



WOLFSON COLLEGE CAMBRIDGE

Risk Assessment Number:	DS04	Issue No:	12	Issue Date:	29 th Sept 2021	Review Date:	Constant review
Title of Risk Assessment:	COVID-19 Secure						
Description of Task: (what is to be done)	Safe working practices during coronavirus pandemic (COVID-19) (Specific departmental risk assessments have been completed and are available from the relevant managers)						
Frequency of task or date and time of event:	Daily/Weekly Tasks						
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/government/publications/covid-19-response-summer-2021-roadmap/coronavirus-how-to-stay-safe-and-help-prevent-the-spread· NHS Advice and Guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/· Health & Safety Executive – Working Safely: https://www.hse.gov.uk/coronavirus/working-safely/index.htm· Health and safety at work act 1974: https://hasawa.com/1974-act/· Coronavirus Act 2020: Coronavirus Act 2020: status - GOV.UK (www.gov.uk)· Ventilation and air conditioning during the coronavirus pandemic: Ventilation and air conditioning during the coronavirus (COVID-19) pandemic (hse.gov.uk)						
Assessor Name/Job Title:	Darren Smith – Domestic Bursar		Electronic Signature:				
Line Manager Name:	Jo Cheffins – Bursar						

Levels of Risk Methodology:

Risk Matrix Findings:

LIKELIHOOD X 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	
AMOST CERTAIN 5	5	10	15		

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	Students, Staff, Fellows & Contractors. COVID-19 is transmitted from symptomatic and asymptomatic 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	<ul style="list-style-type: none"> ▪ Every staff member to be made aware of and have access to this risk assessment. ▪ Whilst the Government is no longer instructing people to work from home if they can, the College is recommending all staff members return to work by the start of Michaelmas term following a gradual return over the summer ▪ Hand sanitising stations are located at every entrance to the college ▪ COVID – self-reporting, self-isolation and household isolation procedures are in place. ▪ The College COVID Steering Group communicate regularly to review updates from the Government and the University to ensure the College acts in a timely and compliant manner. ▪ In line with Government expectations, the College strongly recommends that people wear face coverings in crowded areas and situations where social distancing cannot be maintained (see further details below). ▪ The College actively promotes the benefits of being outside or letting fresh air in. ▪ Signage is used to inform college members of the government advice to minimise the number, proximity, and duration of social contacts. ▪ Existing Perspex barriers used for earlier steps on the government roadmap will remain in place. ▪ Allocation of office and other workspaces has been reviewed to prevent over-crowding. ▪ The college website is kept up to date on all relevant covid-19 information 	2	x 4	= 8	

		<ul style="list-style-type: none"> Contractors will wear PPE as dictated by the tasks being undertaken and in line with college policy on face coverings 				
Testing and Self Isolation	All members of the College	<ul style="list-style-type: none"> If students/staff develop COVID-19 symptoms, they must self-isolate immediately and get a PCR test, even if symptoms are mild. Students/Staff are required to self-isolate in their rooms or at home while they book a test and wait for the results. A positive test means they must self-isolate for 10 days. Isolation periods include the day your symptoms started, and the next 10 full days. Students/Staff must self-isolate if told to do so by NHS Test and Trace (E.g., if you have come into contact with someone who has tested positive and are not fully vaccinated). Staff members who are identified as a contact and are fully vaccinated are required to seek a PCR test immediately and stay away from the workplace until the result is known. When self-isolating, students/staff must stay in their rooms or at home at all times and not have contact with other people unless seeking medical assistance. In the case of students in self-isolation, their Tutor will maintain regular contact with them during any period of self-isolation. All Heads of Department are notified automatically when a positive case has been identified via a mailing list triggered by the Porters. Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support. 	2	x 4	= 8	
Vaccination and Asymptomatic Testing	All members of the College According to data released by the	<ul style="list-style-type: none"> The College urges all members to get fully vaccinated as soon as possible. The location and operating times of walk-in vaccination centres are regularly communicated to members. 	2	x 4	= 8	

	<p>Government 2 doses of vaccination are between 92%-96% effective against hospitalisation (for the Delta variant, this is comparable to effectiveness against hospitalisation from the Alpha variant). Those who do not receive the vaccine are at a greater risk of serious illness.</p> <p>Around 1 in 3 people with COVID-19 do not have any symptoms. Testing twice a week increases the chances of detecting COVID-19 when a person is infectious - helping to make sure you don't spread COVID-19.</p>	<ul style="list-style-type: none"> ▪ Students are strongly encouraged to take part in the Universities weekly asymptomatic testing programme during Michaelmas term. ▪ The College encourages the use of rapid lateral flow tests which are available for free to anybody, but in particular those who are not fully vaccinated https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests ▪ Access to rapid lateral flow tests communicated to staff and students (as well as procedures for what to do in the case of a positive test result). 				
NHS COVID-19 app	<p>All members of the College</p> <p>The NHS COVID-19 app helps to stop the spread of the virus by informing College members that they have been in close contact with someone who has since tested positive for coronavirus. Those who do not use the app risk spreading COVID-19 unknowingly.</p>	<ul style="list-style-type: none"> ▪ The College promotes the use of the app in communal areas and at College events. ▪ QR codes are displayed at events and around College so that members can 'check in'. ▪ The app is free and easy to use and doing so can help prevent College members from spreading COVID-19. ▪ Attendance at events can also be identified from college booking procedures. 	3	x 2	= 6	

Face Coverings	<p>All members of the College</p> <p>COVID-19 spreads through the air by droplets and aerosols that are exhaled from the nose and mouth of an infected person. Wearing face coverings has been proven to reduce the spread of COVID-19, particularly in indoor or crowded areas. People not wearing face coverings risk spreading the disease.</p>	<ul style="list-style-type: none"> In line with Government expectations, the College strongly recommends that people wear face coverings in crowded areas and situations where social distancing cannot be maintained, such as through the cafeteria (servers and customers), coffee bar (barista and customers whilst ordering), main foyer/porters lodge (when social distancing can't be maintained), and the student bar (server and whilst ordering from the bar). 	2	x 4	= 8	
Ventilation	<p>All members of the College</p> <p>Poor ventilation indoors risks spreading COVID-19. When a person infected with COVID-19 coughs, talks or breathes, they release droplets and aerosols which can be breathed in by another person. Fresh air blows away these particles, reducing the chances of COVID-19 spreading.</p>	<ul style="list-style-type: none"> Signage is used to inform College members of the government advice on considering if they can meet outdoors or, if they're indoors, thinking about how they can improve ventilation by letting fresh air in. Ventilation risk assessments are used to determine opportunities to increase airflow and ventilation 	2	x 4	= 8	

Air Conditioning	Users of the Development Office Poorly maintained air conditioning systems, or those that recirculate air, could lead to the spreading of COVID-19 even if social distancing is observed. A well-maintained and operated system can reduce the spread of COVID-19 in indoor spaces by increasing the rate of air change, reducing air recirculation, and increasing the amount of outdoor air coming in.	<ul style="list-style-type: none"> ▪ The air conditioning system (Fujitsu Air conditioning ASYG18LFCA) cleans and filters air and does not simply recirculate it ▪ The system is serviced twice a year and as part of the service all filters are sterilized and cleaned ▪ Air flow should be directed away from workspaces e.g., directed horizontally rather vertically ▪ Additional ventilation should be used, such as periodically opening windows 	2	x 4	= 8	
Cleaning and personal hygiene	All members of College plus contractors Hands touch many surfaces and can become contaminated with viruses, including COVID-19. Viruses can be transferred to the eyes, nose or mouth by contaminated hands. Washing or sanitising hands removes viruses and other germs, so you're less likely to become infected if you touch your face. Using soap and water is the	<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 usual cleaning products. ▪ Provide cleaning materials for shared work areas and frequently touched items that staff can use prior to starting work. ▪ Hand sanitiser available throughout College. ▪ Posters around College reminding members of the importance of washing hands 	2	x 3	= 6	

	most effective way to clean your hands, especially if they are visibly dirty. Use hand sanitiser if there isn't soap and water available.					
Conferences and Events	All members of College plus visitors	<ul style="list-style-type: none"> ▪ Large Events for College members will be subject to a risk assessment to determine venue, capacity, and whether proposed activities are likely to increase rates of infection. ▪ Externally organised events will be subject to Step 3 guidance: 1,000 people or 50% of a venue's capacity, whichever is lower. This is due to external visitors being unfamiliar with College facilities and not in a position to make informed decisions about appropriate room sizes or capacities. ▪ All visitors will be asked to take a lateral flow test before arrival. 	2	x 2	= 4	
College Meetings	All members of College	<ul style="list-style-type: none"> ▪ All College committee meetings apart from College Council and Governing Body will continue to take place on zoom for the Michaelmas Term. ▪ In-person meetings will be held in large rooms with good ventilation and duration kept to a minimum. 	2	x 2	= 4	
Increased anxiety as College capacity returns to normal	All members of College	<ul style="list-style-type: none"> ▪ Individual personal responsibility. Individuals should consider any additional measures they want to take to feel comfortable with regard to wearing face coverings and social distancing. 	2	x 2	= 4	