

Futureworks COVID-19 Risk Management Plan

This plan details the activities and safety measures to be taken as employees and students work and study during the ongoing coronavirus pandemic. During this time and the challenges it presents, Futureworks has an obligation to continue to provide a first class experience for its students whilst also keeping the safety of all a high priority.

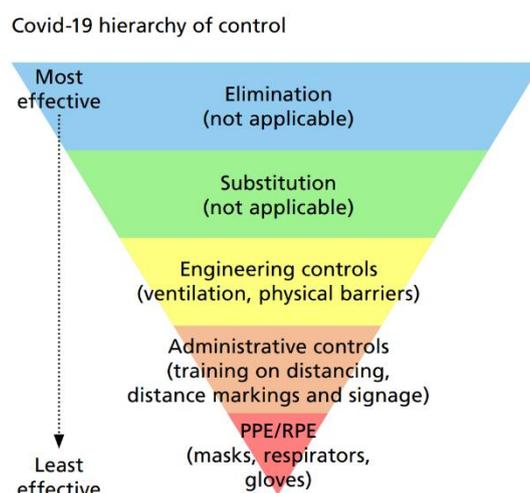
Planning has been informed by a Risk Assessment performed by the Facilities Manager in collaboration with other staff members. Guidance from UK Government, Public Health England and the Health & Safety Executive has been central to the production of this plan, references can be found in the references section at the end of this document.

This plan is designed to enable Futureworks to conform with current UK Government guidance.

Risk Assessment

A Risk Assessment specific to the hazards present during the COVID-19 pandemic has been performed and maintained. The Risk Assessment document can be found appended to this plan. This assessment posed unique challenges not normally present in normal risk assessment. In particular when considering the common five stage model of controls (see figure 1), the two first and most effective stages of mitigating health and safety risks are not possible during this pandemic. Stage one 'Elimination' is not possible, we cannot remove the possibility of the virus from the workplace. Stage two 'Substitution/Reduction' as with stage one, it is not possible to reduce or substitute the virus for a safer alternative. This leaves the last three and less effective stages of mitigation, which must be enforced with greater effectiveness and consistency to achieve a safer environment.

Figure 1 –Referenced from IOSH 'Covid-19 Risk Assessment Guidance'



Core considerations for effective coronavirus risk management:

- General movement and activity should maintain social distancing as mandated by UK Government guidance where practicable.
- Ongoing reduction of touch 'hotspots' and the minimizing of handled items.
- Encouragement of hand washing as often as possible.
- Appropriate cleaning or disposal of items with potential to transmit the virus.

- New control measures should not negatively interfere with existing control measures mitigating non-COVID-19 risks e.g Fire, Health & Safety.
- As with normal risk mitigation, all controls should be reasonably practicable and cost, time, effort and effectiveness should be carefully considered.

Challenges in the current environment:

- Challenges as identified in past assessments have been addressed or are no longer applicable as the pandemic has progressed.

Risk control plan

This plan documents the specific control measures and mechanisms to implement and maintain a COVID-Secure environment.

Responsibilities

The implementation and enforcement of this plan will be enacted by the Facilities Manager with support from other Managers and the Facilities Team.

Control Measure Area:	Responsibility:
Site wide & common areas	Facilities Team
Classrooms	Teaching Staff
Studios	Facilities Team
Offices	Managers

Monitoring and review

Review of control measures will be performed by the Facilities Manager every two weeks. Reviews will analyse the effectiveness of control measures and people's response to them. Review will also consider ongoing risk and government advice. Recommendations of changes will be put to the Executive team.

Communication

Communication of control measures will be generally distributed via email and the VLE to all staff and students. Signage and floor markings will be implemented in for specific control measures around the building. Posters will also be posted around the building with general advice regarding hygiene, hand washing and best practices. Staff are briefed on measures continuously as the pandemic and safety measures change over time.

Future spikes and localised outbreaks

The control measures and procedures detailed in this plan will respond flexibly to changes in line with guidance related to any future increase in COVID-19 cases. Control measures in this plan will also respond to cases localised to the Futureworks community. Potential remains for an increase in risk driven by an increase in national or local coronavirus cases, where the risk exposure exceeds

acceptable risk levels determined by Futureworks Leadership, measures will be taken to shift back to an online only delivery model and facilities closed to minimise risk to staff and students.

Relaxation of control measures

As risk posed by the pandemic changes over time so too will the level of control measures implemented at Futureworks. Futureworks has adopted a 5-level response scheme that will decrease or increase in line with COVID-19 related risk.

The below table details the response levels of Futureworks safety measures relative to the risk posed by the ongoing coronavirus pandemic. These levels take into consideration the UK Coronavirus Alert Level as set by Government along with local and internal risk considerations. The Futureworks COVID-19 Response Level will change in line with recommendations made by the Covid Risk Management Team to the Board of Directors. Recommendations will be made based on the continuous review of control measures as detailed in this plan.

4	Building lockdown – all work and study done remotely.
3	Buildings open with stringent distancing and hygiene measures. 2 metre distancing enforced, face coverings mandatory, all work and study done remotely where possible, and comprehensive hygiene and cleaning regime maintained.
2	Buildings open with moderate distancing and hygiene measures. 1 metre distancing enforced, face coverings mandatory, some work and study done remotely, and comprehensive hygiene and cleaning regime maintained.
1	Buildings open with minimal distancing and hygiene measures. 1 metre distancing encouraged, face coverings encouraged, option to work and study remotely, and additional hygiene and cleaning regime maintained.
0	Open with no additional measures.

Ongoing academic, support and student experience considerations

The COVID-19 pandemic and the safety measures implemented by Futureworks will have mid to long term effects. Measures implemented at the start of the academic year will have implications towards the student experience, support requirements, satisfaction and retention. Academic and support staff have made comprehensive changes to the provision of teaching and learning, and student support services over the course of the pandemic to better support students throughout their studies during the course of the pandemic.

References

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.hse.gov.uk/news/working-safely-during-coronavirus-outbreak.htm>

<https://iosh.com/media/7811/iosh-risk-assessment-guide.pdf>

<https://www.universitiesuk.ac.uk/policy-and-analysis/reports/Pages/principles-considerations-emerging-lockdown-uk-universities-june-2020.aspx>

Risk Assessment – COVID-19

Name of Assessor: Phill Liggett

Date: 14/07/2021

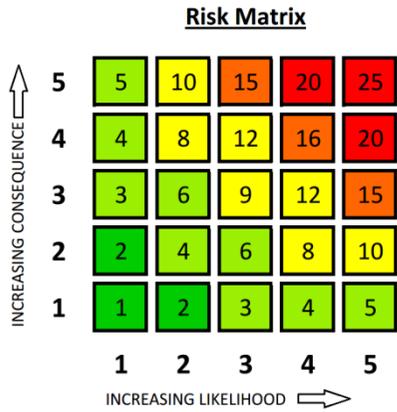
Work area: Futureworks Riverside & Studios

Time: _____

Brief Description of work activity being assessed: Normal operational activities taking place on site during the Coronavirus pandemic.

What is the hazard?	Who might be harmed?	How might people be harmed?	Existing control measures	Risk Rating			Additional Controls	New Risk Rating			Action/monitored by whom?
				L	C	R		L	C	R	
Spread and contraction of COVID-19 virus.	<ul style="list-style-type: none"> • Staff • Students • Contractors • Guests 	Transmission via physical contact. Transmission via airborne particles in close proximity. Transmission via touched surfaces and items.	N/A	4	4	16	<ul style="list-style-type: none"> • Social Distancing encouraged. • Face Coverings encouraged in the building. • Enhanced cleaning of surfaces and equipment. Cleaning contractors briefed on additional COVID-19 cleaning measures. • Hand sanitizer stations set up in key areas. • Signage placed around buildings to encourage COVID-19 specific hygiene behaviours. • Signage with information on proper hand washing techniques in all washrooms and sink areas. • Hand towels provided to dry hands. • Staff & Students received safety briefings and guidance during the 	2	4	8	Facilities Manager Line Managers

							<ul style="list-style-type: none"> • pandemic. • Perspex barriers placed at reception and other key locations. • High risk individuals to work/study from home. • Staff able to work from home where appropriate. • Surface wipes and information provided in each classroom regarding cleaning of equipment and work areas. • Online lesson delivery made available to students to enable study from home. • Procedures and training put in place for support staff in equipment exchange and physical support requirements. • Staff or Students that have come into contact with a person with symptoms of the virus or are presenting any symptoms must self-isolate as per government guidance. • PPE and training on its effective use given to higher risk staff. Gloves, facemasks. 				
Mental health issues related to the COVID-19 Pandemic	Staff Students	Feelings of isolation, vulnerability and anxiety. Increased stress.		4	4	16	<ul style="list-style-type: none"> • Additional counselling support for students and staff. • Managers briefed on how to promote better mental health and wellbeing in the workplace during the pandemic. 	2	4	8	Student Services



Calculating risk

When calculating the 'Risk Rating' use the provided risk matrix.

How to control risk

1. Eliminate - Completely remove the hazard.
2. Reduce - Reduce the hazard. e.g. Carry less weight by reducing the load.
3. Prevent Contact - Stop people coming into contact with the hazard. e.g. Safety barrier.
4. Safe System of Work - Implement and follow safe procedures and practices.
5. Personal Protective Equipment (PPE) - Use the appropriate protective equipment.

Further information

For further information and guidance please contact the Facility Manager
Email: healthandsafety@futureworks.ac.uk or Call 0161 214 4600.

Review Date: 14th July 2021

Signature: *P. Liggett*