|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Identifier:** | General - College Wide Assessment | **Issue No:** | 7 | **Issue Date:** | 18th Aug 2021 | ***Review Date:*** | Constant review - Monthly |
| **Title of Risk Assessment:** | COVID-19 site wide assessment |
| **Description of Task:** (what is to be done) | Working and living safely within the cofines of COVID-19 restrictions and guidance |
| **Frequency of task****or date and time of event:** | Tasks and activities taking place frequently – on a daily and weekly basis  |
| **Additional Information** **to be read:**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
* Government Guidance <https://www.gov.uk/coronavirus>
* Working safely during coronavirus (COVID-19) guidance
* <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>
* Specific departmental Risk Assessments
* <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>
 |
| **Assessor Names:** | Ian Slack – Health, Safety and Environmental Officer |  | Andrew Bainbridge – Domesitc Bursar |

**Levels of Risk Methodology: Risk Assessment Action Plan based on the Risk Level**

|  |  |
| --- | --- |
| Risk Level | TOLERABILITY: guidance on necessary action and timescale |
| Very low risk | These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained. |
| Low | No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained. |
| Medium | Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences. |
| High risk | Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently it might be necessary to consider suspending or restricting the activity. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences |
| Very high | These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited. |

**Risk Matrix Findings:**

LIKELIHOOD **x** SEVERITY **=** RISK LEVEL

|  |  |
| --- | --- |
| LIKELIHOOD OF HARMCATEGORIES | SEVERITY O.F HARM CATEGORIES |
| SLIGHT HARM(1) | MODERATE HARM (2) | EXTREME HARM (3) |
| UNLIKELY(1) | Very low risk(1) | Low risk(2) | Medium risk(3) |
| LIKELY(2) | Low risk(2) | Medium risk(4) | High risk(6) |
| VERY LIKELY(3) | Medium risk(3) | High risk(6) | Very high risk(9) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazards:** *If further detailed assessment of, for example, COSHH, manual handling or working at height, is required, then record hazard here but link to the appropriate risk assessments.* | **Who may be harmed and how?** | **Existing Controls:** | ControlledRisk Level | **Further Controls Required** |
| **L** | **S** | **Risk Level** |
| Spread of COVID-19Staff/Fellows/Students in CollegeCompliance with Gov/PHE guidance | All people who are resident, or are allowed to enter the College site to live and work.  | * The College is open to visitors escorted or approved by Queens’ Members.
* Every staff member reviews the risk assessment relevant to their department on return to work, this is tracked by HR
* Staff returning to work from furlough, or a longer period of time away from work, to be informed of any operational changes, or new areas of risk at the start of their shift.
* A list of Staff/Fellows/Students who have possible symptoms of COVID-19 (or confirmed case of COVID-19 once testing is in place) is kept by the Head of Welfare and shared with the relevant individuals to ensure no one is put at risk (kept for 14 days only).
* COVID-19 – Self-reporting, self-Isolation and household isolation procedures are already in place.
* The College COVID-19 action plans are regularly reviewed and updated as new information of guidance is received.
* The College Senior Officers meet regularly to interrogate all updates from the Government and the University to ensure the College acts in a timely manner.
* Members and visitors are requested to social distancing where appropriate. PPE is available for staff as required.
* Antibacterial Gel stations are sited around the main transit routes and on staircases.
* Charter has been established to manage wider expectations
* Reduced the number of “touch” points around the site. For example, on the corridor fire doors install maglocks “hold opens” where possible.
* 16th August Government Guidance in place
 | **1** | x **3** | = **3** | * Departmental risk assessment in place and reviewed as operations change – on-going
 |
| Spread of COVID-19Those people displaying symptoms of COVID-19 | All members of the College | * The College action plans follow the government guidance that anyone who displays symptoms such as a continuous cough and high fever are to self-isolate and not return to work until symptoms have fully cleared.
* On ‘people displaying symptoms of covid-19’ – a test should be organised immediately (within 24 hour if possible)
* Double-vaccinated persons should self-isolate if displaying symptoms or living with a person testing positive.
* The Welfare Team issues COVID-19 information sheets which are e-mailed (or given within a self-isolation pack if issued) to the resident students that have to self-isolate.
* The Welfare Team maintain regular contact with the students during any period of self-isolation and updates the Senior Officers when required.
* Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.
* Our internal track and trace seeks to inform all contacts within 1 hour of a positive test being confirmed.
* All symptomatic and positive cases are recorded on a live spreadsheet which all departments have access to, this is used to stop the spread to staff and students.
* The University offers swab tests to College and University staff and students, as well as staff at Cambridge Assessment and Cambridge University Press, who have possible symptoms of COVID-19. If you have symptoms of COVID-19 you should arrange a test immediately. Tests should now be booked online via the web portal, not via the Addenbrooke’s Hospital Occupational Health phone line.
* Or by contacting: NHS 111 link or NHS 119 phone: <https://www.gov.uk/guidance/coronavirus-covid-19-gettingtested>
 | **1** | x **3** | = **3** | - Procedure in place for managing people displaying symptoms- Self-isolation procedure in place for accommodation  |
| Spread of Covid-19 Handwashing  | All people who are resident, or are allowed to enter the College site to work/teach. | * Hand washing facilities with soap and water in place.
* Use of alcohol-based hand sanitiser if hand washing facilities are not available.
* Notices posted reminding all working and living in College to:
* Wash hands frequently
* Use hand-sanitiser frequently where handwashing facilities are not available
* Cough or sneeze into a tissue or your elbow
* Dispose of tissues in a waste bin
* Avoid touching your eyes, nose and mouth.
 | **1** | x **3** | = **3** | - Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.- Housekeeping to ensure we have sufficient guidance posters available across site – to be done during deep cleans. |
| Spread of Covid-19 Cleaning  | All people who are resident, or are allowed to enter the College site to work.  | "Enhanced” hygiene cleaning regime for communal areas including toilets, focusing on areas of high contact (door handles etc.).Offices are being cleaned by the staff/Fellows using them | **1** | x **3** | = **3** | - Housekeeping have a cleaning schedule for this activity-Cleaning kits have been issued to offices |
| Spread of Covid-19 Student kitchens and bathrooms | All staff cleaning these areas and those working, or using these areas if not cleaned effectively. | - Limit the number of people sharing these facilities.- Provide notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. | **1** | x 3 | = 3 |  |
| Spread of Covid-19 Staff changing rooms / showers | All staff accessing these areas. | - Limit the number of people sharing these facilities. - Provide notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. - Introducing enhanced cleaning of all facilities regularly. | **1** | x 3 | = 3 |  |
| Spread of Covid-19 Social Distancing  | All people who are resident, or are allowed to enter the College site to work.  | * Some staff now have the ability to work from home. This should be reviewed inline with the hybrid working policy
* All staff to maintain social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally and externally).
* Student “households” created to reduce the risk of the virus spreading.
* Staff go into “households” only to carry out mandatory compliance maintenance work (water flushing/fire alarm testing/room checks) and cleaning of common areas.
* Staff are informed of all those in self-isolation and informed NOT to enter unless in an emergency situation and then PPE should be worn.
* Notice given to inhabitants of all visits in line with ANUK (notice period for work).
* Erection of barriers and one-way systems to enhance social distancing – where necessary.
* Introduction of self-cleaning of offices and student kitchens and bathrooms (students to clean their own rooms).
* College meetings to be arranged by local or dynamic risk assessment – technology available for meetings to be conducted by video conferencing.
* IT support provided remotely for Staff and Fellows to minimise contact to essential only.
* Catering areas strictly closed to anyone not in those teams; kitchen and front of house team working contact areas segregated as far as possible.
* Social distancing queuing system being used for the take-away lunch offer and Cafe.
* The Furlough scheme is being utilised and staff who are not required on site due to lower student numbers are being asked to stay at home.
* Library and study spaces will be available at a reduced capacity.
 | **1** | x **3** | = **3** | * Staggering of working hours to limit arrivals or departures at the same time.
* Staggering welfare breaks and make use of additional facilities, e.g. Housekeeping using the Bar
* Signage to be used by staff working in any property to warn inhabitants someone is working in the area.
* Remote or single appointments for use by Office such as Tutorial or Bursary, or employ “one in one out” policy , or where appropriate communicate through windows / at doorways.
* Additional plexiglass barriers at the tills and counters
 |
| Spread of Covid-19 Provision of Catering  | All people who are resident, or are allowed to enter the College site to work.  | * The College will continue to follow the Food Standard Agency’s (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.
* The College will stress the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas. Staff should wash their hands for 20 seconds, especially after being in a public place, blowing their nose, coughing or sneezing.
* Staff uniforms and aprons will require daily washing. More uniforms/aprons may be required.
* Catering staff reduced to limited number of key staff on duty.
* Frequently cleaning and disinfecting of objects and surfaces that are touched regularly will be undertaken more frequently than might have been in pre-COVID days.
* Signage reminding people of handwashing and social distancing measures will be displayed in all catering areas.
* Catering is provided on a takeaway and sit in basis, with social distancing at tables.
* Reusable containers and cutlery offered with take away food – all College members to clean and reuse
* Cripps Hall furniture has been cleared to allow for social distancing seating in these areas when they re-open.
* Queuing system is in place to assist with social distancing
* Hand sanitiser available at entrance of Cripps Hall
* Cashless payment at all tills
 | **1** | x **3** | = **3** |  |
| Spread of Covid-19 Shared equipment/tools | All staff that have to share equipment / tools | * 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.
 | **1** | x **3** | = **3** |  |
| Spread of Covid-19 Shared office areas  | All staff and SMs that have to share office or work areas  | * Continue with remote working where possible.
* Introduce new shift patterns to avoid cross-over between individuals.
* Introduce a self-cleaning regime for those that have to share a space (provide antibacterial wipes/spray as required).
* The Furlough scheme is being utilised and staff who are not required on site due to lower student numbers are being asked to stay at home.
 | **1** | x **3** | = **3** |  |
| Spread of Covid-19 Personal Protective Equipment (PPE) | All people who are resident, or are allowed to enter the College site to work.  | * Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating students.
* Welfare Team providing stocks of PPE for essential staff and first aiders.
* Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing.
* Staff trained in the use of PPE
 | **1** | x **3** | = **3** | Risk of running out of PPE: To constantly review and raise stock levels of PPE generally to support the College activities in the event of further waves of COVID.- Stock Control Manager in Catering to focus on procurement of PPE  |
| Spread of Covid-19 Use of College Van  | Staff that are authorised to use the College Van | * Regular cleaning of vehicle interiors carried out of shared use vehicle sharing
* No passengers are carried unless from the same household.
* A notice placed in the van to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interior if a shared vehicle.
 | **1** | x **3** | = **3** |  |
| Spread of Covid-19 Shared tea rooms | All staff that have to share a tearoom | * Stagger start and end times and tea break periods to avoid large numbers of people being in the same area at the same time.
* Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions.
* Provide hand sanitiser in meeting rooms.
* College meetings to be arranged by local or dynamic risk assessment – technology available for meetings to be conducted by video conferencing.
 | **1** | x 3 | = 3 | * Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.
 |
| Spread of Covid-19 Contractors  | All people who are resident, or are allowed to enter the College site to work.  | * Maintenance Contractors working within the College are to comply with the College “CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE” – as shown at the end of this risk assessment.
* All contractors attending the College site are to provide the relevant Head of Department with their COVID-19 specific Risk Assessment before beginning works and subsequently to comply with this risk assessment.
* Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.
 | **1** | x **3** | = **3** |  |
| Spread of Covid-19Deliveries to site | All staff that accept deliveries to site | * When possible pre-arrange delivery times to minimise person-to-person contact during deliveries and agree drop off points.
* Where possible and safe, having single workers load or unload vehicles.
* Maintaining social distancing.
* Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
* All items to be handled wearing gloves or after handling the individual concerned to wash their hands well.
* Items that can be wiped over with antibacterial wipes or washed should be.
* All external unnecessary packaging to be removed ASAP and disposed of to the external bins.

CATERING DELIVERIES: * The risk of catching the virus that causes COVID-19 from a package that has been moved travelled, and exposed to different conditions and temperature is very low.
* While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.
* Cleaning should be in line with food hygiene practice and the environmental controls set out in the business’ HACCP.
* Staff should continue to follow existing risk assessments and safe systems of working. No additional precautions need to be taken.
 | **1** | x **3** | = **3** |  |
| Vacant buildings / less staff working on site Compliance maintenance checks and testing | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the | * This is no longer applicable, as all buildings are occupied or being used by staff during the vacation period.
 |  |  |  | On-going monitoring of any vacant buildings |

CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE

QUEENS’ COLLEGE OPERATIONAL DEPARTMENTS

The safety of our staff is of paramount importance. It is essential we follow safe procedures in our work, especially during these unprecedented times.

The purpose of this Standard Operating Procedure (SOP) is to protect you, and those you have contact with, as you go about your work by reducing the risk of exposure to CORONAVIRUS / COVID-19.

For further advice, including on risk assessments, please contact the Health, Safety and Environmental Officer.



