

## LONDON COLLEGE OF BEAUTY THERAPY      RISK ASSESSMENT CORONAVIRUS

### Introduction

This risk assessment takes into consideration the known risks arising from COVID-19 and best practice advice and guidance on managing those risks specifically within workplaces and educational establishments. These have been collated from guidance issued by the Government through the Department for Education, the Health and Safety Executive, the AoC and trades unions within the following publications:

- Department for Education publication “Further education COVID-19 operational guidance dated 27<sup>th</sup> September 2021
- Department for Education publication “Contingency framework: education and childcare settings” dated 25<sup>th</sup> June 2021
- Department for Education publication “Use of PPE in education, childcare and children’s social care”
- Public Health publication “COVID-19: cleaning on non-healthcare settings outside the home” dated 19<sup>th</sup> July 2021
- Public Health publication “Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection dated 19<sup>th</sup> July 2021
- Public Health publication “Guidance on protecting people who are clinically extremely vulnerable from COVID-19” dated 19<sup>th</sup> July 2021
- HSE publication “Coronavirus (COVID-19): advice for pregnant employees dated 21<sup>st</sup> June 2021
- HSE publication “Ventilation and air conditioning during the COVID-19 pandemic dated 19<sup>th</sup> July 2021
- NHS guidance “When to self-isolate and what to do” dated 19<sup>th</sup> July 2021
- Department for Transport publication “COVID-19: Safer travel guidance for passengers” dated 19<sup>th</sup> July 2021

Government websites are monitored daily for new or revised guidance on the risks and controls which should be put into place to mitigate risks.

<b>Area or Activity Assessed</b>	COVID-19	<b>Original Assessment Date</b>	24.08.2020
		<b>Last Reviewed</b>	25.11.2021

<b>Assessment Completed By</b>	Nicholas Brick, H & S Consultant	<b>Persons At Risk</b>	Staff/ Students / Visitors/Contractors
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<b>Risk Rating</b>	The level of risk is regarded as tolerable with the controls implemented
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No.	HAZARD	WHO MIGHT BE HARMED	IMPLEMENTED CONTROLS	RISK RATING WITH CONTROLS IN PLACE	ADDITIONAL ACTIONS REQUIRED (IF ANY)
1.	Travel to and from College	Staff and Students	<ul style="list-style-type: none"> <li>• Walking or cycling to and from College is encouraged</li> <li>• Staff and students reminded reminded of the Department for Transport guidance “COVID-19: safer travel guidance for passengers” and links into local council websites to plan routes to and from work</li> </ul>	Low	None
2.	Spreading or getting coronavirus by not washing hands or not washing them adequately	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Posters displayed to remind of the need to wash/sanitise hands more frequently</li> <li>• Sanitiser stations at entrance and exit points</li> <li>• Sanitiser stations throughout the College</li> <li>• Sanitiser stations include guidance on how to sanitise hands</li> <li>• Sanitiser provided in each classroom/learning area and office</li> <li>• Hot and cold running water and soap in each toilet</li> </ul>	Low	None
3.	Spreading or getting coronavirus in common use areas (canteens, corridors, offices, classrooms, entrance/exit points and lifts)	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Information provided to staff and students informing them not to attend college if they have coronavirus symptoms or if they should be self-isolating</li> <li>• Information provided to visitors informing them not to enter the college if they have coronavirus symptoms or if they should be self-isolating and information provided on what to do if they develop symptoms whilst in the college</li> <li>• Due to a rise in local cases of COVID-19 and the Indian/Delta variant staff, students and visitors are encouraged to wear masks in all communal areas.</li> <li>• Face mask are provided free of charge to all staff, students and visitors</li> <li>• Face masks do not need to be worn in salons, classrooms or other teaching areas unless other controls cannot be implemented</li> <li>• Face visors or shields should not be routinely worn as an alternative to face covering</li> </ul>	Low	None

			<ul style="list-style-type: none"> <li>• Lift restricted to essential use only</li> <li>• Acrylic screens installed in areas where practicable when there is likely to be significant close interaction between staff and students/visitors e.g. Reception</li> <li>• Acrylic screens installed in staff rooms where necessary</li> <li>• Tissues and bins provided to encourage “Catch it, Bin it, Kill it”</li> <li>• Arrangements in place for managing and supporting anybody who develops symptoms in college</li> </ul>		
4.	Spreading or getting coronavirus by not cleaning surfaces, equipment and workstations	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Surface wipes or sanitising spray and disposable paper towel and provided in each office and learning area</li> <li>• Revised and enhanced cleaning regimes and a focus on the cleaning of touch points e.g. banisters, door handles, tables, table surfaces, chairs etc.</li> <li>• Waste bins available in all learning areas and offices</li> <li>• Bins available at entrances and can be used for disposable face masks</li> <li>• Bins emptied at least daily and sanitised</li> <li>• Clear desk policy introduced to enable satisfactory cleaning</li> <li>• Restricted use of shared equipment but if shared use is necessary, cleaning wipes or sanitiser spray are available for sanitising equipment</li> </ul>	Low	None
5.	Spreading or getting coronavirus by not social distancing	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Social distancing requirements are no longer a standard Government/DfE requirement, but staff and students reminded in communications that they should be mindful that the closer are to somebody the greater the risk of contracting the virus</li> <li>• Where practicable, acrylic screens are used in offices as a barrier between people</li> <li>• Lift restricted to essential use only with appropriate signage</li> </ul>	Low	None
6.	Poor workplace ventilation leading to the risk of coronavirus spreading	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• Windows opened each morning to facilitate good ventilation</li> <li>• Doors left open where possible to allow the flow of fresh air (but not fire doors)</li> <li>• Air conditioning systems maintained and inspected and where possible set to allow the maximum amount of external air to be circulated</li> </ul>	Low	None

7.	Staff or students attending the college who have the virus but are asymptomatic	Staff Students Visitors Contractors	<ul style="list-style-type: none"> <li>• COVID-19 self-test kits available for all staff and students</li> <li>• Staff and students encouraged to report all test results to NHS Test and Trace service</li> <li>• Systems in place to ensure anybody who is tested positive within the College leaves the building without putting others at risk</li> <li>• Staff and students encouraged to report all test results to NHS Test and Trace service</li> <li>• Communications sent to all staff and students to encourage them to get vaccinated</li> <li>• Arrangements and procedures comply with Department for Education “Further education coronavirus (COVID-19) operational guidance” updated 27<sup>th</sup> September 2021</li> </ul>	Low	None
9.	Mental health and wellbeing affected through anxiety about coronavirus	Staff Students	<ul style="list-style-type: none"> <li>• Regular communications with staff by the Principal, H.R and managers to inform on the current situation and points of referral for concerns.</li> <li>• Regular contact with students by teaching staff and support available through the Be Safe team etc.</li> <li>• Students will be informed of coronavirus control measures in place at their induction to help address any concerns or anxieties</li> </ul>	Low	None
10.	Staff who are clinically extremely vulnerable (CEV)	Staff	<ul style="list-style-type: none"> <li>• Staff who are CEV should follow the same advice and guidance as other individuals but should raise any specific concerns in the first instance with their line manager.</li> </ul>	Low	None
11.	Pregnant staff and students	Staff	<ul style="list-style-type: none"> <li>• Pregnant staff and students should follow the general guidance and controls measures.</li> <li>• Individual risk assessments will be undertaken for all pregnant staff and students and will be encouraged to be vaccinated if not already by reference to pregnancy, breastfeeding, fertility and coronavirus (COVID-19) vaccination on NHS.UK</li> </ul>	Low	None
12.	First Aid	Staff	<ul style="list-style-type: none"> <li>• First Aiders provided with appropriate PPE/RPE (fluid repellent surgical mask, disposable gloves, eye protection and apron or other covering)</li> </ul>	Low	None

			<ul style="list-style-type: none"> <li>• First aiders to be mindful of COVID-19 risks and whenever possible keep a distance from patients and ask patients to examine/treat themselves under First Aider's guidance</li> <li>• Appropriate hygiene controls followed</li> <li>• CPR given with mouth and nose covered by a cloth or towel</li> </ul>		
13.	Educational Visits	Staff and Students	<ul style="list-style-type: none"> <li>• Educational visits including residentials are permitted from 17<sup>th</sup> May 2021 but are risk assessed to ensure COVID-secure measures are in place</li> <li>• Trips will be kept to a minimum with groups restricted to a maximum of 30 students to manage transmission risks. If larger groups are needed, they will be split into smaller groups to maintain manageable bubbles.</li> <li>• Staff and students should undertake COVIDS-19 lateral flow tests twice weekly and in particular before the visits and immediately after the visit.</li> </ul>	Low	None
14.	Inadequate controls or localised outbreak	Staff and students	<ul style="list-style-type: none"> <li>• Inspections made of all learning environments and offices to ensure adequate supplies of hand sanitiser, sanitising wipes or spray and disposable paper towel and tissues are readily available</li> <li>• Inspections made of all sanitising stations to ensure they dispense sanitising gel</li> <li>• Additional presence of managers to monitor and support compliance with controls</li> <li>• Risk assessment reviewed weekly</li> <li>• Outbreak management plan produced</li> </ul>	Low	None

## Health and Safety Risk Matrix

## Risk Level Guidance

		1 SEVERITY			
		Slightly harmful / minor injury or illness	Harmful injury or illness incurring time loss for subject/s	Serious injury or illness	Life threatening or fatal injury or illness
Probability 2	Unlikely	Low	Low	Low	Med
	Likely	Low	Med	Med	High
	Highly Possible	Med	Med	High	High
	Certain	Med	High	High	High