



WOLFSON COLLEGE CAMBRIDGE

Risk Assessment Number:	DS04	Issue No:	2	Issue Date:	12 June 2020	Review Date:	Constant review
Title of Risk Assessment:	COVID-19 Secure						
Description of Task: (what is to be done)	Safe working practices during coronavirus (COVID-19)						
Frequency of task or date and time of event:	Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID-19 Secure” environment.						
Additional Information to be read: Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> ▪ Working safely during coronavirus (COVID-19) guidance: https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 ▪ Government Guidance: https://www.gov.uk/coronavirus ▪ NHS Advice on Social Distancing & Hygiene: https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-getting-coronavirus/ ▪ Health & Safety Executive - Managing risks and risk assessment at work: https://www.hse.gov.uk/simple-health-safety/risk/ ▪ Health and safety at work act 1974: https://hasawa.com/1974-act/ 						
Assessor Name/Job Title:	Darren Smith – Domestic Bursar			Electronic Signature:	Darren Smith		
Line Manager Name:	Jo Cheffins – Bursar						

Levels of Risk Methodology:

Risk Matrix Findings:

LIKELIHOOD \times SEVERITY = RISK LEVEL

LIKELIHOOD OF HARM CATEGORIES	SEVERITY OF HARM CATEGORIES				
	NO INJURY 1	SLIGHT INJURY 2	MEDIUM LEVEL INJURY 3	SERIOUS INJURY 4	LIFE CHANGING INJURY/DEATH 5
VERY UNLIKELY 1	1	2	3	4	5
UNLIKELY 2	2	4	6	8	10
FAIRLY LIKELY 3	3	6	9	12	15
HIGHLY PROBABLE 4	4	8	12	16	20
AMOST CERTAIN 5	5	10	15	20	25

Risk Assessment Action Plan based on the Risk Level

Risk Level	TOLERABILITY: guidance on necessary action and timescale
ACCEPTABLE 1-4	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
ADEQUATE 5-9	Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
TOLERABLE 10-16	Efforts should be made to reduce the risk. Risk reduction measures should be implemented as soon as practicable. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences
UNACCEPTABLE 17-25	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce the risk, the work should remain prohibited.

Hazards:	Who may be harmed and how?	Existing Controls:	Controlled Risk Level			Further Controls Required
			L	S	Risk Level	
Spread of COVID-19	<p>Students, Staff, Fellows & Contractors.</p> <p>COVID-19 is primarily transmitted from symptomatic people to others who are in close contact through respiratory droplets, by direct contact with infected persons, or by contact with contaminated objects and surfaces</p>	<ul style="list-style-type: none"> Only staff critical to the operation of the College should be in work. Where staff can work from home, they should continue to do so. Every staff member to receive a copy of this risk assessment. Staff returning to work from furlough/absence to be informed of college and departmental arrangements. COVID – self-reporting, self-isolation and household isolation procedures are already in place. The College COVID Action Plan is regularly reviewed and updated as new information of guidance is received. The College Silver Team communicate regularly to review updates from the Government and the University to ensure the College acts in a timely and comprehensive manner. Social distancing measures and hygiene notices drawing people’s attention to these measures are in place. Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment). Hand sanitising stations are sited around the main corridor routes. 	2	x 4	= 8	<p>Staff working onsite to complete the working on-site questionnaire (including reading this risk assessment)</p> <p>Managers must employ clear, consistent, and regular communications to staff to improve understanding of new ways of working</p>
Those people displaying symptoms of COVID-19	All members of the College	<ul style="list-style-type: none"> The College follows the government guidance that anyone who displays symptoms such as a continuous cough and high fever are to self-isolate for 7 days and not return to work until symptoms have fully cleared. The 14-day self-isolation period for those cohabitating with symptomatic individuals within a shared household also applies to all staff and members of the College. 	2	x 4	= 8	

		<ul style="list-style-type: none"> ▪ The College has information sheets which are emailed (or given within a self-isolation pack if issued) to the resident students that must self-isolate. ▪ In the case of students in self-isolation, their Tutor will maintain regular contact with the students during any period of self-isolation and update the College Silver Team. ▪ All members of the Silver Team are notified automatically via the self-isolation google drive form for both students and staff, incidences. ▪ Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support. 				
Handwashing	All members of college plus contractors	<ul style="list-style-type: none"> ▪ Hand washing facilities with soap and water in place. ▪ Drying of hands with paper towels. ▪ Use of alcohol-based hand sanitiser if hand-washing facilities are not available. ▪ Notices posted around college reminding all working and living in College to wash hands for 20 seconds 	I	x 4	= 4	
Cleaning	All members of college plus contractors	<ul style="list-style-type: none"> ▪ "Enhanced" hygiene cleaning regime for communal areas including toilets, focusing on areas of high contact (door handles etc.) to reduce the transmission by touching contaminated surface. ▪ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products. ▪ Provide disposable wipes for shared work areas and frequently touched items that staff can use prior to starting work. ▪ Clearing workspaces and removing waste and belongings from the work area at the end of shift. ▪ Sanitisation of all hand tools, controls, machinery, and equipment after use. ▪ Limiting or restricting use of high-touch items and equipment. 	I	x 4	= 4	Individual Managers to identify shared equipment in their departments and issue guidance.

Social Distancing	All members of college plus contractors	<ul style="list-style-type: none"> ▪ All members and contractors to follow government guidelines and maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally and externally). ▪ Where staff have been working from home, they should continue to do so if possible. ▪ Where the 2m social distancing guidelines are impossible to adhere to, the time spent near another should be kept to a minimum ▪ Porters' Lodge restricted opening times and a 'one in, one out' policy for routine enquiries and collection of mail/parcels etc. ▪ Communal buildings to reopen only if government guidelines can be adhered to. ▪ Staff go into "households" only to carry out mandatory compliance maintenance work (water flushing/fire alarm testing/cleaning) and students notified in advance. ▪ Staff are informed of all those in S.I. or H.S.I. and informed not to enter, unless in a situation of emergency, and then PPE should be worn. ▪ Using markings and introducing one-way flow at entry and exit points. ▪ College meetings now conducted by video conferencing wherever possible ▪ IT support provided remotely for Staff and Fellows to minimise contact. 	2	x 4	= 8	<p>Staggering arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics.</p> <p>Providing additional parking or encouraging people to walk, run, or cycle to work where possible.</p> <p>Consider staggering welfare breaks and providing large rooms for tea/coffee facilities</p> <p>Notices to warn other staff of people working in an area</p> <p>Consider the deployment of screens/barriers to minimise face to face contact</p> <p>Consider need for appointments for use by busy offices (tutorial, finance, nurse etc.)</p> <p>High use doors may be wedged open where practicable to prevent accidental contact.</p>
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Provision of Catering	All members of college plus contractors	<p>Catering function in College is currently closed. The following measures must be implemented upon catering operations resuming.</p> <ul style="list-style-type: none"> ▪ The College will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation ▪ Consider using the second servery on ground floor to reduce footfall by 50% ▪ Additional seating areas opened to allow for social distancing when consuming food & drink ▪ Staff uniforms and aprons will require daily washing. ▪ Signage reminding people of handwashing and social distancing measures will be displayed in all catering areas. ▪ A good queuing system is in place to ensure social distancing in the queue. ▪ Hand sanitiser available at entrance points ▪ Disposable containers and cutlery offered with take away food ▪ Remove a percentage of seating to ensure social distancing is followed. No face to face seating to be used ▪ Perspex barrier at all till points. ▪ Encourage the use of contactless payments where possible 	2	x 4	= 8	<p>Consider staggered 'sittings' for lunch and dinner times to avoid congestion</p> <p>Continue use of takeaway meals in line with restaurant guidelines</p> <p>Social distancing to be investigated in the main College kitchen as more staff return to work – marked floor work areas, barriers, and face shields to be investigated</p>
Shared Offices, Welfare facilities, and Communal areas	All members of college plus contractors	<ul style="list-style-type: none"> ▪ Continue with remote working where possible. ▪ Introduce a self-cleaning regime for those that must share a space (provide antibacterial wipes/spray as required). ▪ Stagger start and end times and tea break periods to avoid large numbers ▪ Maximum numbers to be posted on the door to each room to ensure social distancing is maintained. ▪ Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions. ▪ Provide hand sanitiser in meeting rooms and shared facilities ▪ Holding staff meetings outdoors or in well-ventilated rooms whenever possible. ▪ Business meetings to take place remotely where possible 	1	x 4	= 4	<p>Install high-level barriers (on top of the fabric desk dividers) in shared offices and change positioning of desks if possible (to avoid face to face) if home working and alternative shift rota patterns are not possible.</p>

First aid	Trained first aiders	<ul style="list-style-type: none"> ▪ In line with government advice, make sure you wash your hands or use an alcohol gel, before and after treating a casualty and ensure that you don't cough or sneeze over a casualty when you are treating them. ▪ All first aiders should have access to PPE (facemask and disposable gloves will be located at the Porters' Lodge, Catering and Housekeeping departments for use by First Aiders). ▪ Ensure you follow the new COVID guidance on giving CPR https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ ▪ All waste to be double bagged and disposed of via the College Nurse (biohazard bags). 	I	x 4	= 4	
Fire Safety	All members of college plus contractors	<ul style="list-style-type: none"> ▪ Normal fire alarm testing in place ▪ Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain socially distancing. ▪ In the event of an activation of the fire alarm, all those in College would be expected to evacuate as normal, using their nearest fire escape route. ▪ In the event of an activation of the fire alarm, the Duty Porter would investigate the cause (as per normal) but if entering an SI or HI area, the investigation would be visual from outside only. An S.I. or H.I. log will be kept up to date in the Silver Team google drive ▪ Those individuals with PEEPs will need to be reviewed to see if they can be dealt with whilst maintaining social distancing, if not possible PPE will be needed for both the individual with the PEEP and those people assisting them. 	I	x 4	= 4	

Personal Protective Equipment (PPE)	All staff onsite	<ul style="list-style-type: none"> ▪ Appropriate Personal Protective Equipment (PPE) such as facemasks, gloves and aprons provided for persons required to deal with self-isolating students. ▪ Housekeeping and Maintenance to maintain stocks of PPE for essential staff and first aiders. ▪ Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing. ▪ Discourage the use of PPE as a precautionary measure, unless dealing with a suspected or confirmed case of COVID-19. When managing the risk of COVID-19, additional PPE beyond what you usually wear is not beneficial because COVID-19 is a different type of risk to the risks you normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE. 	I	x 4	= 4	Risk of running out of PPE: To constantly review and raise stock levels of PPE generally to support the College activities in the event of further waves of COVID.
Contractors	Contractors plus all members of college	<ul style="list-style-type: none"> ▪ Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors prior to issuing permit to work documentation ▪ Limiting the number of visitors at any one time. ▪ Contractors are only permitted onsite with prior authorisation from the relevant Manager ▪ All scheduled visits to be logged with the Porters ▪ Maintaining a record of all visitors, via the signing in process at the Porters' Lodge. ▪ Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between college members. ▪ Maintenance Contractors working within the College are to comply with the College "CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE" – as shown at the end of this risk assessment. ▪ All contractors attending the College site are to provide the relevant Head of Department with their COVID-19 specific Risk Assessment before beginning works and subsequently to comply with this risk assessment. 	I	x 4	= 4	Maximum number of visitors to site on any given day – to be managed by clerk of works.

		<ul style="list-style-type: none"> ▪ Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College. 				
Deliveries to site	Porters Lodge staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> ▪ Porters' Lodge restricted to 'one in, one out' policy. ▪ All items to be handled wearing gloves or after handling the individual concerned to wash/sanitise their hands ▪ Discourage all non-College related deliveries. ▪ Staff should continue to follow existing risk assessments and safe systems of working. 	1	x 4	= 4	Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
Mental Health	<p>All college staffs</p> <p>The current situation is placing a stress on all members of staff, both personally and professionally.</p> <p>Staff are unable to maintain a clear separation between work and home.</p>	<ul style="list-style-type: none"> ▪ Emails to be checked only during working hours, unless notified of an emergency via phone. ▪ Ensure that staff take full allowance of annual leave. ▪ Ensure that managers maintain contact with furloughed staff on a welfare basis. ▪ Encourage staff to take part in welfare events. ▪ Regular communication of mental health information and open door policy for those who need additional support https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/ 	3	x 2	= 6	<p>Be aware of particularly demanding circumstances and monitor staff health during these times.</p> <p>Consider staff returning to work may be apprehensive regarding their safety and the risks of infection.</p> <p>Offer College Counselling Service</p>



CORONAVIRUS / COVID-19 – Standard Operating Procedure Wolfson College Maintenance Department and All Contractors

The safety of our staff is of paramount importance. It is essential we follow safe procedures in our work, especially during these unprecedented times.

The purpose of this Standard Operating Procedure (SOP) is to protect you, and those you have contact with, as you go about your work by reducing the risk of exposure to CORONAVIRUS / COVID-19.

For further advice, including on risk assessments, please contact the Clerk of Works, Neil Newman or the Head of Department at Wolfson to which you are reporting.

TRAVEL TO SITE – VEHICLES

- The sharing of vehicles is not recommended
- Clean the inside of van cabs with antibacterial wipes at the start and end of every day

WORKING ON SITE

- Agree site attendance (including date and time) and a brief scope of work with your supervisor before attending site.
- Ensure that you work in accordance with **the Lone Working Policy** specifically:
 - keep your mobile phone on you **at all times** to maintain contact with your supervisor
 - contact your supervisor for advice if you feel the conditions at the workplace are in anyway unsafe
- Practise and promote frequent handwashing, or use alcohol-based hand sanitiser
- Avoid the use of others people's tools and equipment - where this is not possible, regular cleaning of the tools and equipment with an antibacterial wipe should be completed
- Do not congregate in numbers
- **Wash your hands** before eating, drinking, smoking or vaping

SITE EXIT

- Clean all tools at the end of the day
- On leaving the vehicle, clean the outside of the vehicle, including handles and doors, and thoroughly wash your hands for **20 seconds** once indoors
- Ensure you remove any rubbish from the cab that could be harbouring the virus
- Clean any items to be removed from the van such as mobile devices or wallet keys, with antibacterial wipes before taking them into your home

KEY MESSAGES

- **Cough or sneeze into a tissue and dispose of immediately**
- **Wash your hands frequently**
- **If you feel unwell stay at home, avoid social interactions and follow self-isolation guidelines**

RESIDENCES - Reducing the risk of exposure

Reducing the risk of exposure to CORONAVIRUS / COVID-19 when attending any occupied residence to carry out emergency work e.g. to deal with a flood or its consequences:

There is a difference between someone who is self-isolating and someone who is unwell. This will need to be a judgement call. Can the person leave the room where the flood has occurred to enable a **minimum two metre separation** to be maintained? In most cases, this should be possible. If not, does the work need to be done? If in doubt, a dynamic risk assessment should be undertaken using a Take 5 checklist (see below).

DYNAMIC RISK ASSESSMENT: Take 5 Safety Checklist

This SOP recognises that there may be a need to carry out a dynamic risk assessment to identify any health and safety hazards before starting work. The following five point procedure is a good guide:



- 1. Stop** – think about the risk of exposure to Covid-19 associated with the job
- 2. Look** – identify any hazards arising from a failure to maintain social distance and hygiene
- 3. Assess** – consider the risk arising from a failure to maintain social distance and hygiene
- 4. Control** – implement suitable control measures to maintain at least a two metre separation and achieve high standards of hygiene
- 5. Monitor** – be vigilant as the work task is undertaken to ensure social distance and hygiene controls are maintained throughout