### Risk Assessment - COVID-19

**5 June 2020 – Ver.1**

This Risk Assessment has been compiled in accordance with government guidance enshrined within its COVID - 19 Secure policy as it relates to the workplace, as well as up to date information and guidance from the Health & Safety Executive.

### What are the hazards?
- Academic & non-academic staff
- Students
- Visitors to College
- Scouts
- Contractors
- Drivers
- Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with College staff, residents and visitors

### Who might be harmed?
- Academic & non-academic staff
- Students
- Visitors to College
- Scouts
- Contractors
- Drivers
- Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions
- Anyone else who physically comes in contact with College staff, residents and visitors

### Controls required

**Training and Information**
- HOD’s, line managers and staff to complete Peninsula online COVID-19 return to work training course: managers - [https://businesssafe.peninsula-online.com/ELeaming/COVID-19ManagersUK/index.html](https://businesssafe.peninsula-online.com/ELeaming/COVID-19ManagersUK/index.html);
- staff - [https://businesssafe.peninsula-online.com/ELeaming/COVID-19Employees/index.html](https://businesssafe.peninsula-online.com/ELeaming/COVID-19Employees/index.html)

**Hand Washing**
- Hand washing facilities with soap and water in place.
- Stringent hand washing taking place.
- See hand washing guidance: [https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)
- Gel sanitisers in any area where washing facilities not readily available (entrances, rest/breakout rooms, canteens)
- Staff encouraged to protect the skin by applying emollient cream regularly: [https://www.nhs.uk/conditions/emollients/](https://www.nhs.uk/conditions/emollients/)

### Additional controls

- HODs to monitor satisfactory participation and completion by direct reports. Certificates of completion to be kept by HODs, with a copy to HR.
- All persons present to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace. To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice - [https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance). Indicative signage on prominent display.
- Encourage all persons present to report any problems and carry out skin checks as part of a skin surveillance programme [https://www.hse.gov.uk/skin/professional/health-surveillance.htm](https://www.hse.gov.uk/skin/professional/health-surveillance.htm)

### Action by whom?
- HODs, staff

### Actioned by when?
- Before staff return

### Done
- Ongoing

### Spread of Covid-19 Coronavirus within communal areas

- - Academic & non-academic staff
- - Students
- - Visitors to College
- - Scouts
- - Contractors
- - Drivers
- - Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions
- - Anyone else who physically comes in contact with College staff, residents and visitors

### Ongoing

- All persons present, HODs via email, verbally and with posters
- Head of Housekeeping
- All persons present, Deans & HODs via email, verbally and with posters
- Ongoing
| in relation to College business | **Social Distancing**  
- Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency: [https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance](https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance)  
- Taking steps to review work schedules including start & finish times/shift patterns, “teams” of staff to avoid meeting larger groups, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  
- Redesigning processes and work spaces to ensure social distancing in place. Use of floor markings and screens recommended.  
- Conference calls on MS Teams or similar to be used instead of face to face meetings or visiting other offices. If face to face meeting unavoidable, observe strict social distancing protocols at all times.  
- Ensuring sufficient rest breaks for staff and staggering break times.  
- Ensure social distancing protocols followed in break rooms and changing rooms  
- Social distancing also to be adhered to in all College facilities, meeting rooms and smoking areas that will be deemed to be safe to open. | **Staff** to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it (specifically travelling into work on public transport). Posters to be prominently displayed with instructions. Management checks to ensure this is adhered to. | **All persons present, DDB, HODs, Head of Housekeeping & Rectory Rd Site manager**  
**HODs in consultation with DB**  
**All persons present, HODs in consultation with DB**  
**HODs**  
**All persons present, HODs**  
**All persons present, HODs** | **Ongoing**  
**Ongoing**  
**Ongoing**  
**Ongoing**  
**Ongoing**  
**Ongoing**
- If social distancing not possible in the workplace, staff member will be instructed to work from home. If this is not possible, staff member will be told to stay at home and practice social distancing.
- No staff member to share a work station, no hot-desking

### Cleaning

**Common areas**
Frequently cleaning and disinfecting objects and surfaces that are touched regularly *particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.*

**Communal offices**
Frequently cleaning and disinfecting objects and surfaces that are touched regularly *particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.*

Office staff to be supplied with wipes and tissues and instructed to regularly disinfect their own workspace.

Monitor usage and supply of wipes and tissues in their areas to ensure they do not run out

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Ensure adequate supply of cleaning products in stock

<table>
<thead>
<tr>
<th>Cross-infection of college staff and other college members</th>
<th>Communal Dining</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Academic &amp; non-academic staff&lt;br&gt;- Students&lt;br&gt;- Visitors to College</td>
<td>The kitchen and all communal dining rooms are closed at present. When staff return, they will bring their own food until facilities reopen at sufficient levels to cater for them.</td>
</tr>
</tbody>
</table>

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Ensure adequate supply of cleaning products in stock

HODs and Head of Housekeeping | Ongoing
HODs and Head of Housekeeping | Ongoing
HODs and Head of Housekeeping | Ongoing
All persons present, Head of Housekeeping | Ongoing
All persons present, HODs | Ongoing
## Risk Assessment - COVID-19

### 5 June 2020 – Ver.1

**- Scouts**

- Contractors

- Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions

- Anyone else who physically comes in contact with College staff, residents and visitors in relation to College business

---

### Alternative catering provision scenarios for College reopening are under discussion. When College reopens, users and staff will adhere to strict social distancing protocols and hygiene practices.

- Floor and seating markings displayed to ensure social distancing. Route planning to ensure safe flow-through of users. Hand sanitiser available in all dining rooms and food distribution points.

- PPE to be provided by College and worn by service staff.

<table>
<thead>
<tr>
<th>Cross-infection of college staff and residents of bedrooms and Scout House</th>
<th>Unformed Staff</th>
<th>Ongoing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Uniformed Staff</td>
<td>Staff not to wear their College uniforms when travelling to and from work. Staff to wash College uniform regularly on a hot wash.</td>
<td>Staff, Head of Housekeeping</td>
</tr>
</tbody>
</table>

**College staff and visitors to College**

- Academic & non-academic staff

- Students

- Visitors to College

- Scouts

**Housekeeping staff cleaning inside bedrooms and individual offices**

**DB, DDB, Butler, Head Chef and departmental supervisors.**

<table>
<thead>
<tr>
<th>Staff, Head of Housekeeping</th>
<th>Ongoing</th>
</tr>
</thead>
</table>

**Ongoing**

**Ongoing**

Staff will change into College uniform at work and store “street clothes” in plastic bag in cupboard or locker during shift.

Staff, HODs

<table>
<thead>
<tr>
<th>Ongoing</th>
</tr>
</thead>
</table>

Staff

<table>
<thead>
<tr>
<th>Ongoing</th>
</tr>
</thead>
</table>

Ongoing
<table>
<thead>
<tr>
<th>individual offices</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>- Contractors</td>
<td></td>
</tr>
<tr>
<td>- Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions</td>
<td></td>
</tr>
<tr>
<td>- Anyone else who physically comes in contact with College staff, residents and visitors in relation to College business</td>
<td></td>
</tr>
</tbody>
</table>

- Housekeeping staff not cleaning inside occupied bedrooms and individual offices at present.
- If cleaning an empty bedroom or individual office, Housekeeping staff to wait at least 72 hours after resident has vacated room and to wear PPE.

**If/when Housekeeping staff resume cleaning inside bedrooms and individual offices**
- Residents informed of cleaning schedule and advised to vacate the rooms during cleaning to reduce risk of infection.
- Housekeeping staff to wear PPE.
- Housekeeping staff to adhere to posted cleaning schedule in order to facilitate resident movement.

<table>
<thead>
<tr>
<th>Maintenance staff and IT staff entering bedrooms and offices</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Residents informed of visit by Maintenance or IT staff in good time and advised to vacate the room during work to reduce risk of infection</td>
</tr>
</tbody>
</table>

Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.

Residents reminded by email to check cleaning schedules posted at bottom of sc.

Ensure sufficient PPE in stock

|  |
|---------------------------------|-----------------|
| Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. |  |
| Head of Housekeeping, Rectory Rd site manager, STLs | Ongoing |
| Residents, DBA | Ongoing |
| Staff, Head of Housekeeping, Rectory Rd site manager, STLs | Ongoing |
| Staff, Head of Housekeeping, Rectory Rd site manager, STLs | Ongoing |

|  |
|---------------------------------|-----------------|
| Staff, residents, Master of Works, Maintenance Supervisor, Head of IT | Ongoing |
### Risk Assessment - COVID-19

5 June 2020 – Ver.1

<table>
<thead>
<tr>
<th>Exposure to and transmission of COVID-19</th>
<th>PPE</th>
<th>Wearing of masks</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Academic &amp; non-academic staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Students</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Visitors to College</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Scouts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Contractors</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Vulnerable groups – the elderly,</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- pregnant workers, those with existing underlying health conditions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>- Anyone else who physically comes in contact with College staff, residents</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- Maintenance and IT staff to wear PPE when entering bedrooms and offices, and inform Head of Housekeeping if PPE stocks are running low.

Ensure sufficient PPE in stock upon return

- Staff, Head of Housekeeping, Master of Works, Maintenance Supervisor, Head of IT

**Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours**

**Wearing of masks**

Masks are not generally considered to be part of PPE, but in situations of high possible infection (i.e. entering resident bedrooms), masks will be provided by College and worn by staff.

Staff to be instructed on proper mask protocol including washing their hands before and after wearing.

Those using non-disposable masks should clean the mask themselves before and immediately after the test using a suitable disinfectant cleaning wipe (check with manufacturer to avoid damaging the mask).

Masks that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.

When disposing of PPE, masks should be double bagged, stored in a safe place for 72 hours and then disposed of with common rubbish.

- Staff, Head of Housekeeping, Rectory Rd site manager, STLs
- DDB, Head of Housekeeping, Rectory Rd site manager, STLs
- Staff member wearing mask
- Staff, Head of Housekeeping, Rectory Rd site manager, STLs
- Staff, HODs in consultation with DB

Ongoing
<table>
<thead>
<tr>
<th>and visitors in relation to College business</th>
<th>When masks become damp while wearing, they are no longer effective and should be disposed of</th>
<th>Staff, HODs in consultation with DB</th>
<th>Ongoing</th>
</tr>
</thead>
</table>
| **Wearing of Gloves**  
Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. | Staff to be reminded that wearing of gloves is not a substitute for good hand washing. When disposing of PPE, gloves should be double bagged, stored in a safe place for 72 hours and then disposed of with common rubbish. | Staff, HODs in consultation with DB | Ongoing |
| **Symptoms of Covid-19**  
- If any staff become unwell with a new continuous cough or a high temperature in the workplace they will inform their HOD immediately and be sent home and advised to follow the stay at home guidance. Line managers will maintain regular contact with staff members during this time.  
- If any student becomes unwell with a new continuous cough or a high temperature in the workplace, they will self-isolate and inform Decanal Team immediately | • Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  
• The areas where the staff member has been working and has visited will be locked down and sanitised immediately. If possible access to those areas will be closed to all for 72 hours after staff member becomes symptomatic.  
• The areas which the student has visited will be locked down and sanitised immediately. If possible access to those areas will be closed to all for 72 hours after staff member becomes symptomatic.  
• Deans will offer support to students who are affected by Coronavirus or has a family member affected. | Staff, HODs in consultation with DB  
HOD, Head of Housekeeping, DB, Rectory Rd site manager, Lodge Manager  
Students, HODs, Deans, Head of Housekeeping, DB, Rectory Rd site manager, Lodge Manager  
Deans | Ongoing  
Ongoing  
Ongoing |
<table>
<thead>
<tr>
<th><strong>Exposure to</strong></th>
<th><strong>Identified</strong></th>
<th><strong>HODs to identify members of their team who fall into this</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>and</strong></td>
<td><strong>vulnerable</strong></td>
<td><strong>group</strong></td>
</tr>
<tr>
<td><strong>groups –</strong></td>
<td><strong>Staff members</strong></td>
<td><strong>group</strong></td>
</tr>
<tr>
<td><strong>Risk Assessment - COVID-19</strong></td>
<td><strong>5 June 2020 – Ver.1</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Mental Health</strong></td>
<td>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help. Reference - <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing">https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</a></td>
<td>Regular communication of mental health information and open door policy for those who need additional support.</td>
</tr>
<tr>
<td><strong>Delivery drivers</strong></td>
<td>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a>: COVID-19-guidance on freight transport. Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</td>
<td>Communicate with companies we deliver to/from to ensure welfare facilities will be available to our drivers. Allowing delivery drivers adequate breaks to avail of proper welfare facilities.</td>
</tr>
<tr>
<td><strong>Drivers of College vehicles</strong></td>
<td>Users of College vehicles to sanitise all touched surfaces inside and outside vehicle after every use. Driver and passengers to maintain 2 metre social distancing protocol within vehicle.</td>
<td></td>
</tr>
</tbody>
</table>
transmission of COVID-19 | ethnic minorities, over 70's & those with underlying health issues |  |  |  |  |  

NB:
- HODs are defined as Line Managers. Eg. Oliver Sladen is the HOD for all Bursary staff. HOD’s to take responsibility for initial communication, regular reminders and supervision of social distancing protocols, hand hygiene and correct PPE usage for their direct reports.