## Risk Assessment - COVID-19

### 4 Sept 2020 – Ver.5

<table>
<thead>
<tr>
<th>What are the hazards?</th>
<th>Who might be harmed?</th>
<th>Current controls</th>
<th>Additional controls required</th>
<th>Action by whom?</th>
<th>Actioned by when?</th>
<th>Done</th>
</tr>
</thead>
</table>
| Spread of Covid-19 within all areas of College | - 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 | All College members instructed not to come into work if symptomatic:  
• temperature of 37.8 or over  
• new or continuous cough  
• loss of sense of taste and/or smell | HODs to regular remind staff. | All persons present, HODs via email, verbally and with posters | Before return and ongoing |
<table>
<thead>
<tr>
<th>Spread of Covid-19 Coronavirus within communal areas</th>
<th>Training and Information</th>
<th>Hand Washing</th>
</tr>
</thead>
</table>
| - Academic & non-academic staff                      | HOD’s, line managers and staff completing Peninsula online COVID-19 return to work training course: managers - [https://businesssafe.peninsula-online.com/ELearning/COVID-19ManagersUK/index.html](https://businesssafe.peninsula-online.com/ELearning/COVID-19ManagersUK/index.html); staff - [https://businesssafe.peninsula-online.com/ELearning/COVID-19Employees/index.html](https://businesssafe.peninsula-online.com/ELearning/COVID-19Employees/index.html) Certificates of completion kept by Lodge Manager, with a copy to HR. COVID-19 student responsibility agreement distributed to all students | - Hand washing signage in place.  
- 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) | 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). Encourage all persons present to report any problems and carry out skin checks as part of a skin surveillance |  |
| - Students                                           | HODs to monitor satisfactory participation and completion by direct reports. |  |
| - Visitors to College                                | Academic Office to monitor process and collate responses |  |
| - Scouts                                            | Academic Office, all students |  |
| - Contractors                                       | Before staff return |  |
| - Drivers                                           | Before start of AY 20/21 |  |
| - 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 |  |  |

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<tr>
<td><strong>to College business</strong></td>
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<tr>
<td>• Staff encouraged to protect the skin by applying emollient cream regularly: <a href="https://www.nhs.uk/conditions/emollients/">https://www.nhs.uk/conditions/emollients/</a>.</td>
<td>programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a> &amp; HODs via email, verbally and with posters</td>
</tr>
<tr>
<td><strong>Social Distancing</strong></td>
<td></td>
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<td>• 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: <a href="https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance">https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance</a> <a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a>.</td>
<td>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.</td>
</tr>
<tr>
<td>• Reviewing work schedules including start &amp; 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.</td>
<td>All persons present, DDB, HODs, Head of Housekeeping &amp; Rectory Rd Site manager</td>
</tr>
<tr>
<td>• Redesigning processes and work spaces to ensure social distancing in place. Use of floor markings and screens recommended.</td>
<td>HODs</td>
</tr>
<tr>
<td>• Encouraging use of conference calls on MS Teams or similar instead of face to face meetings or visiting other offices. If face to face meeting unavoidable, observe strict social distancing protocols at all times.</td>
<td>HODs in consultation with DB</td>
</tr>
<tr>
<td>• Ensuring sufficient rest breaks for staff and staggering break times.</td>
<td>All persons present, HODs in consultation with DB</td>
</tr>
<tr>
<td>• Ensuring social distancing protocols followed in break rooms and changing rooms</td>
<td>HODs</td>
</tr>
<tr>
<td>All persons present, HODs</td>
<td>Ongoing</td>
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<td>Ongoing</td>
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<tr>
<td><strong>Social distancing adhered to in all College facilities, meeting rooms and smoking areas that will be deemed to be safe to open.</strong></td>
<td><strong>HODs</strong></td>
</tr>
<tr>
<td><strong>If social distancing not possible in the workplace, staff member instructed to work from home. If this is not possible, staff member will be told to stay at home and practice social distancing.</strong></td>
<td><strong>HODs</strong></td>
</tr>
<tr>
<td><strong>Staff members instructed not to share a work station, no hot-desking</strong></td>
<td><strong>Lodge Manager</strong></td>
</tr>
<tr>
<td><strong>Guidance for first aiders being drafted.</strong></td>
<td><strong>First aiders to be issued guidance in safe practice when dealing with incidents. First aider to be instructed to assess situation on arrival to see if they can advise from a 2m distance. Wear mask. Wear gloves or cover hands when dealing with open wounds. Cover cuts and grazes on your hands with waterproof dressing. Dispose of all waste safely. Do not touch a wound with your bare hand. Do not touch any part of a dressing that will come in contact with a wound.</strong></td>
</tr>
<tr>
<td><strong>Cleaning</strong></td>
<td></td>
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<tr>
<td><strong>Common areas</strong></td>
<td><strong>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</strong></td>
</tr>
<tr>
<td>Frequently cleaning and disinfecting objects and surfaces that are touched regularly in high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</td>
<td></td>
</tr>
<tr>
<td><strong>Communal offices</strong></td>
<td><strong>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</strong></td>
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<td>Frequently cleaning and disinfecting objects and surfaces that are touched regularly in high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</td>
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<tr>
<td>Office staff supplied with wipes and tissues and instructed to regularly disinfect their own workspace.</td>
<td><strong>Ensure adequate supply of cleaning products in stock.</strong></td>
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<td></td>
<td><strong>Office staff to monitor usage and supply of wipes and tissues in their areas to ensure they do not run out</strong></td>
</tr>
</tbody>
</table>
## Risk Assessment - COVID-19

**4 Sept 2020 – Ver.5**

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<thead>
<tr>
<th>Cross-infection of college staff and other college members</th>
<th>Communal Dining</th>
<th>of Housekeeping</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Academic &amp; non-academic staff</td>
<td>The kitchen and all communal dining rooms are closed at present.</td>
<td>Returning staff</td>
</tr>
<tr>
<td>- Students</td>
<td>When staff return, they will bring their own food until facilities reopen at sufficient levels to cater for them.</td>
<td>Returning staff</td>
</tr>
<tr>
<td>- Visitors to College</td>
<td>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.</td>
<td>Returning staff</td>
</tr>
<tr>
<td>- Scouts</td>
<td>Floor and seating markings will be 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.</td>
<td>Returning staff</td>
</tr>
<tr>
<td>- Contractors</td>
<td>PPE to be provided by College and worn by service staff.</td>
<td>DB, DDB, Butler, Head Chef and departmental supervisors.</td>
</tr>
<tr>
<td>- Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions</td>
<td>Ongoing</td>
<td>Ongoing</td>
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<tr>
<td>- Anyone else who physically comes in contact with College staff, residents and visitors in relation to College business</td>
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</table>

### Uniformed Staff

- **Ongoing**
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<th>Risk Assessment - COVID-19</th>
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<tbody>
<tr>
<td><strong>Cross-infection of college staff and residents of bedrooms and individual offices</strong></td>
<td></td>
</tr>
<tr>
<td>- Academic &amp; non-academic staff - Students - Visitors to College - 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</td>
<td>Staff instructed not to wear their College uniforms when travelling to and from work. Staff instructed to wash College uniform regularly on a hot wash.</td>
</tr>
<tr>
<td><strong>Housekeeping staff cleaning inside bedrooms and individual offices</strong></td>
<td>Staff will change into College uniform at work and store “street clothes” in plastic bag in cupboard or locker during shift.</td>
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<tr>
<td>- Housekeeping staff not cleaning inside occupied bedrooms and individual offices at present.</td>
<td>If/when Housekeeping staff resume cleaning inside bedrooms and individual offices:</td>
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<tr>
<td></td>
<td>• Housekeeping staff to wait at least 72 hours after resident has vacated room and to wear PPE.</td>
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<td></td>
<td>• Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</td>
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<td></td>
<td>• Residents reminded by email to check cleaning scheduled posted at bottom of sc.</td>
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<td></td>
<td>• Residents advised to vacate the rooms during cleaning to reduce risk of infection.</td>
</tr>
<tr>
<td></td>
<td>• Housekeeping staff to wear appropriate PPE.</td>
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<td></td>
<td>• Housekeeping staff to adhere to posted cleaning schedule in order to facilitate resident movement.</td>
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<td></td>
<td>Ensure sufficient PPE in stock</td>
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<td></td>
<td>Head of Housekeeping, Rectory Rd site manager, STLs</td>
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<td>Residents, DBA</td>
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<td>Staff, Head of Housekeeping, Rectory Rd site manager, STLs</td>
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<td><strong>Maintenance staff and IT staff entering bedrooms and offices</strong></td>
<td>Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed.</td>
</tr>
<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>
<td>Staff, residents, Master of Works, Maintenance</td>
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<td>Ongoing</td>
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<tr>
<td>Exposure to and transmission of COVID-19</td>
<td>PPE</td>
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<td>- Academic &amp; non-academic staff&lt;br&gt;- Students&lt;br&gt;- Visitors to College&lt;br&gt;- Scouts&lt;br&gt;- Contractors&lt;br&gt;- Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions&lt;br&gt;- Anyone else who physically comes in contact with</td>
<td>Public Health England 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</td>
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<td>Ensure sufficient PPE in stock.</td>
<td>Staff to be instructed on proper mask protocol including washing their hands before and after wearing.</td>
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<td>Masks that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual.</td>
</tr>
<tr>
<td></td>
<td>Supervisor, Head of IT&lt;br&gt;Staff, Head of Housekeeping, Maste of Works, Maintenance Supervisor, Head of IT</td>
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<tr>
<td>College staff, residents and visitors in relation to College business</td>
<td>When masks become damp while wearing, they are no longer effective and should be disposed of</td>
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<td><strong>Wearing of Face Coverings</strong>&lt;br&gt;Public Health England guidance on the use of face coverings to protect against COVID-19 -- <a href="https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own">https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own/face-coverings-when-to-wear-one-and-how-to-make-your-own</a></td>
<td>Face covering guide to be included in information distributed to all students and staff.</td>
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<td><strong>Wearing of Gloves</strong>&lt;br&gt;Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these is provided. Staff instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</td>
<td>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.</td>
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<td><strong>Symptoms of Covid-19</strong>&lt;br&gt;- If any staff become unwell with a new continuous cough or a high temperature in the workplace they 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.</td>
<td>• 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.</td>
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<td>• The areas where the staff member has been working and has visited will be locked down and sanitised immediately. Possible aerosol/fogging treatment to be carried out by trained staff. If possible access to those areas will be closed to all for 72 hours after staff member becomes symptomatic.</td>
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<td>• 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.</td>
<td>Students, HODs, Deans, Head of Housekeeping, DB, Rectory Rd</td>
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<td><strong>Mental Health</strong></td>
<td>Management promoting mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and offering 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>
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<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>
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| **Drivers of College vehicles** | Users of College vehicles sanitising all touched surfaces inside and outside vehicle after every use. Driver and passengers to maintain 2 metre social distancing protocol within vehicle. | }
| Exposure to and transmission of COVID-19 | Identified vulnerable groups – BAME, over 70’s & those with underlying health issues | Staff members belonging to identified vulnerable groups instructed to remain at home and to practice social distancing and hand hygiene protocol. | HODs to identify members of their team who fall into this group **before returning to work** and make the necessary adjustments to their schedule and duties. This may include working from home, staggered shifts, changing office set up etc. For more guidance on who should be identified as vulnerable in this context and what can be done to keep them safe, contact the HR Manager – hr.manager@oriel.ox.ac.uk. | HODs | Ongoing |

**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.