

GONVILLE & CAIUS COLLEGE – COVID-19 RISK ASSESSMENT SUMMARY SHEET (V8)

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 dated 10 May 2021 required workplaces to assess risks from coronavirus; the legislative picture on this post 19 July is evolving.															
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 will have received a copy of this risk assessment and the method statement for their working areas. Staff to confirm awareness by signature, tracked by HoD.					A. All departments to make Risk Assessment V8 version dated 24 Sept 2021 available to staff. B. Signage walkround review by Dom B to take place w/c 4 October 2021 to ensure consistency/clarity. C. Vaccination effectiveness in limiting the spread and severity of disease to be monitored, recognising vaccines do not provide 100% protection but rather reduce risk, and all elements of this risk assessment and resulting mitigations to be subject to rolling review accordingly.	2	C/D	
	2. Signage to underline expected mitigation and hygienic behaviours to be maintained in communal areas of the College, mainly Lodges, JCR/MCR, and catering areas.								
	3. Covid behaviour expectations of students, staff and Fellows within College to be clearly visible on Venn within Covid pages, including supervisions and student society/sporting club requirements. FAQ be updated as needed by Senior College Officers on an ongoing basis.								
	4. In the event of an individual entering self isolation, a clear process for physical signage is to remain in place. In addition the use of Kinetix Room Management system "KX" to track rooms "in self isolation" is in use by operational staff before entering physical estate areas affected.	2	1	2	Y				
	5. College systems to be used for track and trace for major communal spaces - meal booking system for Hall; access control systems for Library.								
6. Vaccination take up is encouraged amongst all those present in College - staff, Fellows and students. Information to support access to vaccination centres is regularly supplied on the Venn and on information screens. Whilst as 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.									
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.					A. One way systems (or removal of rooms from use) may be considered at any pinch point on Estate where foot traffic is material for specific events to avoid close contact in poorly ventilated areas eg corridor to Bateman Auditorium if bookings conflict; "sheep dip" to Main Lodge at times of peak student dining	Revises to 1 x 2 = 2	A	
	2. Policy of "airing" gaps between bookings for communal meeting rooms to be applied where possible.	2	2	4	Y				
	3. Restricted capacities in place for areas of poor ventilation (the Old Courts Bar, Underbar, the Bateman Auditorium etc)								
Spread of COVID-19 Coronavirus - through lack of effective cleaning & hygiene, including shared equipment	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.					A. Porters Lodge information screens and Venn to increase promotion of public health advice.	2	ongoing	
	2. Enhanced cleaning regime for high traffic communal areas, especially those where individuals linger over a period eg catering. HoD's to use own teams to clean any high use items shared with others as appropriate eg Porters desk, copiers etc. Supplies to be provided by housekeeping vis ticketing system.	2	1	2	Y				
	3. Household in self isolation - arrangements in place to provide cleaning packs including laundry bag, handwash solution for minor laundry items, additional refuse sacks, disinfectant, washing up materials (catering items);								
	1. Line manager discussions to regularly review exposure for vulnerable individuals. National guidance to be followed as guidance alters (recognising staff may live across boundaries).					A. Consider ongoing adjustments to staggering of working hours to limit arrivals or departures at the same time; or working from home arrangements as required. In the main staff are expected to return to work onsite from 19 July unless a homeworking agreement or similar arrangement is in place with line manager agreement.			

Spread of COVID-19 Coronavirus - through respiratory contact via close proximity of individuals ("social distancing")	2. All locations where staff cannot be kept 1m+ apart in workplace should be set up to have physical screens installed, no screens will be removed. Face coverings are required to be worn by all when transacting business or collecting food in major communal pinch points for foot traffic, noting that food is served from open receptacles and screens are not possible in all service areas. These locations are expected to be: i) both Porters' Lodges and ii) the Old Courts Servery, Harvey Court Servery, and the Fellows Dining Room buffet area. Face coverings are expected and recommended to be worn in all pinch points in College and specifically if passing through Porters' Lodges, in the Library and in Chapel. Anyone that wishes to wear a face covering is welcome to do so more widely.									
	3. Separation of facilities for households will remain in place. Student households (their signage, and their allocation of distinct bathroom and kitchen/gyp facilities) will remain in place, with reciprocal Fellow/staff designated toilets and gyms also still effective. This may be reviewed in a small number of locations for practical reasons (eg K block Harvey Court). Size limits will no longer apply to student households.									
	4. Staff may enter into student households for routine cleaning of communal and bedroom spaces and maintenance. Students to continue to give clear 1m+ distance to staff and vice versa. Staff to wear face coverings if 1m+ distancing from students cannot be maintained and use A boards to flag their presence if concerned; students to remain out of the space in which the staff member is working wherever possible .	1	2	2	Y				2	C/D
	5. Individuals entering self isolation - normal cleaning service will cease until the individual completes the SI period, including their local kitchen/bathroom facilities. Students will be required to clean own communal areas. Emergency maintenance only will be provided.									
	6. Individuals in self isolation - exercise areas created in outdoor spaces in Courts to be subject to times of use outside main staff working hours, and restrictions on numbers of occupants to ensure 1m+ social distance can be maintained at all times.									
	7. 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 and if any individual is unable to attend remotely and expresses concern then all attendees may be asked to wear face coverings. The presumption is that Committee and Sub-Committee meetings will be held in person in the forthcoming academic year, but with the possibility of 'hybrid' meetings where some participate remotely.									
	9. Floors may remain marked where queuing is common or within pinch points for foot traffic to indicate 2m distancing where possible (1m minimum).									
10. Specific risk assessments will remain required for any/every larger gathering impacting employee workplaces including but not limited to catering events.										

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.							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, ventilation or social distancing.		
	2. HoDs to consider pinch points within departmental working areas and whether face coverings or more formal PPE are appropriately required - examples might be in common use storerooms, shared use vehicles etc.									
	3. Face coverings are required to be worn by all when transacting business or collecting food in major communal pinch points for foot traffic, noting that food is served from open receptacles and screens are not possible in all service areas. These locations are expected to be: i) both Porters' Lodges and ii) the Old Courts Servery, Harvey Court Servery, and the Fellows Dining Room buffet area. Face coverings are expected and recommended to be worn in all pinch points in College and specifically if passing through Porters' Lodges, in the Library and in Chapel. Anyone that wishes to wear a face covering is welcome to do so more widely.	1	2	2	Y				2	A

PROVISION OF CATERING										
Spread of COVID-19 Coronavirus - provision and service of food and seated dining presenting a high risk transmission environment	1. Dining areas will be laid out with seating at reduced capacities (c 50-70% of normal levels) and these will be reviewed over time.							A. In the event of an outbreak or enhanced concern about transmission of infection in Hall, under instruction of the Master or appropriate Senior College Officers, seated catering will cease and takeaway provision will resume.		
	2. Hand sanitiser will remain available at entrance of dining area; enhanced cleaning regimes for tables between use will continue to be promoted.	2	2	4	Y				2	A
	3. Face coverings are required to be worn by everyone in the Old Courts Servery, Harvey Court Servery and the Fellows Dining Room whilst collecting food.									

CONTRACTORS -									
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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.	1	2	2	Y		2	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.							
	3. Heads of Department are responsible for alerting contractors to proximate households in self isolation ahead of starting works. KX to be the reference source in all cases, accessible through Porters if necessary.							

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

Comments from Department Manager			
Assessment Number:	Date of Assessment: 24 September 2021	Assessors: HoDs/J Phillips	Assessment seen by: J Phillips / College Council
Proposed Review: 1 January 2022 or 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

2 The introduction of new technology

3 Introduction on new machinery

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

3 The introduction of new legislation

6 A new hazard is introduced.