**COVID-19 RISK ASSESSMENT – MAINTENANCE SUPPLEMENTARY ISSUES**

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

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| **Item**  | **Hazards** | **Who, and how might they be harmed?** | **Actions already taken to reduce risk** | **Is more needed to control this risk?****No Yes** if yes, what controls are needed | **Action by whom?** | **Action by when?** |
| **1** | **Contracting COVID 19** | Who: **Staff** **& others** How: **Contact with COVID 19 virus during day to day work activities.**  | 1. **Reduce staff to the appropriate number for safe operation, ensuring all relevant trades are covered.**
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.**
3. **Observe Government recommended social distancing guidelines when interacting with colleagues and other College members. If possible, exceed the minimum distance.**
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.**
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.**
6. **Avoid touching your face.**
7. **Wash your hands when entering the workshop for break periods.**
 | **N** |  |  |  |  |
| **2** | **Visiting rooms / spaces occupied by others to undertake maintenance activities** | Who: **Staff & others**How: **Contact with COVID 19 virus during day to day work activities.** | 1. **Check room lists from Accommodation/Lodge to identify occupied buildings and rooms.**
2. **Is the work being done in that room / space strictly necessary i.e. urgent maintenance issue?**
3. **If so, clear room / space of all non-maintenance staff, where possible.**
4. **Use gloves as identified in item 1 above.**
5. **Use face covering. Remove with washed hands only by elastic straps, not face covering area.**
6. **Avoid touching unnecessary surfaces as far as reasonably practicable.**
7. **When complete, dispose of waste materials safely, including PPE.**
8. **Wash hands when all complete.**
9. **Wash your hands when entering the workshop for break periods.**
 | **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** | **Working in unoccupied rooms / spaces** | Who: **Staff & others**How: **Contact with COVID 19 virus during day to day work activities.** | 1. **Observe all other relevant risk assessments, including Lone Worker risk assessment**
2. **Check room lists from Accommodation/Lodge to identify occupied buildings and rooms, report back if space is occupied – refer to item 2 above.**
3. **Consider using face covering. Remove with washed hands only by elastic straps, not face covering area.**
4. **Avoid touching unnecessary surfaces as far as reasonably practicable.**
5. **When complete, dispose of waste materials safely, including PPE.**
6. **Wash hands when all complete.**
7. **Wash your hands when entering the workshop for break periods.**
 | **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** | **Contractors entering College premises** | Who: **Contractor & College members and staff**How: **Contact with COVID 19** **virus** | 1. **Consider if contractor’s task is deemed essential. No? Entry/task to be postponed.**
2. **Where yes, will they come in contact with College staff? If so social distancing protocols be followed.**
3. **Contractor’s COVID 19 RAMS to be provided and must be satisfactory. Face coverings to be worn when entering shared spaces**
4. **Contractor to follow College’s points 1 – 3 above.**
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.**
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