

## GENERAL COLLEGE COVID-19 RISK ASSESSMENT

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment below*  
*RR = residual risk*

This document has been approved by the Safety Committee of St Catherine's College (Health and Safety at Work Act 1974 – Section 2 (7)). It is based on template documentation produced and reviewed by the Domestic Bursars' Committee of the Conference of Colleges and is informed by advice supplied by HM Government, Public Health England (PHE), the Health and Safety Executive, the University of Oxford and Universities UK.

The document is primarily designed to cover activities which fall within the non-teaching departments of the College. It is applicable, with interpretation, by those undertaking teaching activities, and students using common facilities and/or resident in College.

Hazard	Risk	Control measures	RR	Persons at risk
Transmission of Covid-19 - General, Travel	4 x 3 = <b>12</b>	<p>All members of staff and members of College ("All" in the remainder of this document) are expected to stay alert to changes in Government, Public Health England, NHS and College advice.</p> <p>All MUST follow government guidance on managing the risk of, and working safely during, COVID-19 See:-  <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></p> <ol style="list-style-type: none"> <li>1) All existing individual and occupational risk assessments (disability, young persons or new / expectant mothers) remain in force</li> <li>2) Staff should maintain contact with line managers and Personnel Advisor and follow College policy / guidance. Staff with email access are expected to check messages at least once in every twenty four hours</li> <li>3) Travel to work is to be undertaken in the following order of priority – walk, cycle, use private cars and then public transport. Reduce the amount of time using public</li> </ol>	4 x 1 = <b>4</b>	All members of staff, students, visitors, contractors – for the purpose of this document = All

		<p>transport by travelling off peak and implement social distancing where possible (and not to travel in groups of more than 2 unless it is within your household)</p> <p>4) In cases where symptoms are shown - Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required</p> <p>5) All have a responsibility to ensure extremely vulnerable persons in their home take appropriate action and follow the specific medical advice issued to them. Any concerns in this area should be brought by staff to the attention of their line-manager</p> <p>6) All are to follow good NHS/PHE hygiene measures at all times</p> <p>7) Face coverings are to be used by all in all shared/common spaces. Removal allowed when consuming food (distancing and other mitigation factors being in place) or when working alone in an office space/bedroom.</p>		
Working at College - General	$4 \times 3 = 12$	<ol style="list-style-type: none"> <li>1) Staff who can work from home should work at home under arrangements agreed with line-managers. Line managers to plan for the appropriate number of staff needed on site for the College to run safely and efficiently, paying particular attention to reducing shared use of spaces.</li> <li>2) The College will ensure regular contact with those working at home by email to help them stay connected with the rest of their colleagues</li> <li>3) The College will ensure that everyone working in College is aware of this Covid-19 and area supplementary risk assessments and have details of where this risk assessment and associated guidance can be found. All documentation will be lodged on the College website.</li> <li>4) All are expected to follow guidance on social distancing – keeping 2 metres apart wherever possible. Advice on distancing and hygiene will be provided to staff in induction material provided on arrival back to work, signage and visual aids and as much documentation before arrival via email or phone.</li> <li>5) Special care will be needed at “pinch points”Some floor markings may be used where there is heavy traffic and new students will require initial direction</li> <li>6) The College will ensure that all relevant signage and social distancing floor markings set down in this risk assessment are displayed and regularly checked are visible and in good condition</li> <li>7) Efforts will be made to remove hand contact points wherever possible, if hand contact points cannot be removed (they are needed for Health and safety reasons for</li> </ol>	$4 \times 1 = 4$	All

		<p>example) then the College will ensure regular cleaning and sanitising. Key pads will be switched to swipe or proximity readers where possible. Cleaning will focus on before and after especially busy flow periods and at regular intervals throughout the day.</p> <p>8) Staff are asked to reduce non-essential trips within College and buildings, restrict access to some areas for some staff (only kitchen staff in the kitchen for example)</p> <p>9) Where appropriate, staff will regulate use of high traffic areas to maintain social distancing</p> <p>10) All will be encouraged to conduct business/transactions (in the following priority order) - by email, telephone, Teams meeting and booked face to face to face meetings.</p> <p>11) Lifts only to be used by those having an access needs or to assist with heavy lifting activities by staff. The College will provide hand sanitiser for the operation of lifts and will encourage stairs to be used in preference where possible.</p>		
Transmission of Covid-19 arising from suspected cases in College	$4 \times 4 = 16$	<p>If a member of staff develops a high temperature or a persistent cough or shows signs of loss of smell or taste while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Alert their line manager</li> <li>2) Return home immediately</li> <li>3) Avoid touching anything</li> <li>4) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>5) They must then follow the current guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> <li>6) Students should use procedures separately circulated</li> <li>7) All should utilise and adhere to the requirements/instructions of the University's track and trace arrangements</li> </ol>	$4 \times 1 = 4$	All
Transmission of Covid-19 via workplaces and Workstations	$4 \times 3 = 12$	<ol style="list-style-type: none"> <li>1) Agreements will be made between staff and line-managers on working in College. These will be designed to reduce sharing of office space</li> <li>2) Workstations should be reviewed to allow people to maintain social distancing</li> <li>3) Workstations should be assigned to an individual and not shared, remove 'Hot Desks'</li> <li>4) Where appropriate, floor tape may be used to mark areas to indicate social distancing</li> <li>5) If workstations can't be moved further apart consider whether that activity needs to continue – if essential and there are no alternatives arrange people to work side by side or facing away from each other.</li> <li>6) Wherever possible when meeting inside the</li> </ol>	$4 \times 1 = 4$	All

		<p>maximum amount of ventilation/air change should be secured by opening windows and doors</p> <p>7) The College will consider using screens to separate people where all other measures above have been considered.</p>		
Transmission of Covid-19 – Catering Areas.	<p>4 x 3 = <b>12</b></p>	<ol style="list-style-type: none"> <li>1) Staff are expected to follow standard guidance on managing food preparation and food service areas as set out in existing food safety arrangements.</li> <li>2) The kitchen will only be accessed by kitchen staff, essential maintenance, deliveries (restrict to delivery area). All other contact will be as managed by the Head Chef or a deputy acting on his behalf.</li> <li>3) Steps will be taken to minimize interaction between kitchen staff and other staff, including when on breaks</li> <li>4) Plans will be made to keep working with minimum team numbers to restrict the number of workers interacting with each other. This will involve the creation of separated teams.</li> <li>5) Handover notes should be over email, phone or other means - not face to face.</li> <li>6) Workstations should be spaced apart as much as possible in line with social distancing requirement. Where it is impossible to move large equipment in the kitchen the College will consider use of cleanable panels to separate workstations</li> <li>7) Where appropriate, floor markings may be used to remind of social distancing requirements and arrows to indicate flow around the kitchen</li> <li>8) Steps will be taken to minimize access to walk in stores, fridges and freezers, with only one person allowed to access walk in rooms at any one time.</li> <li>9) Steps will be taken to minimize contact at any handover points and contact with other staff – such as when presenting food and contact with delivery drivers</li> <li>10) Where possible staff are to be encouraged to use outside areas for breaks</li> <li>11) Continued use of cleaning schedules, used in addition to standard cleaning schedules, until further notice as set out by Government guidelines</li> </ol>	<p>4 x 1 = <b>4</b></p>	Kitchen/Servery/ Hall and SCR staff
Transmission of Covid-19 - Meetings	<p>4 x 3 = <b>12</b></p>	<ol style="list-style-type: none"> <li>1) The first choice for meetings will be by using remote working tools to avoid person to person meetings</li> <li>2) Where person to person meetings take place, all must maintain 2 metres social distancing between those attending who will wear masks.</li> <li>3) All are to avoid transmission during meetings, for example avoid sharing pens and other objects. Where items are brought</li> </ol>	<p>4 x 1 = <b>4</b></p>	All

		<p>to a meeting – for example laptops, efforts should be made to sanitize before taking into a room.</p> <p>4) All entering a meeting space shall wear masks and use a sanitiser before entering.</p> <p>5) If possible hold meetings outdoors or in well ventilated areas</p> <p>Areas that regularly hold meetings should use floor signage and other marking methods to indicate safe social distancing</p>		
Covid-19 Arrangements putting at risk equality in the workplace	$4 \times 3 = 12$	<ol style="list-style-type: none"> <li>1) Personnel Advisor and line-managers shall involve and communicate appropriately with those whose protected characteristics might either expose them to a different degree of risk, or might make any steps this risk assessment advises are inappropriate or challenging for them</li> <li>2) The College will make reasonable adjustments to avoid those with protected characteristics are not at any disadvantage</li> <li>3) The College will make sure that no steps have any unjustifiable negative impact on some groups compared to others</li> </ol>	$4 \times 1 = 4$	Those with Protected Characteristics
Transmission of Covid-19 – Deliveries/Visitors	$4 \times 4 = 16$	<ol style="list-style-type: none"> <li>1) Every effort will be made to stop all non-essential visitors - email or online meetings being recommended as alternatives</li> <li>2) Line-managers will take steps to introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>3) The College will take steps to reduce keypad entry in favour of swipe or proximity readers.</li> <li>4) Relevant supervisors will require all workers to wash or sanitise their hands before entering or leaving the site</li> <li>5) The College will regularly clean common contact surfaces in Lodge, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times</li> <li>6) Steps will be taken to reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>7) Delivery drivers will be told to remain vigilant of social distancing and where possible be asked to wash or clean their hands before unloading.</li> <li>8) Where appropriate, the College will indicate social distancing markings on the floor in expected delivery areas to keep social distancing clear.</li> <li>9) Face masks are to be worn by the staff receiving the delivery, especially where multiple deliveries are expected.</li> <li>10) The College will expect staff receiving deliveries to wash their hands after</li> </ol>	$4 \times 1 = 4$	All

		unloading 11) All contractors will be required to wear face masks in common areas and to provide full details of their company's Covid-19 policies before commencing any work.		
Transmission of Covid-19 arising from poor hygiene	4 x 4 = <b>16</b>	<ol style="list-style-type: none"> <li>1) The College will use signs and posters to build awareness of good handwashing techniques</li> <li>2) The College will provide regular reminders and signage to maintain personal hygiene standards. Line-managers are encouraged to provide regular reminders</li> <li>3) There will be enhanced Cleaning for busy areas</li> <li>4) All are required to wash hands thoroughly and regularly. Use soap and water for at least 20 seconds using technique adopted as directed by NHS. Use alcohol-based hand sanitiser if soap and water is not available (and especially where provided next to entrance and exit doors)</li> <li>5) All are to avoid touching face/eyes/nose/mouth with unwashed hands. All are expected to cover cough or sneeze with a tissue then throw it in a bin.</li> <li>6) The College will consider the provision of additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of staff on site</li> <li>7) The College will regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>8) The College will provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>9) The College will provide and store extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> </ol>	4 x 1 = <b>4</b>	All
Transmission of Covid-19 - Hall/SCR/JCR/MCR/ Marquee- exposure from large numbers of persons	4 x 4 = <b>16</b>	<ol style="list-style-type: none"> <li>1) Service times will be staggered to reduce congestion and contact at all times</li> <li>2) Signage at the entrance and at queue points to remind everyone using shared service spaces – Hall, JCR, Marquee, SCR, MCR - that social distancing is required and that it will be monitored by relevant staff.</li> <li>3) Hand sanitiser will be available at the entrance of spaces referred to in (2) These facilities must be used by all when entering and leaving the area</li> <li>4) All must keep social distancing (and where required, single direction flow) in spaces referred to in (2).</li> <li>5) The College will ensure service staff have adequate PPE, face mask and disposable gloves which must be changed regularly and whenever task of wearer changes (so if you move from one 'section' to another you</li> </ol>	4 x 1 = <b>4</b>	All

		<p>need to remove and put fresh gloves on before picking up any equipment in the section you move onto)</p> <ol style="list-style-type: none"> <li>6) Self-service food will be replaced by service by staff by catering staff reducing risk of contaminated contact points.</li> <li>7) The College will ensure all hand contact points and self-service points that remain are regularly cleaned and sanitized to reduce risk of cross contamination</li> <li>8) Till area and staff member using till will be protected with plastic screening</li> <li>9) Counters between customers and serving staff will have plastic screening if less than 2m of each other.</li> <li>10) Payments should be taken by contactless card wherever possible</li> <li>11) All drinking water should preferably be bottled only. Self service points will not have cups supplied – service will be to customer supplied bottles. Ice supplied – not taken</li> <li>12) Continued use of Increased specific cleaning schedules, used in addition to standard cleaning schedules, until further notice as set out by Government guidelines</li> <li>13) All must maintain social distancing whilst queuing and eating</li> <li>14) Seating arrangements will make it clear that there will be at 2m between those sitting next to each other at a shared table. Where face to face there will be a plastic screen in between</li> <li>15) Tables will be cleaned between use</li> <li>16) All rubbish will be put straight in the bin by the person who ate / took it and not left for someone else to clear up.</li> <li>17) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> </ol>		
Transmission of Covid-19 – Shared Facilities – Student Laundry, Student Pantries and Toilet Facilities, Changing rooms, Staircase 9 showers.	$4 \times 4 = 16$	<ol style="list-style-type: none"> <li>1) Introduce (where practicable) timetables for periods of use.</li> <li>2) Place notices indicating limits on people using the facility at one time and requiring a check of occupancy before entry</li> <li>3) Social distancing and face coverings to be used</li> <li>4) Enhanced cleaning of all facilities to be established</li> <li>5) The College will provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ol>	$4 \times 1 = 4$	All
Transmission of Covid-19 - Working in shared spaces	$4 \times 4 = 16$	<ol style="list-style-type: none"> <li>1) Starting and finishing times are to be staggered and reviewed to ensure no build-up of staff / teams in areas. Line-managers to agree with staff.</li> <li>2) All who are unwell with symptoms of Coronavirus (Covid-19) should not attend</li> </ol>	$4 \times 1 = 4$	All

		<p>the workplace but adhere to procedures laid down – staff or student specific.</p> <ol style="list-style-type: none"> <li>3) Office/shared space tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.</li> <li>4) Attempts will be made to reduce the number of people each person has contact with by using ‘fixed teams or partnering’ – so each person works with only a few others.</li> <li>5) The College will require that all maintain social distancing from each other as much as possible with supervision in place to monitor compliance. Face coverings to be worn in shared spaces.</li> <li>6) All are to avoid skin to skin and face to face contact</li> <li>7) The College will use screens or barriers to separate people from each other where possible</li> <li>8) Stairs should be used in preference to lifts</li> <li>9) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)</li> <li>6) Any health concern to be raised immediately to line management or others as specified by procedures in the case of students</li> </ol>		
Transmission of Covid-19 - Where social distancing cannot be maintained in full	$4 \times 4 = 16$	<ol style="list-style-type: none"> <li>1) Line-managers are to test/consider if the task can be performed differently without having to breach social distancing rules</li> <li>2) Line-managers are to assess if the activity is essential and if it can safely go ahead</li> <li>3) The College will ensure that any person classed as being vulnerable, at higher risk or severe illness, for example those with pre-existing conditions do not break social distancing guidelines set out by Government.</li> <li>4) Limit the frequency of the activity to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 minutes</li> <li>5) Workers are to limit face to face working and work facing away from each other when possible</li> <li>6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>7) All equipment to be thoroughly cleaned prior and after using it.</li> <li>8) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</li> <li>9) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable</li> </ol>	$4 \times 2 = 8$	All



		places 10) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).		
Transmission of Covid-19 – Risk of unclean workplace	4 x 4 = <b>16</b>	1) Frequent cleaning of work areas and equipment between uses using relevant cleaning products 2) Frequent cleaning of all hand touch surfaces regularly using relevant cleaning products – door handles, bannisters, keyboards etc, make sure there are adequate disposal arrangements 3) All are required to clear workspaces or unnecessary equipment and belongings from the work area 4) Individuals to remove own waste and belongings at the end of each work period 5) Limiting or restricting use of high touch items and equipment where possible – printers, whiteboards etc 6) If cleaning after a known case of COVID-19 refer to specific guidance	4 x 1 = <b>4</b>	Individual members of staff, Scouts
Transmission of Covid-19 - Accidents, Security and Other Incidents		1) In an emergency, fire for example, people do not have to maintain social distancing if it is unsafe to do so. Social distancing should be maintained if possible 2) First Aiders and those involved with providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands		All

## Management

- Where suspected or confirmed cases arise – staff to report to Personnel Advisor – students to College office
- All are responsible for their actions and behaviours.
- Any problem or area capable of improvement should be raised – staff to Personnel Advisor – students to College Office – Don't walk on by – report !