



# WOLFSON COLLEGE CAMBRIDGE

<b>Risk Assessment Number:</b>	DS04	<b>Issue No:</b>	7	<b>Issue Date:</b>	15 <sup>th</sup> March 2021	<b>Review Date:</b>	Constant review
<b>Title of Risk Assessment:</b>	COVID-19 Secure						
<b>Description of Task:</b> (what is to be done)	Safe working practices during coronavirus (COVID-19)						
<b>Frequency of task or date and time of event:</b>	Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID-19 Secure” environment.						
<b>Additional Information to be read:</b> Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> <li>▪ <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">Working safely during coronavirus (COVID-19) guidance:</a> <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>▪ <a href="https://www.gov.uk/coronavirus">Government Guidance:</a> <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>▪ <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-gettingcoronavirus/">NHS Advice on Social Distancing &amp; Hygiene:</a> <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-gettingcoronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/staying-at-home-to-avoid-gettingcoronavirus/</a></li> <li>▪ <a href="https://www.hse.gov.uk/simple-health-safety/risk/">Health &amp; Safety Executive - Managing risks and risk assessment at work:</a> <a href="https://www.hse.gov.uk/simple-health-safety/risk/">https://www.hse.gov.uk/simple-health-safety/risk/</a></li> <li>▪ <a href="https://hasawa.com/1974-act/">Health and safety at work act 1974:</a> <a href="https://hasawa.com/1974-act/">https://hasawa.com/1974-act/</a></li> </ul>						
<b>Assessor Name/Job Title:</b>	Darren Smith – Domestic Bursar			<b>Electronic Signature:</b>	Darren Smith		
<b>Line Manager Name:</b>	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	
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	<p><b>Students, Staff, Fellows &amp; Contractors.</b></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"> <li>▪ Everyone who can work from home should do so.</li> <li>▪ Every staff member to receive a copy of this risk assessment.</li> <li>▪ Departments which are required to be on site (maintenance, housekeeping, catering) split into 'teams', with some staff placed on flexi-furlough to reduce amount of time in College.</li> <li>▪ Staff returning to work from furlough/absence to be informed of college and departmental arrangements.</li> <li>▪ COVID – self-reporting, self-isolation and household isolation procedures are already in place.</li> <li>▪ The College COVID Action Plan is regularly reviewed and updated as new information of guidance is received.</li> <li>▪ 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 comprehensive manner.</li> <li>▪ Social distancing measures and hygiene notices drawing people's attention to these measures are in place.</li> <li>▪ Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment).</li> <li>▪ Face coverings must be worn whenever entering or moving around inside all College buildings</li> <li>▪ Hand sanitising stations are located at every entrance to the college</li> </ul>	<b>2</b>	<b>x 4</b>	<b>= 8</b>	<p>Staff working onsite to complete the working onsite 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"> <li>• The College follows the government guidance that anyone who displays symptoms should self-isolate for at least ten days and arrange for a test immediately.</li> <li>• The 10-day self-isolation period applies if someone you live with has symptoms or tested positive, someone in your support bubble has symptoms or tested positive, or</li> </ul>	<b>2</b>	<b>x 4</b>	<b>= 8</b>	
		<p>you've been told by NHS Test and Trace that you've been in contact with someone who has coronavirus</p> <ul style="list-style-type: none"> <li>• 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 COVID Steering Group</li> <li>• All members of the COVID Steering Group are notified automatically via a mailing list triggered by the Porters (symptoms) or by the Senior Tutor (asymptomatic)</li> <li>• Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.</li> </ul>				
Handwashing	All members of college plus contractors	<ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Drying of hands with paper towels.</li> <li>• Use of alcohol-based hand sanitiser if hand-washing facilities are not available.</li> <li>• Stay Safe Campaign Posters - The University and Colleges have put together a clear set of measures, which have been tested and refined in consultation with over 300 students and staff, designed to keep everyone in our community as safe as possible.</li> </ul>	<b>1</b>	<b>x 4</b>	<b>= 4</b>	

Cleaning	All members of college plus contractors	<ul style="list-style-type: none"> <li>▪ "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.</li> <li>▪ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</li> <li>▪ Provide cleaning materials for shared work areas and frequently touched items that staff can use prior to starting work.</li> <li>▪ Clearing workspaces and removing waste and belongings from the work area at the end of shift.</li> <li>▪ Sanitisation of all hand tools, controls, machinery, and equipment after use.</li> <li>▪ Limiting or restricting use of high-touch items and equipment.</li> </ul>	<b>I</b>	<b>x 4</b>	<b>= 4</b>	Individual Managers to identify shared equipment in their departments and issue guidance.
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Social Distancing	All members of college plus contractors	<ul style="list-style-type: none"> <li>▪ All members and contractors to follow government guidelines and maintain recommended social distancing advice wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally and externally). Office</li> <li>▪ workers who can work effectively from home should do so</li> <li>▪ Where the social distancing guidelines are impossible to adhere to, stay 2 metres apart from people you do not live with where possible, or 1 metre with extra precautions in place (such as wearing face coverings or increasing ventilation indoors).</li> <li>▪ Perspex barriers installed where to face to face communication is required (inc Porters' Lodge, Tutorial Office, Library, Housekeeping, Finance Office)</li> <li>▪ 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</li> <li>▪ informed of all student self-isolation incidences and informed not to enter, unless in a situation of emergency, and then PPE and the dynamic risk assessment applied</li> <li>▪ Using markings and introducing one-way flow at entry and exit points if appropriate</li> <li>▪ Staggering arrival and departure times at work to reduce crowding into and out of the workplace.</li> <li>▪ Staggering welfare breaks and providing alternative rooms for tea/coffee facilities</li> <li>▪ Notices to warn other staff of people working in an area</li> <li>▪ Screens/barriers to minimise face to face contact</li> <li>▪</li> </ul>	<b>2</b>	<b>x 4</b>	<b>= 8</b>	<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	<ul style="list-style-type: none"> <li>▪ The College will continue to follow the Food Standard Agency's (FSA) guidance on good hygiene practices in food preparation</li> <li>▪ Mandatory Face Coverings to be worn through the servery</li> <li>▪ Perspex screens located at till point</li> <li>▪ Additional seating areas provided to allow for social distancing when consuming food &amp; drink (Council &amp; Combination Rooms)</li> <li>▪ Staff uniforms and aprons will require daily washing.</li> <li>▪ Serving staff provided with face shields in accordance with government advice</li> <li>▪ Stay Safe Campaign Posters on display</li> <li>▪ A queuing system is in place to promote social distancing</li> <li>▪ Hand sanitiser available at entrance points</li> <li>▪ Disposable containers and cutlery offered with take away food</li> <li>▪ Remove a percentage of seating to ensure social distancing is followed.</li> <li>▪ No face to face seating to be used</li> <li>▪ Contactless payments only</li> </ul>	<b>2</b>	<b>x 4</b>	<b>= 8</b>	<p>Consider extending lunch and dinner times to avoid congestion</p> <p>Revert to takeaway meals only</p> <p>Consider using the second servery on ground floor to reduce footfall by 50%</p>
Shared Offices, Welfare facilities, and Communal areas	All members of college plus contractors	<ul style="list-style-type: none"> <li>▪ Everyone who can work from home should do so. Introduce a self-cleaning regime for those that must share a space (provide antibacterial wipes/spray as required).</li> <li>▪ Stagger start and end times and tea break periods to avoid large numbers</li> <li>▪ Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions.</li> <li>▪ Provide hand sanitiser in meeting rooms and shared facilities</li> <li>▪ Holding staff meetings remotely where possible, or meeting outdoors or in well-ventilated rooms.</li> <li>▪ Business meetings to take place remotely where possible</li> <li>▪</li> </ul>	<b>1</b>	<b>x 4</b>	<b>= 4</b>	<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"> <li>▪ 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.</li> <li>▪ Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone.</li> <li>▪ 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).</li> <li>▪ Ensure you follow the new COVID guidance on giving CPR <a href="https://www.sja.org.uk/get-advice/first-aidadvice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aidadvice/covid-19-advice-for-first-aiders/</a></li> <li>▪ Ensure you safely discard disposable items and clean reusable ones thoroughly</li> </ul>	<b>I</b>	<b>x 4</b>	<b>= 4</b>	
Fire Safety	All members of college plus contractors	<ul style="list-style-type: none"> <li>▪ Normal fire alarm testing in place</li> <li>▪ Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain socially distancing.</li> <li>▪ 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. Students are asked to not worry about social distancing during the evacuation but to exit as quickly and as safely as possible. Social distancing to be reintroduced when outside</li> <li>▪ 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 area, the investigation would be visual from outside only. 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.</li> </ul>	<b>I</b>	<b>x 4</b>	<b>= 4</b>	



Personal Protective Equipment (PPE)	All staff onsite	<ul style="list-style-type: none"> <li>▪ Appropriate Personal Protective Equipment (PPE) such as facemasks, gloves and aprons provided for persons required to deal with self-isolating students.</li> <li>▪ Housekeeping and Maintenance to maintain stocks of PPE for essential staff and first aiders.</li> <li>▪ Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing.</li> <li>▪ 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, face coverings and good hand hygiene, not through the use of PPE.</li> </ul>	1	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"> <li>▪ Where site visits are required, site guidance on social distancing, face covering, and hygiene should be explained to visitors prior to issuing permit to work documentation</li> <li>▪ Limiting the number of visitors at any one time.</li> <li>▪ Contractors are only permitted onsite with prior authorisation from the relevant Manager</li> <li>▪ All scheduled visits to be logged with the Porters</li> <li>▪ Maintaining a record of all visitors for track and trace, via the signing in process at the Porters' Lodge.</li> <li>▪ Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between college members.</li> <li>▪ 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.</li> <li>▪ 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.</li> </ul>	1	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"> <li>Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.</li> </ul>				
Deliveries to site	Porters Lodge staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> <li>Face coverings to be worn inside the Porters' Lodge always. Hand</li> <li>sanitiser stations in place</li> <li>Staff should continue to follow existing risk assessments and safe systems of working.</li> </ul>	<b>1</b>	<b>x 4</b>	<b>= 4</b>	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"> <li>Emails to be checked only during working hours, unless notified of an emergency via phone.</li> <li>Ensure that staff take full allowance of annual leave. Ensure that managers maintain contact with staff working from home</li> <li>Encourage staff to take part in welfare events.</li> <li>Regular communication of mental health information and open door policy for those who need additional support</li> </ul> <p><a href="https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus/coronavirus-and-your-wellbeing/</a></p>	<b>3</b>	<b>x 2</b>	<b>= 6</b>	<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