

COVID-19 Risk Assessment

Department	MCEL		Date of Assessment	26 th March 2021
RA Completed by	First name: John	Surname: Blake		
	Job Title: Director, MCEL		Review Date	As required

What are the Hazards?	Who might be harmed and how?	Controls	What further action you need to consider to control the risks?	Who needs to carry out the actions?	When is the action needed by?
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>General Management</p> <ul style="list-style-type: none"> Marlborough College Summer School and Marlborough College Open Minds will follow all aspects of every relevant Marlborough College Risk Assessments. In the event of a fire, both programmes will follow each System of Working for each building. We will ensure that contractors and visitors are limited to essential services only and that their operations are aligned with the Government's Covid-19 Secure guidance. Physical meetings are limited to essential purposes only and social distancing principles enforced. These will be outdoors or in well-ventilated rooms whenever possible. Customers are directed to the Government guidance on travel advice. Customers will be asked to confirm that everyone is in good health and not showing any signs of Covid-19. Customer will be told that if they are feeling unwell to stay in their accommodation (if staying on site) or not travel to MC (if Day students) 	<p>The overarching priority of Marlborough College Summer School and Open Minds is the safety and wellbeing of our customers and staff.</p> <p>No decision will be taken that, in any way, compromises the safety and wellbeing of our customers and staff.</p> <p>Consultation with relevant stakeholders will take place on a continuous basis to ensure all guidance, implications and practicalities are considered.</p> <p>Each update of the MCSS and Open Minds RA will be passed to MC H&S Manager for review.</p>	Led by John Blake with input from relevant stakeholders.	Continuous

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		<p>and follow Government guidance NHS directions.</p> <ul style="list-style-type: none"> • Coach operators contracted by Marlborough College Enterprise Ltd will confirm in writing that they conform with UK Government Coronavirus: Safer working principles and risk assessment for working in or from a vehicle. • We will ensure a smooth check-in, avoiding contact with other users. • We will allocate accommodation in accordance with the latest Government guidance. • We will limit the number of Marlborough College staff you have contact with by ensuring your tutors are your point of contact. At other times, you will be provided with a phone number in order to contact duty staff. At no time will you need to visit reception to contact a member of staff unless absolutely necessary. • Where necessary, we will limit the number of different tutors assigned to each course. • Our reception desks are kept clear, fitted with a protective screen and will display guidance for limiting the number of people in the area in order to reduce the risk of transmission. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Facilities</p> <ul style="list-style-type: none"> • The number of customers permitted in each building at any one time will be calculated to ensure any current social distancing can be maintained in line with the current Government Guidance, signage is provided at each entrance to illustrate the maximum numbers and highlight our expectations. • Hand sanitiser will be available at the entrance to all buildings, and must be used by everyone entering the premises to reduce the risk of transmission. 			

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		<ul style="list-style-type: none"> • Markers will be in place to help staff and guests maintain social distancing wherever there is a need to queue. • Signage will be placed in prominent areas to remind everyone to maintain social distancing and wash their hands regularly. <ul style="list-style-type: none"> ○ Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as Door handles/push plates, especially in and around WCs, Norwood Hall, Communal Offices, Receptions, Keypad Door Locks, Entrances to buildings, Classrooms and Accommodation corridors. ○ One-way flows will be introduced with a separate exit where possible, where this is not possible an adult will supervise the entrance / exit to ensure that social distancing guidance is adhered to. • To provide maximum ventilation, entrance and exit doors and windows will be open as much as possible unless they are designated fire doors. • Furniture will be arranged to allow social distancing. • Guest timings for arrival and use of Norwood Hall will be staggered to reduce the risk of transmission. • WC facilities provided for visitors are single occupancy only and cleaning materials will be provided to allow 'self-cleaning'. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Registration</p> <ul style="list-style-type: none"> • Social distancing to be maintained at all times. • Tutors to take a register before proceeding to the relevant classroom. 			

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		<ul style="list-style-type: none"> • Tutors to inform the central information gazebo of any customers not present. Non attendees will be reported to the Summer School reception and each absence will be investigated. • No physical greeting such as shaking hands is permitting. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Parking and movement around the campus</p> <ul style="list-style-type: none"> • The Water Meadow car park is clearly defined and controlled to ensure all traffic and vehicle movement is managed. • Effective signage will be in situ to make sure all aspects of movements and use of site is clear and unambiguous. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Our Staff</p> <ul style="list-style-type: none"> • Those who are required to shield must follow relevant Government and NHS guidance. • Will only come into work if they are well and no one in their household is self-isolating. • Residential staff will be accommodated in single occupancy rooms. • Have staggered arrival and departure times at work to prevent crowding into and out of the workplace. More entry points have been provided. • Will undergo appropriate training in washing hands, cleaning, hygiene, social distancing and the use of PPE/face coverings. • Are health checked every morning and reminded daily only to come into work if they are well and no one in their boarding house is self-isolating. • Staff will have a change of clothes/spare uniform available for when required e.g. after dealing with virus or bodily fluids. 			

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		<ul style="list-style-type: none"> • Are split into dedicated work teams where possible to keep the number of members interacting with others as small as possible. • Are aware of their obligation to report any illness and are reminded of the importance of good personal hygiene. • Have been trained in preventing the transmission of Covid-19. • First Aiders will be provided with additional training and access to the appropriate PPE in order to maintain an effective response to any incidents. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Accommodation</p> <ul style="list-style-type: none"> • Rooms will be cleaned and sanitised prior to occupancy in accordance with relevant Government and NHS guidance • Linen is laundered at 60 degrees. • Customer cards will be sanitised with a disinfectant before arrival. • Each room will be inspected and approved for use by the House Manager. • Rooms will only be cleaned during the stay at the request of the occupants. • Tea and Coffee making facilities will be sanitised and available in each 'Brew', additional supplies will be requested via the House Manager. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Norwood Hall and Break Times</p> <ul style="list-style-type: none"> • Norwood Hall will be clearly physically marked to ensure guests can follow a safe one-way queuing system that adheres to the latest advice regarding social distancing. • Each dining room will have a clear entrance and exit route that avoids groups interacting with others. 			

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		<ul style="list-style-type: none"> Dining will be a 'serviced model' from the counters with the only self-service item being drinks made available on each table. Once seated, customers should attract the attention of a member of staff for any further service. Customers will be able to order packed lunches to be eaten outside for each lunchtime. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>The Summer House</p> <ul style="list-style-type: none"> Contactless payment will be encouraged, tills will be designated 'cash' or 'cash and card' to reduce the requirement to share the card reader. A screen will be in place at the till to reduce the risk of transmission between staff and customers. Replenishment of the shop floor will only occur when guests are not in the shop. Any goods in and out will be isolated for 72 hours before processing. There will only be one customer at a time permitted in The Summer House 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>The Marquee Bar</p> <ul style="list-style-type: none"> Table service only will be provided. Tills will be located to allow social distancing to be maintained and will be sanitised at the end of each shift. 			
Transmission due to contact between individuals	Staff, customers, visitors and contractors	<p>Activities and Courses</p> <ul style="list-style-type: none"> We will modify programmes to ensure our courses can be conducted to adhere with the current Social Distancing Guidelines. Will be conducted in accordance with the guidance issued by the Governing Bodies of Sport and Industry sector bodies, where relevant. 			

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		<ul style="list-style-type: none"> We will minimise the need for customers to share equipment. We will prevent the sharing of equipment if there is a risk of transmission, where practicable. Where this is not possible, equipment will be sanitised and/or disinfected. Where social distancing cannot be maintained, Instructors will follow Government advice and wear the appropriate protective equipment. Open windows to increase ventilation. 			
Transmission due to contact with surfaces and objects	Staff, Customers, Visitors and Contractors	<p>Facilities</p> <ul style="list-style-type: none"> Hand sanitiser will be available at the entrance to all buildings, and must be used by everyone entering the premises to reduce the risk of transmission. Additional cleaning and sanitising will take place in areas of high congregation and frequent touch points/surfaces such as: Door handles/push plates, especially in and around WCs, Dining Rooms, Communal Offices, Receptions, Vending machines, Keypad Door Locks, entrances to buildings, Classrooms and Accommodation corridors. Appropriate cleaning supplies will be readily available for staff and accompanying visitors to enable easy access for 'self-service' cleaning. Where surfaces require disinfecting we will use an antiviral disinfectant that is effective against Coronavirus; certified to the relevant European standards To provide maximum ventilation, entrance and exit doors and windows will be open as much as possible, unless they are designated fire doors. Moveable soft furnishings that could harbour the Covid-19 virus will be removed. 			

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		<ul style="list-style-type: none"> • WC facilities provided for visitors are single occupancy only and cleaning materials will be provided to allow 'self-cleaning'. • Bins will be non-touch for the disposal of PPE, tissues etc. 			
Transmission due to contact with surfaces and objects	Staff, Customers, Visitors and Contractors	<p>Accommodation</p> <ul style="list-style-type: none"> • We will implement strict pre-occupancy room cleaning and sanitising protocols in compliance with health and safety procedures, using specific products as recommended (disinfection, frequent and thorough hand washing for our staff, step by-step cleaning instructions, etc.). • For our customers' health protection, room cleaning is not carried out during the stay. 			
Transmission due to contact with surfaces and objects	Staff, Customers, Visitors and Contractors	<p>Norwood Hall and Break Times</p> <ul style="list-style-type: none"> • Chairs, tables and any other touch points will be sanitised between groups visiting the Norwood Hall and other dining venues. • Cutlery, crockery and paper serviettes will be provided to guests over the food counter. • Guests will be able to order packed lunches to be eaten outside for each lunchtime. • All condiments to be dispensed by Norwood Hall staff and no self-service available. Where no reusable bottle is available, sachets will be provided. • Guests will be encouraged to bring their own drinks bottle, or travel mug containing a drink, to the dining room with them • Jugs of squash and glasses will be made available on each table, with re-fills of water and squash available during service through a member of Norwood Hall staff. • Customers will be encouraged to avoid touching products while browsing. 			

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		<ul style="list-style-type: none"> • Guests will be asked not to lean on counters. • Guests will be encouraged to sanitise their hands using the sanitiser provided before using the vending machines. 			
Transmission due to contact with surfaces and objects	Staff, Customers, Visitors and Contractors	<p>The Marquee Bar</p> <ul style="list-style-type: none"> • Table service only will be provided. • We will only accept payment using contactless credit or debit card. • A system will be in place to show guests which tables have been sanitised and are ready to use. • Customers will be asked to return glasses to a clearly marked area. 			
Transmission due to contact with surfaces and objects	Staff, Customers, Visitors and Contractors	<p>Activities</p> <ul style="list-style-type: none"> • Each course and activity will have its own Risk Assessment and, where relevant, Method Statement. Will be conducted in accordance with the guidance issued by the Governing Bodies of Sport and Industry sector bodies. • We will ensure groups are not sharing the same equipment/venue. • We will prevent the sharing of equipment if there is a risk of transmission. • We will ensure strict maintenance of hand hygiene using hand sanitiser before, during (where appropriate) and after activity. • We have a clearly defined disinfecting routine in place to disinfect relevant equipment and contact surfaces before, after and at pre-set intervals as defined in activity risk assessment. 			
Transmission due to contact with surfaces and objects	Staff, Customers, Visitors and Contractors	<p>Infection Control</p> <ul style="list-style-type: none"> • We have procedures in place to manage any suspected infection, which includes the use of 			

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		<p>designated rooms suitable for isolation whilst awaiting collection/return to home.</p> <ul style="list-style-type: none"> The Marlborough College Reopening Plan outlines the actions to be taken in the event of someone (be it a member of staff or a guest) showing signs of Covid-19. 			