

GONVILLE & CAIUS COLLEGE – COVID-19 RISK ASSESSMENT SUMMARY SHEET (V12)

Department: All Departments		Activity: Working safely recognising the risks associated with COVID-19 and linked guidance			Frequency of Task: Frequently			Is the Task Repetitive: Yes						
Documents consulted (guidance, policies, legislation, ACOP) HASAW Act 1974, Management of Health and Safety Regulations 1999, PPE Regulations 2002, Workplace (Health, Safety & Welfare) Regulations 1992, College Health & Safety Manual, Government Guidance https://www.gov.uk/coronavirus , government guidance from March 2020 through to the most recent review date														
Persons Potentially at Risk:														
Full time employees	Yes	Part time employees	Yes	Casual employees	Yes	Students & Fellows	Yes	Vulnerable Persons	Yes	Contractors	Yes	Visitors	Yes	
Significant Hazards	Existing Controls:				Risk Level			Is the risk acceptable Y/N	Further controls to reduce risks			New Risk rating LxS=R	Time-frame for completion	Date comp
					L (1-3)	S (1-3)	RRR (1-9)							

These measures should be in place within the following timeframe:
A = 1 week B = 2 weeks C = 1 month D = 2 months E = 3 months F = 6 months

Spread of COVID-19 Coronavirus - through lack of awareness of safe working methods	1. Every staff member to have access to this updated risk assessment via the website							N/A	1	C/D		
	2. Signage relating to hygienic behaviours to be maintained in communal areas of the College, mainly Lodges, JCR/MCR, and catering areas. Head Porter and Domestic Bursar to monitor periodically.											
	3. Covid and other respiratory or infection diseases behaviour expectations of students, staff and Fellows within College to be clearly visible on Venn within Covid pages.	1	1	1	Y							
	4. In the event of an individual becoming ill and seeking to self isolate, a clear process for physical signage is to remain available for use in situ. KX will no longer track cases now that testing has ceased.											
	5. Vaccination and booster take up to continue to be encouraged amongst staff, Fellows and students.											
Spread of COVID-19 Coronavirus - through lack of effective ventilation	1. All working areas are ventilated via open windows (ie fresh air, not recycled air) wherever possible when occupancy is raised above normal levels. Key areas to ventilate include the Hall and all dining, meeting and combination rooms when occupied. Signage to encourage this, KX instructions to include "opening windows" for event teams ie catering and porters.							N/A	1	ongoing		
	2. Policy of "airing" gaps between bookings for communal meeting rooms to be applied where possible.	1	1	1	Y							
	3. Restricted capacities in place for areas of poor ventilation if cases in College are high - main risk area being the Bateman Auditorium and Room.											
Spread of COVID-19 Coronavirus - through lack of effective cleaning & hygiene	1. Hand washing facilities with soap and water are in place and available to all members and staff. Use of alcohol based hand sanitiser to be facilitated if hand washing facilities are not available or if a large scale event occurs.							N/A	1	ongoing		
	2. Normal cleaning regimes in place with attention to touch points in high traffic areas.	1	1	1	Y							
Spread of COVID-19 Coronavirus - through respiratory contact via close proximity of individuals ("social distancing")	1. No requirements remain in law after 24 February 2022. However...							N/A	1	C/D		
	2. Screens set up in offices may remain in place at the preference of the occupying staff member. No new screens will be put in place.	1	1	1	Y							
	3. College meetings may continue to be conducted by video conferencing if the Convenor and Chair agree to do so, but this is not a requirement. Meetings in person should be well ventilated in all instances.											
USE OF PERSONAL PROTECTIVE EQUIPMENT												
Spread of COVID-19 Coronavirus - where proximate working cannot be avoided	1. Appropriate Personal Protective Equipment such as face masks, gloves and aprons may be provided for persons required to deal with any student suffering from an infectious respiratory illness suspected to be Covid. It is noted that without testing (from 1 April 2022) this cannot be formally ascertained.							N/A	1	A		
	2. Face coverings may be worn if desired in all crowded or high communal use points in College. Anyone that wishes to wear a face covering is welcome to do so more widely, and all members and staff are asked to be considerate of those that choose to do so and their potential enhanced risk by providing greater social distance etc.	1	1	1	Y							
PROVISION OF CATERING												

Spread of COVID-19 Coronavirus - provision and service of food and seated dining presenting a high risk transmission environment	1. No measures apply beyond those of ventilation and hand hygiene detailed above.					N/A	2	A	
	2. Hand sanitiser will remain available at entrance of dining areas; enhanced cleaning regimes for tables between use will continue to be promoted.	2	1	2	Y				

CONTRACTORS -

Spread of COVID-19 Coronavirus - management of all hazards above in relation to visiting contractors that do not know the College site well	1. Contractors working within the College are to comply with this G&C COVID-19 Risk Assessment. A copy must be sent by the relevant HoD to any contractor prior to working at any College site.					N/A	1	ongoing	
	2. If a contractor holds their own Covid risk assessment, the more stringent procedures required in either Risk Assessment will apply in the event of any conflict.	1	1	1	Y				

Unlikely but possible	1	2	3
Likely	2	4	6
Probable	3	6	9
	Severity of Consequence		
	Negligible/Slight	Moderate	Severe

Assessment Number:	Date of Assessment: 1 May 2022	Assessors: J Phillips	Assessment seen by: Domestic and Catering (May 2022)
Proposed Review: 1 May 2023 If circumstances change or updated guidance is received.			

Review should be conducted at 12 months or earlier if the following occurs:

1 The process or safe system of work changes

4 After a major accident/incident or a number of minor ones have occurred

2 The introduction of new technology

3 The introduction of new legislation

3 Introduction on new machinery

6 A new hazard is introduced.