## 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

### Significant Hazards

<table>
<thead>
<tr>
<th>Casual employees</th>
<th>Students &amp; Fellows</th>
<th>Vulnerable Persons</th>
<th>Contractors</th>
<th>Visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

### Risk Level

<table>
<thead>
<tr>
<th>New Risk Rating LxS=R</th>
<th>Time-frame for completion</th>
<th>Date of Review</th>
</tr>
</thead>
<tbody>
<tr>
<td>L (1-3)</td>
<td>1 ongoing</td>
<td>1 ongoing</td>
</tr>
</tbody>
</table>

### Spread of COVID-19

#### Coronavirus - through lack of awareness of safe working methods

- Every staff member has access to the updated risk assessment which is to be incorporated into induction training and all relevant risk assessments, as the UK learns to "live with the virus."
- Covid related behavioural expectations of students, staff and Fellows within College to be clearly accessible on Venn pages, including for supervisions and student society/sporting club requirements to risk assess.
- In the event of a resident testing positive or having symptoms, a voluntary process for physical floor signage is to remain in place to prevent staff entering their room.
- Vaccination booster take-up encouraged amongst all those present in College – staff, Fellows and students. Information to support access to vaccination centres will continue to be supplied when available on the Venn and on information screens. Whilst an employer the College does not anticipate a requirement to vaccinate being appropriate for any staff group, Heads of Department will maintain an understanding of their team’s vaccination levels and may adjust working method statements if thought appropriate.

#### Coronavirus - through lack of effective ventilation

- All working areas are to be 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 be left in place to encourage this in key areas such as the Bar and KX instructions for staff to include “opening windows” for openings.
- Papers to incorporate “open window” checks on morning and late evening rounds and report any repeated issues. Catering staff to open windows in any area of service incl Bar and Underbar ifFounded Department will maintain an understanding of their team’s vaccination levels and may adjust working method statements if thought appropriate.
- Staff may enter into student households for routine cleaning and maintenance of all spaces. Students and staff are recommended to ventilate spaces during visits.

#### Coronavirus - through lack of effective cleaning & hygiene

- 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.
- Enhanced cleaning regime for key contact points in high traffic communal areas. Supplies to be provided by housekeeping via ticketing system.
- Individuals in self isolation - may request via the ticketing system a cleaning pack including laundry bag, handwash solution for minor laundry items, additional refuse sacks, disinfectant, washing up materials.

#### Coronavirus - through respiratory contact via close proximity of individuals ("social distancing")

- Line manager discussion is to regularly review exposure for vulnerable individuals. Staggered arrival times to avoid public transport, or working from home, may be appropriate.
- All locations where staff cannot be kept 1m apart in workplace were set up during the pandemic to have physical screens installed, it is recommended that no screen should be removed at this stage, given the potential for a further variant, and the complexity of reinstallation.
- Signage relating to the separation of facilities for households, and between student households and Fellows will remain in place until the end of the 2022/23 academic year, given the potential for a further variant. Segregated use will no longer apply in a small number of locations for practical reasons (eg K block Harvey Court) due to limited provision.
- Individuals wishing social isolation - normal cleaning service will cease until the individual completes the 14 period, including their local kitchen/bathroom facilities. Student staff in common communal areas. Emergency maintenance only will be provided.

**Persons Potentially at Risk:**

<table>
<thead>
<tr>
<th>Full-time employees</th>
<th>Yes</th>
<th>Part-time employees</th>
<th>Yes</th>
<th>Casual employees</th>
<th>Yes</th>
<th>Students &amp; Fellows</th>
<th>Yes</th>
<th>Vulnerable Persons</th>
<th>Yes</th>
<th>Contractors</th>
<th>Yes</th>
<th>Visitors</th>
<th>Yes</th>
</tr>
</thead>
</table>

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

For further variant planning, please refer to the latest government guidance from the Department of Health and Social Care.
Severe

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

1. The process or safe system of work changes
2. After a major accident/incident or a number of minor ones have occurred
3. Introduction of new machinery
4. Introduction of new technology
5. Introduction of new legislation
6. A new hazard is introduced.