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|  | **RISK ASSESSMENT** |
| **SECTION/DEPARTMENT/LOCATION:**  | **ASSESSMENT NO:**  |

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| **ACTIVITY:** | College closure  | **DATE:** | 25.03.20 |
| **ASSESSOR(S):** | Jacqueline Fleming | **REVIEW DATE:** | 25.06.20 |
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**Description:**

The College has closed its sites as from 3pm on the 24th March 2020 due to the Coronavirus crisis. The staff and students will now work from home. The sites have been checked and locked down and Business Watch have been informed and will now carry out regular patrols of the site including internal patrols every other day. The Estates staff (x 5) will visit site once a week to carry out mandatory checks on Legionella and fire.

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| **No** | **Activity/plant/ materials, etc** | **Associated Hazards** | **Person at risk** | **Existing Controls** | **Probability****(1-5)** | **Severity****(1-5)** | **Risk****Factor** | **Further Action****Required** |
| 1. | Closure of College grounds | Theft, vandalism, fire | Trespasser also college buildings | * The site has been checked and secured before closing.
* All buildings have been alarmed.
* All windows and doors checked and secured.
* Signage displayed on gates.
* Business Watch have been informed and will now carry out 4 checks over a 24hour period on main site with 2 at each external site (MJC and Jobsmart) along with internal checks to the main site every other day to ensure no water leaks or spills, electric issues, protection and detection systems are working, no unsafe conditions etc. All visits are logged by Business Watch.
* The Estates team will visit site once a week initially and carry out mandatory checks to all buildings including fire alarm testing and legionella checks.
* Mortar machine at the brick workshop will be switched on and allowed to run for 5 minutes to ensure this does not cease up.
* MV and Engineering have advised their machinery will all be ok and does not need running.
* All fridges and freezers will be checked by Business Watch and the Estates team every time they attend site.
* All waste including skips have been emptied before closing site.
* All confidential waste has been removed from site.
* Whilst Estates staff are on site, they will all hold a radio and will communicate this way, they will not work together and will carry out checks then secure site and leave.
* Heating has been left running at low temperature and is being managed by Site manager from home.
* Cash machine has been emptied.
* Electrical items have been unplugged or switched off if possible.
* Water machines have been isolated and each week the pipe will be run to ensure no build up from legionella.
* Common room refurbishment has been postponed and all contractors informed. New date needs to be arranged.
* All contractors have been contacted that where due in over the next 3 weeks and asked to move appointment.
* External site has had all combustible materials removed i.e. pallets etc.
* All maintenance is currently up to date and over the 3-week period (national lock down) any work that was initially booked in has been moved or postponed.
* Fire alarms will be tested weekly. Redcare have been informed that we are now closed.
* Business Watch informed that the Redcare system runs along with the security system so if they are on site and the fire alarm sounds, they must ring 999. If estates staff are on site, they must ring 999 if the fire alarm sounds.
* Security systems are being monitored by Business watch.
* Site managers are always on call along with a senior member of staff (all on a rota).
* Business Continuity plan in place and all relevant staff have been issued a copy before the college closed. A copy is located on the J-drive.
* Post is being held by the post office service and will be collected weekly if possible and then placed in our goods inwards area to be sorted when we return to college.
* Deliveries will be taken back by drivers as they will not be able to gain access to site.
* Insurance company have been informed and a copy of this risk assessment will be sent to FE Protect.
 | 3 | 3 | 9 | * Monitor and review regularly
* Weekly visits will be reviewed to ensure there are enough checks and timeframe for carrying this work out.
* Business Watch in contact with Director of Estates/ site managers
* If any equipment can not be accessed for mandatory checks then the equipment will be taken out of use until they have been completed.
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| **Please ensure after completing this form the following guidelines are followed.**1. A copy of the risk assessment is sent to your line manager for checking and signing.2. A signed copy of the risk assessment is sent to the Health and Safety Officer for filing and checking. |

Print Name: …………………………………………………………………………………………………………………. Manager Name: ………………………………………………………………

Signature: ……………………………………………………………………………………………………….…………… Manager’s Signature: ……………………………………………………..

Date: ………………………………………………………………………………………………………………………….… Date: ……………………………………..…………………………………………

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| **HAZARD RATING: PROBABILITY OF HAZARD CAUSING HARM** |
| **DEFINITION**  | **RATING** |
| Highly unlikely | **1** |
| Unlikely | **2** |
| Possible | **3** |
| Some Exposure Likely | **4** |
| Exposure Likely/Probable | **5** |

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| **Risk Assessment Matrix** |
| **Exposure** |  |
| **Hazard** | **1** | **2** | **3** | **4** | **5** |
| **1** | **1** | **2** | **3** | **4** | **5** |
| **2** | **2** | **4** | **6** | **8** | **10** |
| **3** | **3** | **6** | **9** | **12** | **15** |
| **4** | **4** | **8** | **12** | **16** | **20** |
| **5** | **5** | **10** | **15** | **20** | **25** |

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| **EXPOSURE RATING: SEVERITY OF HARM CAUSED** |
| **DEFINITION** | **RATING** |
| Minor Injury | **1** |
| Over 3 day injury/ lost time | **2** |
| Major injury / Fracture | **3** |
| Permanent disability | **4** |
| Major injury to more than one / Fatality | **5** |