

What are the hazards?	Who might be harmed?	Current controls	Additional controls required	Action by whom?	Actioned by when?	Done
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.						
Spread of Covid-19 within all areas of College	<ul style="list-style-type: none"> - 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 College or work if symptomatic: <ul style="list-style-type: none"> • High temperature • new or continuous cough • loss of sense of taste and/or smell • runny nose and sore throat Indicative signage on prominent display.	HODs to regular remind staff. Deans to regularly remind students.	All persons present, HODs & Deans via email, verbally and with posters	Ongoing	

	in relation to College business					
Spread of Covid-19 Coronavirus within communal areas	- Academic & non-academic staff	Training and Information All staff to abide by College guidance concerning safe practice at work	HODs to monitor satisfactory participation and completion by direct reports.	HODs, staff	ongoing	
	- Students - Visitors to College - Scouts - Contractors - Drivers - Vulnerable groups – the elderly, pregnant workers, those with existing underlying health conditions	Hand Washing <ul style="list-style-type: none"> • Hand washing signage in place. • Hand washing facilities with soap and water in place. • Regular hand washing taking place. • 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 .	All persons present, HODs via email, verbally and with posters	Ongoing	
	- Anyone else who physically comes in contact with College staff, residents and visitors in relation	Social Distancing <ul style="list-style-type: none"> • No official control measures. Message distributed to all members to be aware of space in enclosed and crowded spaces where they may come into contact with people they don't usually meet. Wherever possible, open windows and doors to ensure adequate ventilation. • “Teams” of staff advised to avoid meeting larger groups, spatial awareness, to reduce risk of transmission • Redesigning processes and work spaces to ensure spatial awareness. Use of screens widespread. • Encouraging use of conference calls on MS Teams or similar instead of face to face meetings or visiting other 	Staff to be reminded on a daily basis of the guidance suggesting the importance of spatial awareness 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, STLs & Rectory Rd Site manager HODs HODs in consultation with DB All persons present, HODs in	Ongoing Ongoing Ongoing	

	to College business	<p>offices. If face to face meeting unavoidable, promote spatial awareness.</p> <ul style="list-style-type: none"> • Encouraging spatial awareness in break rooms and changing rooms • Staff members instructed not to share a work station, no hot-desking • First aiders issued guidance in safe practice when dealing with incidents. First aider 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 hands with waterproof dressing. Dispose of all waste safely. Do not touch a wound with bare hand. Do not touch any part of a dressing that will come in contact with a wound. 		<p>consultation with DB</p> <p>HODs</p> <p>All persons present, HODs</p> <p>Lodge Manager</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
		<p><u>Cleaning</u></p> <p><u>Common areas</u></p> <p>Daily cleaning and disinfecting objects and surfaces that are touched regularly <i>particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</i></p> <p><u>Communal offices</u></p> <p>Daily cleaning and disinfecting objects and surfaces that are touched regularly <i>particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</i></p> <p>Office staff supplied with wipes and tissues and instructed to regularly disinfect their own workspace.</p>	<p>Rigorous checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>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.</p> <p>Office staff to monitor usage and supply of wipes and tissues in their areas to ensure they do not run out</p>	<p>HODs and STLs</p> <p>HODs and STLs</p> <p>All persons present, STLs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	

Cross-infection of college staff and other college members	<ul style="list-style-type: none"> - Academic & 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 	<p><u>Communal Dining</u> No official control measures</p> <p>PPE provided by College and worn by service staff.</p> <p>Hand sanitiser available at dining room entrances and exits.</p>	<p>Situation in College under constant review. In the event of an outbreak, Silver Group to discuss and implement controls such as social distancing, floor and seating markings, route planning to ensure safe flow of users etc.</p>	<p>Staff, DB, Butler, dept HODs, Silver Group</p> <p>Staff, STLs</p> <p>Staff, STLs</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>	
Cross-infection of college staff	<ul style="list-style-type: none"> - Academic & non- 	<p><u>Uniformed Staff</u> Staff instructed not to wear their College uniforms when travelling to and from work.</p>		<p>Staff, HODs</p>	<p>Ongoing</p>	

and residents of bedrooms and individual offices	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	Staff instructed to wash College uniform regularly on a hot wash.	Staff will change into College uniform at work and store “street clothes” in plastic bag in cupboard or locker during shift.	Staff	Ongoing	
		<u>Housekeeping staff cleaning inside bedrooms and individual offices</u> <ul style="list-style-type: none"> • 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. Housekeeping staff to adhere to posted cleaning schedule in order to facilitate resident movement. • Residents advised to vacate the rooms during cleaning to reduce risk of infection. • Housekeeping staff to wear appropriate PPE. Ensure sufficient PPE in stock		Rectory Rd site manager, STLs Residents, DBA, Staff, Rectory Rd site manager, STLs Residents, DBA Staff, Rectory Rd site manager, STLs STLs	Ongoing Ongoing Ongoing Ongoing Ongoing	
		<u>Maintenance staff and IT staff entering bedrooms and offices</u> <ul style="list-style-type: none"> • 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. • Maintenance and IT staff to wear PPE when entering bedrooms and offices, and inform Head of Housekeeping if PPE stocks are running low. 	Rigorous checks to be carried out by line managers to ensure that the necessary procedures are being followed. Ensure sufficient PPE in stock.	Staff, residents Master of Works, Maintenance Supervisor, Head of IT	Ongoing Ongoing	

Exposure to and transmission of COVID-19 - Academic & 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	PPE The College will supply the appropriate PPE to all members of staff who come into contact with students, visitors and staff.		Staff, HODs, STLs, Rectory Rd site manager	Ongoing	
	Wearing of Face Coverings <ul style="list-style-type: none"> No official control measures, message distributed to all members advising all students and staff to wear a face covering (unless exempt) in enclosed and crowded spaces where they may come into contact with people they don't usually meet. Guidance includes advice to wear a face covering if possible if asked in a meeting or tutorial to do so. 	Staff to be reminded on a daily basis of the guidance suggesting the wearing of face coverings both in the workplace and outside of it (specifically travelling into work on public transport). Posters to be prominently displayed with instructions.	Domestic Office/Deans	ongoing	
	Wearing of Gloves 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.	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.	Staff, HODs in consultation with DB	Ongoing	
	Symptoms of Covid-19 <ul style="list-style-type: none"> 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. If any student becomes unwell with a new continuous cough or a high temperature in the workplace, they self-isolate, book a PCR test and contact the CRO at COVID-19@oriel.ox.ac.uk if further guidance is needed 	<ul style="list-style-type: none"> 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. Advice on close contact tracing available from COVID Response Officer (CRO) or DDB CRO and Deans will offer support to students who are affected by Coronavirus or has a family member affected. Line managers will offer support to staff who are affected by Coronavirus or has a family member affected. 	Staff, HODs in consultation with DB CRO, DDB HOD, STLs, DDB, Rectory Rd site manager, Lodge Manager, Decanal Team, CRO, DDB	Ongoing Ongoing Ongoing	

		<p><u>Mental Health</u> Management promoting mental health & wellbeing awareness to staff during the Coronavirus outbreak and offering whatever support they can to help. Reference - https://www.gov.uk/government/publications/covid-19-guidance-for-the-public-on-mental-health-and-wellbeing</p>	Regular communication of mental health information and open door policy for those who need additional support.	HODs, HR Dept, Decanal Team	Ongoing	
		<p><u>Ventilation</u> Good ventilation reduces the concentration of the virus in the air and therefore reduces the risks from airborne transmission. Users of meeting rooms, teaching rooms and offices instructed to open windows if meeting with another person or persons for an extended period of time. Indicative signage in place.</p>	Regular reminders to staff and students to open windows when meeting another person or persons for an extended period of time. Indicative signage in place.	All persons present, HODs via email, verbally and with posters	Ongoing	
		<p><u>Delivery drivers</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm: COVID-19-guidance on freight transport.</p>	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.	HODs in consultation with DB and Master of Works	Ongoing	
		<p><u>Drivers of College vehicles</u> Driver and passengers to open windows to ensure adequate ventilation when driving with other.</p>		Staff, Master of Works, Maintenance Supervisor, all Boat Club drivers.	Ongoing	
Exposure to and transmission of COVID-19	Identified vulnerable groups – BAME, over 70's & those with underlying	Staff members belonging to identified vulnerable groups to consult with HODs if special arrangements are necessary.	HODs to identify members of their team who fall into this group 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	

	health issues					
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NB:

HODs to take responsibility for initial communication, regular reminders and supervision of social distancing protocols, hand hygiene and correct PPE usage for their direct reports.