

Sidney Sussex College Working Safely during coronavirus (COVID-19)							
Risk Assessment Number:	College Wide - 001	Issue No:	2	Issue Date:	01-10-2021	Review Date:	Under regular fortnightly review Last review date: 17-11-2021 at WG-Ops
Title of Risk Assessment:	COVID-19						
Description of Task:	Working safely during coronavirus (COVID-19)						
Frequency of task or date and time of event:	Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a "COVID Secure" workplace.						
Additional Information to be read: Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> • 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 						
Assessor Name:	Simon Hawkey – Domestic Bursar			Assessor Signature:	<i>Simon Hawkey</i>		
Line Manager Name:	Sarah Bonnett – Bursar			Line Manager Signature:	<i>Sarah Bonnett</i>		

Levels of Risk Methodology:

Risk Assessment Action Plan based on the Risk Level

Risk Matrix Findings:

LIKELIHOOD X SEVERITY = RISK LEVEL

LIKELIHOOD OF HARM CATEGORIES	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)

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.

Hazards: <i>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.</i>	Who may be harmed and how?	Existing Controls:	Controlled Risk Level			Further Controls Required
			L	S	Risk Level	
Spread of COVID-19	All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work. Plus any external visitors.	<ul style="list-style-type: none"> COVID secure measures continue to apply in some contexts and situations to those living, working in, and visiting the college. The College's COVID-19 policies set out the requirements. They are under regular review. The default position is that all staff will be working in College, unless they have agreed transitional working from home arrangements with their Line Manager under the Agile Working Policy. All members of College are encouraged to take the COVID vaccine if/when offered by the NHS. All members of College are encouraged to take regular tests even though they do not have symptoms of COVID. Students have access to the weekly Asymptomatic Testing Programme, and Staff should use the Lateral Flow Tests available from the Government. 	2	x 3	= 6	Heads of Department to ensure their team members are aware of the principles within the college wide risk assessment, and their own departmental one, and to refresh this awareness periodically.

	<ul style="list-style-type: none"> • Information relating to visitors into College may be found in the Protocol for Visitors and Guests on the College website. • In communal areas within College (for example Porters Lodge, Chapel, Servery, Library) the use of face coverings is strongly encouraged for anyone who is not exempt. See Protocol for Wearing Face Coverings Protocol on the College website) • Contractors are allowed on site with the permission of the Head of Maintenance or the Domestic Bursar, after submitting an appropriate health and safety plan. • Every staff member has access to a copy of this risk assessment (through Heads of Department and available on the website). • A list of Staff/Fellows/Students who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept and shared with the relevant individuals (via Notifyhealth@sid.cam.ac.uk) to ensure no one is put at risk. • Self-reporting of COVID symptoms and self-isolation procedures are in place. • Council has overall responsibility for College decisions relating to COVID. The College's COVID Operations Working Group, meets regularly to ensure the College acts 				
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		<p>in a timely manner and that there is appropriate and timely communication to the College community.</p> <ul style="list-style-type: none"> • Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment). • Antibacterial gel stations are sited around the main site in high footfall areas. 				
Those people displaying symptoms of COVID-19	All members of the College	<ul style="list-style-type: none"> • If you meet one or more of the below criteria, please see the University information on what you need to do and how to book a test: https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test <ol style="list-style-type: none"> 1. High temperature – this means a feeling of feverishness, or a temperature above 37.8° C 2. New cough – this means a new intermittent or persistent cough, or worsening of your usual cough (if you have one) 3. A loss or change in your sense of taste or smell, particularly in the absence of nasal congestion • You can book a test via the NHS or the University. The University offers swab tests to students, University and College staff, certain defined affiliates, and symptomatic individuals who live in a household with University or 	2	x 3	= 6	

		<p>College staff or students, but who are not themselves staff or students. This enhanced testing is subject to capacity</p> <ul style="list-style-type: none"> • Minor symptoms the University also tests: <ol style="list-style-type: none"> 4. Headache 5. Sore throat 6. Runny nose 7. Muscle aches 8. New hoarseness 9. New shortness of breath 10. A new wheeze • If you meet one or more of criteria 4 to 9, you do not need to self-isolate, but can request a test at one of the dedicated University testing pods. • Staff must isolate in line with NHS guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/ • The College Nurse and/or Tutors will maintain regular contact with the students during any period of self-isolation or active illness and offer support. 				
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		<ul style="list-style-type: none"> • Heads of Department/HR Manager will maintain regular contact with staff members during any period of self-isolation or active illness and offer support. 				
Handwashing	All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> • Hand washing facilities with soap and water in place are available. • Stringent hand washing encouraged for at least 20 seconds at a time. • Paper towels provided for hand-drying. • Alcohol-based hand sanitiser is available if hand washing facilities are not available, or in addition. 	1	x 3	= 3	
Cleaning	All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> • Enhanced hygiene cleaning regime for communal areas including toilets, focusing on areas of high contact (door handles etc.) to reduce the transmission by touching contaminated surface. • Frequent cleaning of work areas and equipment between uses, using the anti-bacterial agents. • Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements. • Sanitisation of all hand tools, controls, machinery and equipment after use. 	1	x 3	= 3	

Student kitchens and bathrooms	All staff cleaning these areas and those using these areas if not cleaned correctly.	<ul style="list-style-type: none"> • Student accommodation has been divided into households that share designated kitchens, bathrooms or toilets. • Notices are provided 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. • Residents are responsible for cleaning their own rooms and jointly responsible for cleaning shared kitchens. Cleaning materials and vacuum cleaners are provided. • During self-isolation or quarantine, meal delivery can be arranged through the catering department, and linen changes through the Accommodation Department. • Paper towels are provided in all areas. 	1	x 3	= 3	
Staff changing rooms / showers	All staff accessing staff changing rooms / showers	<ul style="list-style-type: none"> • Notices provided in changing rooms / showers setting clear use and cleaning guidance to ensure they are kept clean and clear of personal items. • Regular enhanced cleaning of all facilities. • Paper towels provided as opposed to hand driers in handwashing facilities. 	1	x 3	= 3	
Social Distancing	All people who are on the College site	<ul style="list-style-type: none"> • Staff are informed of all those in isolation and informed not to enter their room unless in an emergency situation and then PPE should be worn. 	2	x 3	= 6	

Underlying health conditions	Those individuals (students or staff) that are “clinically extremely vulnerable” or “clinically vulnerable individuals”	<ul style="list-style-type: none"> • College is committed to ensuring that colleagues who are ‘clinically extremely vulnerable’ to coronavirus are able to follow the current Government guidance on protecting people defined on medical grounds as extremely vulnerable. • The College will discuss individual staff/student situations with affected individuals on a case by case basis, and will take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. 	1	x 3	= 3	
Provision of Catering	All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> • 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 uniforms and aprons to be washed daily. • Frequent cleaning and disinfecting of objects and surfaces that are touched regularly will be undertaken more frequently than might have been in pre-COVID days. 	2	x 1	= 2	Longer-term, continue to review government and PHE guidance and their impact on collegiate dining norms.

		<ul style="list-style-type: none"> As per normal procedures, staff that are unwell should not be at work. Use of contactless payments where possible. 				
Shared equipment/tools	All staff that have to share equipment / tools.	<ul style="list-style-type: none"> 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 and should not be shared. 	1	x 3	= 3	
Shared office areas	All staff that have to share office or work areas.	<ul style="list-style-type: none"> Self-cleaning regimes introduced for those that have to share a space – antibacterial wipes/spray provided as required. Within a shared office face coverings should be worn, unless there is prior agreement of all the occupants, the room is well ventilated and a distance of 1m+ can be maintained. If required, high level barriers (on top of the fabric desk dividers) have been installed in shared offices between desks. 	1	x 3	= 3	
Use of meeting rooms, social areas (for example, JCRs,	All people who are resident. Staff, Senior Members, students, and	<ul style="list-style-type: none"> All rooms are risk assessed for particular type of use. The risk assessment is undertaken using the University’s ventilation risk assessment and cold change depending upon the nature of the event and mitigations that are in 	1	x 3	= 3	

MCR and SCR), and study space.	visitors that are allowed to enter these areas.	<p>place. Head Porter can provide further details, or Conferencing when the room is being booked.</p> <ul style="list-style-type: none"> • Bookable teaching rooms have all been risk assessed for a standard supervision and provided with a maximum recommended number. • Seating and tables should be reconfigured (where possible) to maintain spacing and reduce face-to face interactions. • Hand sanitiser and wipes are provided in all bookable meeting rooms. • Ventilation to be maximised in all rooms being used for a communal purpose. 				
First aid	All people who are resident. Staff, Senior Members and contractors and visitors that are allowed to enter the College site.	<ul style="list-style-type: none"> • All first aiders should have access to PPE (face mask; disposable gloves; eye protection). • CPR/Automated External Defibrillator (AED): First aiders should not carry out the 'look, listen and feel' procedure to check for normal breathing. Instead, they should simply look for 'the absence of signs of life and the absence of normal breathing'. • PPE should be worn if possible and compression-only CPR should be carried out until the AED arrives. • Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel. 	1	x 3	= 3	

		<ul style="list-style-type: none"> All waste to be double bagged and disposed of via the Porters (bio-hazard bags). Fresh disposal gloves must be worn to place the first bag into the second. 				
Fire Safety	All people who are on the College site	<ul style="list-style-type: none"> Normal fire alarm testing to continue as per normal guidelines (as advised by Cambridge Fire Service). Fire Assembly Points to remain in same locations. In the event of a fire alarm activation all those in College would be expected to evacuate as normal, using their nearest fire escape route. 	1	x 3	= 3	
Personal Protective Equipment (PPE)	All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating students. Stocks of PPE are controlled by the College Nurse, but most items are available from the Accommodation Dept, and the Porters' Lodge. The Accommodation dept. lead on the purchase of Covid related stocks and PPE, however the College Nurse will continue to stock her areas. Regularly review stock levels of PPE to support the College activities in the event of further waves of COVID. 	2	x 1	= 2	
Contractors	All people who are resident. Staff, Senior	<ul style="list-style-type: none"> Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival. 	1	x 3	= 3	

	<p>Members and contractors that are allowed to enter the College site to work.</p>	<ul style="list-style-type: none"> • Encouraging visits via remote connection/working where this is an option. • Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people. • Maintaining a record of all visitors, via the signing in process at the Porters' Lodge. • 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/Domestic Bursar 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. 				
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CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE

SIDNEY SUSSEX COLLEGE MAINTENANCE DEPT & ALL CONTRACTORS

The safety of our staff is of paramount importance. It is essential we follow safe procedures in our work.

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 Maintenance Manager, Porters' Lodge, or the Domestic Bursar to.

TRAVEL TO SITE – VEHICLES

- The sharing of vehicles is not recommended
- Clean the inside of van cabs with antibacterial wipes at the start and end of every day

WORKING ON SITE

- Agree site attendance (including date and time) and a brief scope of work with your supervisor before attending site.
- Ensure that you work in accordance with **the Lone Working Policy** specifically:
 - keep your mobile phone on you **at all times** to maintain contact with your supervisor
 - contact your supervisor for advice if you feel the conditions at the workplace are in anyway unsafe
- Practise and promote frequent handwashing, or use alcohol-based hand sanitiser
- Avoid the use of others people's tools and equipment - where this is not possible, regular cleaning of the tools and equipment with an antibacterial wipe should be completed
- Do not congregate in numbers
- **Wash your hands** before eating, drinking, smoking or vaping

SITE EXIT

- Clean all tools at the end of the day
- On leaving the vehicle, clean the outside of the vehicle, including handles and doors, and thoroughly wash your hands for **20 seconds** once indoors
- Ensure you remove any rubbish from the cab that could be harbouring the virus
- Clean any items to be removed from the van such as mobile devices or wallet keys, with antibacterial wipes before taking them into your home

KEY MESSAGES

- **Cough or sneeze into a tissue and dispose of immediately**
- **Wash your hands frequently**
- **If you feel unwell stay at home, avoid social interactions and follow self-isolation guidelines**

RESIDENCES - Reducing the risk of exposure

Reducing the risk of exposure to CORONAVIRUS / COVID-19 when attending any occupied residence to carry out emergency work e.g. to deal with a flood or its consequences:

There is a difference between someone who is self-isolating and someone who is unwell. This will need to be a judgement call. Can the person leave the room where the flood has occurred to enable a **minimum two metre separation** to be maintained? In most cases, this should be possible. If not, does the work need to be done? If in doubt, a dynamic risk assessment should be undertaken using a Take 5 checklist (see below).

DYNAMIC RISK ASSESSMENT: Take 5 Safety Checklist

This SOP recognises that there may be a need to carry out a dynamic risk assessment to identify any health and safety hazards before starting work. The following five point procedure is a good guide:



- 1. Stop** – think about the risk of exposure to Covid-19 associated with the job
- 2. Look** – identify any hazards arising from a failure to maintain social distance and hygiene
- 3. Assess** – consider the risk arising from a failure to maintain social distance and hygiene
- 4. Control** – implement suitable control measures to maintain at least a two metre separation and achieve high standards of hygiene
- 5. Monitor** – be vigilant as the work task is undertaken to ensure social distance and hygiene controls are maintained throughout