officer numbers monitored daily and access for all staff to tests. 	1	4
17	That the use of College vehicles increases risk of transmission.	All	N/A	4	4	16	<ul style="list-style-type: none"> System of controls and protective measures as outlined in public health regulations and guidance Vehicles to be kept ventilated with fresh air wherever possible by opening windows Ventilation systems should be set to draw in fresh air and not to recirculate. Spray sanitiser to be used on all contact surfaces and hand washing after leaving the vehicle. 	2	8
18	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"> Use of Government guidance in preparing documents Engagement and review by local public health of strategy, risk assessment and implementation plans Principal co-opted to Health and Wellbeing Group for the borough of Wirral. Scrutiny and authorisation by the Board 	1	4
19	Following cleaning regimes or any operations that waste is not disposed of in a safe manner.	All	Existing bin cleaning and refuse collections	3	4	12	<ul style="list-style-type: none"> More bins on site and bins to be emptied more frequently. 	1	4
20	That contractors on-site do not follow College infection controls and increase risk	All	Existing instructions to contractors system	3	4	12	<ul style="list-style-type: none"> All contractors by approval and appointment only. Update existing instructions to contractors for Covid-19 latest Risk Assessment. 	1	4
21	That visitors to College site (s) are not aware/do not follow the College's rules to reduce infection and increase the level of virus risk	All	Visitor guidance and monitor to manage visitor attendance and safeguarding.	3	4	12	<ul style="list-style-type: none"> Visitors required to adhere to on-site COVID restrictions at all times. Hair & Beauty salons open for the public. COVID security measures to remain in line with close contact services guidance specific for industry. Every client required to complete a health screening questionnaire AND provide evidence of a negative Lateral Flow Test within 24 hours of treatment. Clients by appointment only. 	2	8

22	There is a new variant of Covid19 that has been confirmed by Government in late December which increases the infection rate.	All	Existing College standards and controls to mitigate transmission Monitoring reports and advice on new variant provided by Public Health England	4	5	20	<ul style="list-style-type: none"> Planned easing of restrictions, guided at all stages by govt. and Public Health guidance. Asymptomatic on-site testing implemented when practicable following public health / government guidance. Self-testing / home testing actively promoted. Vaccination programme actively promoted. 	2	10
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Types of person(s) at risk - Within the above, "All" refers to any person whether staff, student or visitor who attends a College site.