

**GONVILLE & CAIUS COLLEGE – COVID-19 RISK ASSESSMENT SUMMARY SHEET (V4)**

<b>Department:</b> All Departments			<b>Activity:</b> Working safely within the confines of COVID-19 restrictions and guidance				<b>Frequency of Task:</b> Frequently			<b>Is the Task Repetitive:</b> Yes				
<a href="#">Documents consulted (guidance, policies, legislation, ACOP) HASAW Act 1974, Management of Health and Safety Regulations 1999, PPE Regulations 2002, Workplace (Health, Safety &amp; Welfare) Regulations 1992, College Health &amp; Safety Manual, Government Guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></a>														
<b>Persons Potentially at Risk:</b>														
<b>Full time employees</b>	<b>Yes</b>	<b>Part time employees</b>	<b>Yes</b>	<b>Casual employees</b>	<b>Yes</b>	<b>Students &amp; Fellows</b>	<b>Yes</b>	<b>Vulnerable Persons</b>	<b>Yes</b>	<b>Contractors</b>	<b>Yes</b>	<b>Visitors</b>	<b>Yes</b>	
<b>Significant Hazards</b>	<b>Existing Controls:</b>				<b>Risk Level</b>			<b>Is the risk acceptable Y/N</b>	<b>Further controls to reduce risks</b>			<b>New Risk rating LxS=R</b>	<b>Time-frame for completion</b>	<b>Date comp</b>
					L (1-3)	S (1-3)	RRR (1-9)							
<b><u>AWARENESS OF EXPECTED BEHAVIOURS BY ALL STAFF &amp; MEMBERS</u></b>														
Spread of COVID-19 Coronavirus - through lack of awareness of safe working methods	1. Every staff member to receive a copy of this risk assessment and the method statement as applied to their working areas. Staff working onsite in operational teams to confirm awareness of its principles in writing (signature on register held by HoD) and refresh awareness periodically.				1	1	1	Y	A. All departments to have staff review campaign of Risk Assessment V4 version between 20 Sep - 4 Oct 20			1	B	
	2. Signage deployed on all staircases and residences to reiterate expected behaviours from Fellows, Staff and students							C. College protocols produced for supervisions, cleaning, dining & symptomatic persons displayed on relevant noticeboards and The Venn						
<b><u>PROVISION OF IT</u></b>														
Spread of COVID-19 Coronavirus - through shared equipment use or close working					1	2	2	Y	A. Consider re-opening of computer rooms with a max occupancy limit and removal of surplus equipment. Sanitiser and signage to be provided			1	E	
								B. Consider regulation of DS Print machines to ensure access is socially distanced.						

**HAND WASHING & CLEANING**

<p>Spread of COVID-19 Coronavirus - through lack of effective cleaning of individual (esp hands/mouth), or common surface contact points</p>	1. Hand washing facilities with soap and water in place.	2	2	4	Y	A. Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams	2	A/C
	2. Stringent hand washing taking place for at least 20 seconds.					B. Regularly promote and update public health advice, especially using information screens & Venn		
	3. Drying of hands with paper towels					C. Provide extra supplies of soap, and paper towels, increase replenishment check frequencies, provide hand sanitiser where stocks available if soap/water is not possible		
	4. Use of alcohol based hand sanitiser if hand washing facilities are not available					D. Make available additional hand washing facilities if one off event brings a large number of individuals into a specific area of College		
	5. Notices posted reminding all working and living in College to:					E. Porters to operate a temperature check of those entering dining for lunch and dinner from 6 Oct 20. Anyone with a temperature of 37.8 or above will be turned away and told to contact the Porters Lodge, then enter self-isolation etc.		
	<i>Wash hands frequently</i>							
	<i>Use hand-sanitiser frequently where handwashing facilities are not available</i>							
	<i>Cough or sneeze into a tissue or your elbow</i>							
	<i>Dispose of tissues in a waste bin</i>							
	<i>Avoid touching your eyes, nose and mouth</i>							
6. Kitchens, Showers, WC's and handwashing facilities clearly signposted in each residences and staircases to prevent cross-contamination between resident and non resident populations (Staff, Fellows, Contractors and external supervisees). Staff showering facilities limited to "O" staircase, Tree Court with contingency plan for additional facility if required								

<p>7. Enhanced cleaning regime for communal areas including toilets, focusing on areas of high contact • Communal workstations, , telephones and reception desks cleaned regularly Rubbish bins emptied regularly</p>							
<p>8. Shared tools and equipment to be cleaned after each use to minimise the spread of the virus, with special attention to keyboards, fixed phone handsets and printer keypads. Mobile phones noted to be major hand/mouth contact risk – use should not be shared.</p>							

**SOCIAL DISTANCING**

<p>Spread of COVID-19 Coronavirus - through respiratory contact via close proximity of individuals</p>	<p>1. Material decrease of persons working onsite in College until Government Job Retention Scheme finishes on 31 October 2020.</p>					<p>B. Consider ongoing adjustments to staggering of working hours to limit arrivals or departures at the same time</p>		
	<p>2. Staff working from home where vulnerable; or 1m+ cannot be met in workplace set up</p>					<p>C. Disciplinary measures to be introduced for those who fail to observe the social distancing guidelines</p>		
	<p>3. Gatherings of more than 3 people strongly discouraged, especially where this impedes passage of others. Respect for the 2m distancing rule from all those in College premises.</p>					<p>D. Communicate clearly to returning members the need to prioritise use of appointments, door bells, or "knock at window/door" approach (as detailed in departmental method statement). The Venn to be updated to reflect this policy</p>		
	<p>4. Student "households" created throughout Estate to reduce the risk of the virus spreading. Agreed maximum size of 12 with a minium target of 4 for welfare.</p>					<p>F. Booking of meeting rooms to be tightly controlled through Conference Office, capacities reviewed and lower seated maxima imposed, good ventilation (see door policy) and specific housekeeping in area to be considered at time of booking.</p>		
	<p>5. Staff may enter into "households" for routine cleaning of communal spaces and maintenance. <b>Students to clean own bedrooms.</b> Notice given to inhabitants of any visits within student bedrooms in line with ANUK.</p>					<p>G. Implement occupancy guidelines for common rooms e.g. SCR, MCR, JCR &amp; Underbar</p>		

<p>6. Screens installed between staff and customers/diners at all service points as identified within each department's safe working method statement. Face coverings to be worn where 2m (or 1m+ screen barrier between) cannot be reliably maintained with regards to the ('15 minute at 2m' guidance from PHE). Staff in shared offices may reach agreement with colleagues on the wearing of them.</p>	1	3	3	Y		1	C
<p>7. College meetings to be conducted by video conferencing (agreed by College Council for academic year 20/21), except where sharing of information or legal context requires face to face meetings and then social distancing <u>must be</u> maintained</p>							
<p>8. IT support provided remotely using Team Viewer for Staff and Fellows to minimise contact</p>							
<p>9. Catering areas strictly closed to anyone not in those teams; kitchen and front of house team working contact areas segregated as far as possible.</p>							
<p>10. Staggered working hours and welfare breaks have been applied where appropriate to reduce occupancy in offices and changing/key collection spaces.</p>							
<p>11. Use of mobile "A board" or similar signage - now in use by staff working in any property to warn inhabitants someone is working in the area</p>							
<p>12. Prioritisation of use of appointments, door bells, or "knock at window/door" approach (as detailed in departmental method statement).</p>							

13. Wedging open doors where possible (climate, security may prevent this) to reduce contact points; ventilation of spaces through open windows especially communal gyms and staff/fellows toilets								
14. Floors have been marked where queuing is common to indicate 2m distancing.								

**USE OF PERSONAL PROTECTIVE EQUIPMENT**

Spread of COVID-19 Coronavirus - reduction where proximate working cannot be avoided	1. Appropriate Personal Protective Equipment such as face masks, gloves and aprons provided for persons required to deal with self-isolating students. Front line catering service staff and any interaction with the contractor's kitchen refurbishment site, require the wearing of a face covering	1	2	2	Y	A. Regular reminders given to staff that wearing of gloves, face coverings or other barrier clothing is <u>not</u> a substitute for good hand washing or social distancing.	2	ongoing	
	2. College Nurse & Housekeeper providing stocks of gloves, masks, face coverings and aprons for essential staff					B. To maintain raised stock levels of PPE generally to support the College activities in the event of further waves of Coronavirus			
	3. Housekeeping department provide washable cotton masks available to any staff that wish to use one.								
	4. Regular face covering use by staff, student or Fellow is considered an indicator of heightened concern regarding Covid-19 and additional care regarding social distancing from others applies accordingly.								

**USE OF COLLEGE VEHICLES**

Spread of COVID-19 Coronavirus - vehicles are shared spaces in common use	1. Regular cleaning of vehicle interiors carried out of shared use vehicle sharing								
	2. Cleaning packs have been issued for each vehicle to facilitate after use cleaning								

3. Notices are placed in each vehicle to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interior if a shared vehicle.	1	1	1	Y			A	
4. No persons are to be carried in College vehicles unless from the same household (The carrying of passengers to be reviewed during week commencing 4th October 2022, post risk of second wave and lockdown in Cambs City).								

**ACCESS & EGRESS INTO COLLEGE & MULTI HOUSEHOLD BUILDINGS**

Spread of COVID-19 Coronavirus - difficulty of knowing whether any individual is an asymptomatic carrier, leading to a general need to keep access and egress areas clean and use minimised	1. College closed to non-essential visitors except for alumni and potential applicants; one way system will apply through Old Courts from 1 September to reduce "choke point" at Lodge, also in basement of A-F St Mike's.					A. Consider the introduction of a "one way" system within SHB & HC (especially around catering provision areas), and basement corridor Cockerell building if existing "passing places" are not sufficient			
	2. Introduction of entry to Old Courts through bike sheds or Gate of Honour to reduce pass through traffic in Porters Lodge. (Does not apply to students)					B. Consider other emergent pinch points.			
	3. Staircases in larger residential building which has more than one household have separate entrances and staircases assigned to each household	1	2	2	Y		1	C	
	4. Only one person at a time in the Porters Lodges'. Queuing markers at 2m in place.								
	5. Catering/ housekeeping etc ensuring deliveries are to an external area and third party staff do not enter building								

**PROVISION OF CATERING**

<p>Spread of COVID-19 Coronavirus - provision and service of food and seated dining present a high risk transmission environment</p>	<p>1. Where a catering provision exists, food is prepared and packaged for take away - to minimise contact between serving staff and customers (Applicable until Sep 20)</p>	1	3	3	Y	<p>A. Longer term, continue to review government and PHE guidance and their impact on Collegiate dining norms</p>	2	A	
	<p>3. Dining facility currently cleared to prevent gatherings</p>					<p>B. Student dining likely to be grouped by households in Michaelmas; Fellow and staff dining likely to remain takeaway to offices. Seated dining for non-shared households to be minimal and cleaning arrangements enhanced.</p>			
	<p>4. Hand sanitiser available at entrance of dining area</p>					<p>C. Fellows - dinner commencing 1 Sep 20, seated plated evening meal service to two tables of five persons (socially distanced) in Cavonius. No sharing, all food plated and served.</p>			
	<p>5. Staff dining - specific tables by staff cohort available for seated dining in JCR from July - 25 Sep 20. Disposable cutlery provided. Cleaning regime owned by Front of House. Details in CC paper dated 15 Jul 20 &amp; on The Venn.</p>					<p>D. From 28 Sep 20, lunch time take-away seating for Fellows and Staff in Cavonius on a social distanced basis.</p>			
	<p>6. Fellows dining - specific tables with socially distanced seating available for seated dining in Cavonius from 16 Aug 20 onwards. Lunch - seated consumption or take-away. Disposable cutlery provided. Cleaning regime owned by Front of House. Details in CC paper dated 15 Jul 20 &amp; on The Venn.</p>					<p>E. From 28 Sep 20 and start of Michaelmas term, dining by household for student groups available and on timed slot basis in JCR &amp; Acropolis</p>			

**HOMEWORKING**

<p>Spread of COVID-19 Coronavirus - isolation of staff creates mental health concerns; home working setups may not be adequate for long term physical comfort</p>	<p>1. Regular contact by line managers to ensure the home worker feels engaged</p>					<p>A.. Staff asked to self-assess workstation/areas and report to line managers of deficiencies or issues</p>			
	<p>2. Work hours are clearly defined to maintain work/life balance</p>					<p>B. Continuing support from IT department to ensure equipment and IT access is allowing maximum output</p>			
	<p>3. The use of a separate room for home working to be used where possible to maximise output and reduce stress</p>					<p>C. Encourage home workers to set and stick to a daily routine</p>			

4. Trailing cables and trip hazards removed	1	1	1	Y	D. As a quick reference guide, use the University of Cambridges "Remote Working for Individuals" <a href="https://www.hr.admin.cam.ac.uk/files/remote_working_guide_for_individuals.pdf">https://www.hr.admin.cam.ac.uk/files/remote_working_guide_for_individuals.pdf</a>	1	A
5. Lighting suitable for computer work and reading					E. DSE assessments to be activated for staff working from home from 1 Sep 20 onwards		
6. Appropriate rest breaks taken away from workstations							
7. Confidential information and data protection obligations are maintained							

**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 the G&C COVID-19 Prevention Measures Risk Assessment.							
	2. Contractors COVID-19 RA sent to all contractors prior to working on Caius property							
	3. All contractors attending the G&C site are to provide the College H&S Co-ordinator with their COVID-19 specific Risk Assessment before beginning works and subsequently to comply with the College Contractors RA.	1	1	1	Y			ongoing
	4. The more stringent procedures required in either Risk Assessment will apply in the event of any conflict.							
	5. Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working on the Estate.							

Unlikely but possible	Likelihood
Likely	
Probable	

1	2	3
2	4	6
3	6	9
Severity of Consequence		
Negligible/Slight	Moderate	Severe



Comments from Department Manager

Assessment Number:

Date of Assessment: 21 August 2020

Assessors: R Holmes/J Phillips

Assessment seen by: J Phillips

Proposed Review: 1 October 2020 or If circumstances change or updated guidance is received.

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

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.