

## COVID-19 RISK ASSESSMENT – MAINTENANCE SUPPLEMENTARY ISSUES

This is to be read in conjunction with the College General Risk Assessment

Item	Hazards	Who, and how might they be harmed?	Actions already taken to reduce risk	Is more needed to control this risk?		Action by whom?	Action by when?
				No	Yes if yes, what controls are needed		
1	<b>COVID 19</b>	Who: <b>Staff &amp; others</b>  How: <b>Contact with COVID 19 virus during day to day work activities.</b>	<ol style="list-style-type: none"> <li>1. Reduce staff to the appropriate number for safe operation, ensuring all relevant trades are covered.</li> <li>2. All staff in attendance not to have underlying medical conditions as stated in Government guidance. Those identified as at risk to be sent home until further Government guidance.</li> <li>3. Observe Government recommended social distancing guidelines when interacting with colleagues and other College members. If possible, exceed the minimum distance.</li> <li>4. Consider using gloves as much as possible during work activities, dispose of as often as reasonably practicable. Take glove off by turning inside outside.</li> <li>5. Wash hands as often as is reasonably practicable, following 20 second guidance. Consider washing hands every time you move from one part of the College to another.</li> <li>6. Avoid touching your face.</li> <li>7. Wash your hands when entering the workshop for break periods.</li> </ol>	N			
2	<b>Visiting rooms / spaces occupied by others to undertake maintenance activities</b>	Who: <b>Staff &amp; others</b>  How: <b>Contact with COVID 19 virus during day to day work activities.</b>	<ol style="list-style-type: none"> <li>1. Check room lists from Accommodation/Lodge to identify occupied buildings and rooms.</li> <li>2. Is the work being done in that room / space strictly necessary i.e. urgent maintenance issue?</li> <li>3. If so, clear room / space of all non-maintenance staff, where possible.</li> <li>4. Use gloves as identified in item 1 above.</li> <li>5. Consider using face covering. Remove with washed hands only by elastic straps, not face covering area.</li> <li>6. Avoid touching unnecessary surfaces as far as reasonably practicable.</li> <li>7. When complete, dispose of waste materials safely, including PPE.</li> <li>8. Wash hands when all complete.</li> <li>9. Wash your hands when entering the workshop for break periods.</li> </ol>	N	1. If not an urgent maintenance issue, works operation is to wait until room / space is cleared and cleaned. If necessary observe 72 hour guidance.	Asst Home Bursar	
3	<b>Working in unoccupied rooms / spaces</b>	Who: <b>Staff &amp; others</b>  How: <b>Contact with COVID 19 virus during day to day work activities.</b>	<ol style="list-style-type: none"> <li>1. Observe all other relevant risk assessments, including Lone Worker risk assessment</li> <li>2. Check room lists from Accommodation/Lodge to identify occupied buildings and rooms, report back if space is occupied – refer to item 2 above.</li> <li>3. Consider using face covering. Remove with washed hands only by elastic straps, not face covering area.</li> <li>4. Avoid touching unnecessary surfaces as far as reasonably practicable.</li> <li>5. When complete, dispose of waste materials safely, including PPE.</li> <li>6. Wash hands when all complete.</li> <li>7. Wash your hands when entering the workshop for break periods.</li> </ol>	N	NB some work activities may have to be stopped if a reasonable degree of social distancing can't be observed and PPE listed over is not suitable or appropriate.	Asst Home Bursar	
4	<b>Contractors entering College premises</b>	Who: <b>Contractor &amp; College members and staff</b>  How: <b>Contact with COVID 19 virus</b>	<ol style="list-style-type: none"> <li>1. Consider if contractor's task is deemed essential. No? Entry/task to be postponed.</li> <li>2. Where yes, will they come in contact with College staff? If so social distancing protocols be followed.</li> <li>3. Contractor's COVID 19 RAMS to be provided and must be satisfactory. Face coverings to be worn when entering shared spaces</li> <li>4. Contractor to follow College's points 1 – 3 above.</li> <li>5. No entry to occupied areas unless essential, if so then space to be cleared and when complete area and surfaces to be cleaned as far as is reasonably practicable.</li> </ol>				