

## Covid -19 Risk Assessment – Subject Information Sessions

<b>Assessed by:</b>	Michelle Bellingham in consultation with Kyle Leckey	<b>Task</b>	Subject Information Sessions
<b>Location:</b>	All Sites	<b>Personnel:</b>	NRC Staff, Students & Visitors
<b>Date:</b>	Thursday 6 <sup>th</sup> May 2021	<b>Reference:</b>	COVID/May21/SIS

### Introduction

This risk assessment will assist with setting out a range of protective measures to control contraction of the coronavirus via persons, objects or surfaces regarding subject information sessions planned for w/c 1<sup>st</sup> June 2021 between the hours of 4-7:30pm. In order to safeguard the health and well-being of all, it is **mandatory** for all learners, staff, and visitors to wear face coverings **at all times whilst on campus**, unless they have a medical exemption. Face coverings are available from all reception desks.

The information sessions will have staggered starts for 2 groups using the same 4 rooms for each batch of information sessions. This will allow 15 minutes for cleaning before the next group. Only seats are required (no desks) for those attending. After each information session students will be encouraged to complete an online application within a computer room/library in close proximity to the classroom. Students will be required to register through Eventbrite to allow for track and trace.

	Severity	Trivial (1) Cut/Nip	Minor (2) First Aid	Lost Time (3) A&E	Major (4) Hospital Stay	Fatality (5) Fatal
<b>Likelihood</b>						
Remote (1) - Not likely to happen		1	2	3	4	5
Unlikely (2) – Unlikely harm will occur		2	4	6	8	10
Possible (3) - Possible harm will occur		3	6	9	12	15
Likely (4) - Likely harm will occur		4	8	12	16	20
Very Likely (5) – Very likely harm will occur		5	10	15	20	25

Low Risk 1-4	Medium Risk 5-9	High Risk 10-25
Low risk is largely acceptable but subject to periodic review or when significant change to processes.	Medium risk should only be tolerated for the short term whilst further control measures to mitigate the risk are being planned and introduced.	High risk activities should cease immediately until further control measures to mitigate the risk are introduced.

Identified Hazard	Who may be affected	Control Measures in Place	Additional Controls	Risk	Action	Completion Date
<b>Coronavirus</b> Risk of contraction via persons, objects or surfaces while attending subject information sessions.	Staff, Students & Visitors	<b>Covid Awareness/Compliance</b> <ul style="list-style-type: none"> <li>Mandatory for all learners, staff, and visitors to wear face coverings at all times whilst on campus, unless they have a medical exemption (reusable &amp; disposable coverings available from reception)</li> <li>Covid safety information provided during Eventbrite registration</li> <li>Information sessions reduced to 4 rooms on each site with cleaning between sessions</li> </ul>	<ul style="list-style-type: none"> <li>All occupants to follow Covid measures identified within this risk assessment during information sessions</li> </ul>	1x5=5 Medium	All Occupants	On-going good practice
		<b>Sanitisation</b> <ul style="list-style-type: none"> <li>Sanitisation stations &amp; associated signage provided at entrance points and throughout the college</li> <li>Regular touch point cleaning in place</li> <li>Sanitiser &amp; wipes provided in all rooms</li> </ul>	<ul style="list-style-type: none"> <li>Please wipe down shared surfaces when finished i.e. keyboards regarding on-line application</li> </ul>	1x5=5 Medium	All Staff	On-going good practice
		<b>Social Distancing</b> <ul style="list-style-type: none"> <li>Room configuration in place to ensure compliance with 2m social distancing</li> <li>Group numbers will be determined by room occupancy figures with staggered registration times</li> <li>Sessions held late afternoon resulting in reduced occupancy and exposure to other occupants</li> </ul>	<ul style="list-style-type: none"> <li>Maintain 2m social distancing at all times. This includes occupancy of corridors, public areas, classrooms etc.</li> </ul>	1x5=5 Medium	All Occupants	On-going good practice

		<b>Ventilation</b> <ul style="list-style-type: none"> <li>Selected windows &amp; corridor doors opened to promote natural air circulation during occupancy</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>		N/A	N/A
		<b>Communication</b> <ul style="list-style-type: none"> <li>Risk assessment shared with staff involved in the subject information sessions</li> </ul>	<ul style="list-style-type: none"> <li>No further action</li> </ul>		N/A	N/A
		<b>Shared Items/Contact Points</b> <ul style="list-style-type: none"> <li>Corridor doors opened to reduce contact points</li> <li>Sharing of items prevented where reasonably possible</li> </ul>	<ul style="list-style-type: none"> <li>Please ensure keyboards are wiped down after each application session</li> </ul>	1x5=5 Medium	All Staff	After each application
		<b>PPE</b> <ul style="list-style-type: none"> <li>Mandatory for all learners, staff, and visitors to wear face coverings at all times whilst on campus, unless they have a medical exemption (reusable &amp; disposable coverings available from reception)</li> </ul>	<ul style="list-style-type: none"> <li>All occupants to follow Covid measures identified within this risk assessment in light of the new highly transmissible strain of Covid-19</li> </ul>	1x5=5 Medium	All Occupants	On-going good practice