
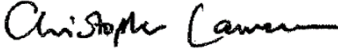




<b>Risk Assessment Number:</b>	College Wide - 007	<b>Issue No:</b>	Draft v.9 updates shown in red	<b>Issue Date:</b>	26 May 20 / 17 Jun 20 / 04 Aug 20 / 20 Sep 20 / 23 Sept 20 / 12 Oct 20 / 05 Nov 2020	<b>Review Date:</b>	As required but not more than 12 mnths
<b>Title of Risk Assessment:</b>	Working safely during coronavirus (COVID-19)						
<b>Description of Task:</b> (what is to be done)	Working safely during coronavirus (COVID-19)						
<b>Frequency of task or date and time of event:</b>	Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID Secure” workplace.						
<b>Additional Information to be read:</b> Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> <li>▪ HASAW Act 1974</li> <li>▪ Management of Health and Safety Regulations 1999</li> <li>▪ PPE Regulations 2002</li> <li>▪ Workplace (Health, Safety &amp; Welfare) Regulations 1992</li> <li>▪ College Risk Assessment Policy – as approved by the College Council – Nov 2019</li> <li>▪ College Health, Safety and Welfare Policy – as approved by the College Council Mar 2020</li> <li>▪ Government Guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>▪ Working safely during coronavirus (COVID-19) guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> <li>▪ Specific departmental Risk Assessments</li> <li>▪ <a href="http://www.gov.uk/guidance/new-national-restrictions">www.gov.uk/guidance/new-national-restrictions</a></li> </ul>						
<b>Assessor Name:</b>	Wendy Evans – Domestic Bursar (& College Fire and Safety Officer)	<b>Assessor Signature:</b>					
<b>Line Manager Name:</b>	Christopher Lawrence – Bursar	<b>Line Manager Signature:</b>					

## Levels of Risk Methodology:

### Risk Matrix Findings:

LIKELIHOOD  $\times$  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 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.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	Controlled Risk Level			Further Controls Required
				L	S	Risk Level	
Spread of COVID-19	College compliance with government and PHE guidelines	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>Every member of staff, including all the Fellows and Senior Members (SMs), who work in the College are to receive a copy of this risk assessment.</li> <li>Staff returning to work from furlough, or a longer period of time away from work, are informed of any operational changes, or new areas of risk at the start of their shift or first day back on the College site.</li> <li>A list of Staff/Fellows/SMs/Students who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept by the College Quarantine Co-Ordinator, Domestic Bursar and shared with the relevant individuals to ensure no one is put at risk.</li> <li>COVID – self reporting, Self-Isolation and household isolation procedures are already in place.</li> <li>The College COVID Action Plan is regularly reviewed and updated as new information of guidance is received.</li> <li>The College COVID Monitoring Task Force meet weekly to interrogate all updates from the Government and the University to ensure the College acts in a timely manner.</li> <li>Social distancing measures are in place and notices drawing people’s attention to these measures.</li> <li>Face masks or face coverings are now required (from Wed 23 Sept 2020) to be worn in all internal areas of the College except when in your own room or office, while you are actually eating or drinking, while you are working out in the gym, while you are outside in the garden or sportsfield or if an individual has a health exemption.</li> </ul>	2	x 3	= 6	<ul style="list-style-type: none"> <li>Staff working onsite in operational teams to confirm awareness of its principles in writing (by signing a copy of this risk assessment) and refresh awareness periodically.</li> <li>Reduce the number of “touch” points around the site. For example, on the corridor fire doors install maglocks “hold opens” where possible. (COMPLETED Sept 2020.)</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment).</li> <li>▪ Hand sanitiser stations are sited around the main corridor routes.</li> <li>▪ Providing signage at entrances to the College to remind the public, staff, students and contractors to maintain social distancing.</li> <li>▪ Full size “2m rulers” displays have been placed in key seating areas, as a visual aid to remind people not in the same household (HH) to socially distance.</li> <li>▪ “One way” systems in place to prevent “pinch points” and signage on rights of way.</li> <li>▪ The College has prepared a Newnham Health Information Sharepoint:<a href="https://newncamacuk.sharepoint.com/sites/HealthInformation">https://newncamacuk.sharepoint.com/sites/HealthInformation</a></li> <li>▪ <b>From 5 November due to the new National Restrictions:</b> <ul style="list-style-type: none"> <li>✓ The gym, ergs and tennis courts are closed until 2 December.</li> <li>✓ Some sports &amp; music activities are still under review.</li> <li>✓ New rules introduced on visitors and HH mixing.</li> <li>✓ The College Code of Conduct is being updated.</li> </ul> </li> </ul>				
Spread of COVID-19	Those people displaying symptoms of COVID-19	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>▪ The College Action Plan follows the government guidance that anyone who displays symptoms such as a continuous cough and high fever are to self-isolate for 10 days and not return to work until symptoms have fully cleared.</li> <li>▪ On ‘people displaying symptoms of covid-19’ – a test should be organised immediately (within 24 hour if possible) either by: <b>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</b></li> </ul>	<b>2</b>	× <b>3</b>	<b>= 6</b>	

			<p>you should arrange a test immediately. Tests should now be booked <a href="#">online via the web portal</a>, not via the Addenbrooke's Hospital Occupational Health phone line.</p> <p>When booking, you can select to take a test at one of two locations:</p> <ul style="list-style-type: none"> <li>• S2 Testing Pods, Addenbrooke's Hospital – 8.30am to 5pm, Monday to Friday. These pods are only accessible by car, or bike while wearing a mask. If you are already on the Biomedical Campus, you can access the pods on foot while wearing a mask.</li> <li>• Dyson Building, Department of Engineering, Fen Causeway entrance – 8.30am to 2.45pm, Monday to Friday. Accessible by bike or foot while wearing a mask. Access by car is possible but very limited.</li> </ul> <p>Maps showing the locations of these testing pods can be found <a href="#">here</a>.</p> <p>If you develop symptoms after the closure of the Pod on Friday, or any time on Saturday or Sunday, or cannot access either of these two locations, you can arrange a test at an alternative location using the <a href="#">NHS website</a>.</p> <p>For enquiries about what to do if you or a member of your household has symptoms of COVID-19, please visit the <a href="#">Stay Safe Cambridge Uni</a> website or contact the University's dedicated COVID-19 helpdesk by phone 01223 339514 or email <a href="mailto:covid-helpdesk@admin.cam.ac.uk">covid-helpdesk@admin.cam.ac.uk</a>.</p> <p>This service is currently NOT available to your family or HH members.</p>				
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Spread of COVID-19	Hand-washing	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed	<ul style="list-style-type: none"> <li>▪ Hand washing facilities with soap and water in place.</li> <li>▪ Stringent hand washing taking place for at least 20 seconds.</li> <li>▪ Use of alcohol-based hand sanitiser if hand washing facilities are not available.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.

		to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>▪ Notices posted reminding all working and living in College to: <ul style="list-style-type: none"> <li>✓ Wash hands frequently</li> <li>✓ Use hand-sanitiser frequently where handwashing facilities are not available</li> <li>✓ Cough or sneeze into a tissue or your elbow</li> <li>✓ Dispose of tissues in a waste bin</li> <li>✓ Avoid touching your eyes, nose and mouth.</li> </ul> </li> </ul>				
Spread of COVID-19	Cleaning	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>▪ "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.</li> <li>▪ Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</li> <li>▪ 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.</li> <li>▪ <i>Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles.</i></li> <li>▪ Clearing workspaces and removing waste and belongings from the work area at the end of shift.</li> <li>▪ Sanitisation of all hand tools, controls, machinery and equipment after use – see more information in the College protocol and plans for unlocking the College document.</li> <li>▪ If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance – please refer to <b>ANNEX J</b> in the College Master Plan.</li> </ul>	<b>I</b>	<b>x 3</b>	<b>= 3</b>	The staff carrying out the daily enhanced cleaning of the ground floor corridors (high contact areas) and public / staff toilet areas, are now wearing a pink high vis jacket. This is to reduce anxiety from members of the College that this cleaning is taking place.

Spread of COVID-19	Student kitchens and bathrooms	All staff cleaning these areas and those working, or using these areas if not cleaned effectively.	<ul style="list-style-type: none"> <li>Limit the number of people sharing these facilities.</li> <li>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.</li> <li><b>From 5 Nov – no mixing between HHs and no external visitors allowed inside the College buildings.</b></li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	Introducing enhanced cleaning of these facilities
Spread of COVID-19	Staff changing rooms / showers	All staff accessing these areas.	<ul style="list-style-type: none"> <li>Limit the number of people sharing these facilities.</li> <li>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.</li> <li>Introducing enhanced cleaning of all facilities regularly.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	
Spread of COVID-19	Social Distancing	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>All staff to maintain 2m 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).</li> <li>Staff from different households cannot “car share”.</li> <li>Staff rota’s and the College lockup regime will be “ramped” up or down as the UK COVID alert level changes. Currently the <b>UK is at level 4.</b></li> <li>Heads of Departments are preparing for changes to the alert level by undertaking resurgence planning with for example distinct “fixed” teams to avoid “crossover” between lots of individuals.</li> <li><i>Sidgwick Hall is being used by the Housekeeping Department to ensure the staff on duty can socially distance during their breaks – staff also encouraged to eat outside.</i></li> <li>Student “households” created in larger blocks to reduce the risk of the virus spreading.</li> <li><b>From 5 Nov – no mixing between HHs and no external visitors allowed inside the College buildings.</b></li> </ul>	<b>2</b>	<b>x 3</b>	<b>= 6</b>	<ul style="list-style-type: none"> <li>Consider staggering of working hours to limit arrivals or departures at the same time.</li> <li>Consider staggering welfare breaks and make use of additional facilities as above.</li> <li>Introduce mobile “A frame board” or similar signage to be used by staff working in any property to warn inhabitants someone is working in the area.</li> <li>Consider disciplinary measures to be introduced for those who fail to observe the social distancing</li> </ul>



			<ul style="list-style-type: none"> <li>▪ Staff are informed of all those in S.I. or H.S.I. and informed NOT to enter unless in an emergency situation and then PPE should be worn (via COVID List No.5).</li> <li>▪ Notice given to inhabitants of all visits in line with ANUK (notice period for work).</li> <li>▪ Introduction of some self-cleaning of offices and student kitchens and bathrooms (students have always cleaned their own rooms).</li> <li>▪ College meetings are to be mainly conducted by video conferencing.</li> <li>▪ IT support provided in person by appointment or remotely to minimise contact.</li> <li>▪ Catering areas strictly closed to anyone not in those teams; kitchen and front of house team working contact areas segregated as far as possible. Face coverings /masks are now being worn when collecting food (in line with current government guidance- 23 July 2020).</li> <li>▪ Social distancing queuing system being used in all the catering outlets.</li> <li>▪ Social distancing barriers erected in the Porters' Lodge to prevent close access to the Duty Porters.</li> <li>▪ Additional perspex screen installed behind the Porters' Lodge desk (SP desk) (Oct 2020).</li> </ul>				<p>guidelines. The College has a Code of Conduct for COVID – found at: <a href="https://newncamacuk.sharepoint.com/sites/HealthInformation">https://newncamacuk.sharepoint.com/sites/HealthInformation</a></p> <ul style="list-style-type: none"> <li>▪ Appointments are now operating for the Tutorial Office and additional screens installed in various offices.</li> <li>▪ Perspex screens have been installed on the Porters' Lodge Desk (15 June 2020).</li> <li>▪ High level barriers (on top of the fabric desk dividers) in shared offices have been installed.</li> </ul>
Spread of COVID-19	Underlying health conditions	Those individuals (students or staff) that are: "clinically extremely vulnerable" or "clinically vulnerable individuals"	<p>The guidance for the clinically extremely vulnerable is that shielding has been paused. This means staff and students who are in this category:</p> <ul style="list-style-type: none"> <li>▪ do not need to follow previous shielding advice;</li> <li>▪ can go to work as long as the workplace is Covid-secure, but should carry on working from home wherever possible;</li> <li>▪ should continue to wash their hands carefully and more frequently than usual and maintain thorough cleaning of frequently touched areas in their home and/or workspace;</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	<ul style="list-style-type: none"> <li>▪ The College will discuss individual staff/student situations and will not make a blanket rule that all must come into work.</li> <li>▪ We must take into account specific duties to those with protected characteristics,</li> </ul>

			<ul style="list-style-type: none"> <li>Should maintain 2 m distance where possible or 1 m with other precautions.</li> <li>From 5 Nov – HR have prepared a list of those individuals classed as clinically extremely vulnerable, as the advice is that over this period, is that the clinically extremely vulnerable to work from home if they can or if not to take sick leave.</li> </ul>				including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found.
Spread of COVID-19	Provision of Catering	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Staff uniforms and aprons will require daily washing. <i>More uniforms/aprons may be required.</i></li> <li>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.</li> <li>Signage reminding people of handwashing and social distancing measures will be displayed in all catering areas.</li> <li>A good queuing system is in place to ensure social distancing in the queue in all the catering outlets.</li> <li>Hand sanitiser available at entrance of College Hall, Lucia Windsor and the Café.</li> <li>As per our normal procedures staff that are unwell should not be at work.</li> <li>Disposable containers and cutlery offered with take away food.</li> </ul>	<b>2</b>	x <b>1</b>	<b>= 2</b>	<ul style="list-style-type: none"> <li>Longer-term, continue to review government and PHE guidance and their impact on collegiate dining norms and the re-opening of the Café.</li> <li>Social distancing to be investigated in the main College kitchen as more staff return to work – the use of marked floor areas or barriers to be investigated.</li> <li>Additional plexiglass barriers at the tills and counters (Café and Hall/Buttery) have been installed.</li> <li>Encourage the use of contactless payments where possible.</li> </ul>

			<ul style="list-style-type: none"> <li>College Hall, the Buttery and the Café (and Café Garden) furniture has been cleared to prevent gatherings and allow for social distancing in these areas when they re-open.</li> <li>A basic food shop is re-opening on Thursday 5 Nov to aid the residents and staff on duty to purchase key items (also to enable those students that are shielding from having to leave the College in order to get provisions).</li> <li>A review has taken place with regard to the new National Restrictions and catering to continue to operate in the same COVID secure manner as before.</li> <li>For catering deliveries – see Deliveries.</li> </ul>				
Spread of COVID-19	Shared equipment/ tools	All staff that have to share equipment / tools.	<ul style="list-style-type: none"> <li>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.</li> <li>Mobile phones noted to be major hand/mouth contact risk – use should not be shared.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	
Spread of COVID-19	Shared office areas	All academics and staff that have to share office or work areas.	<ul style="list-style-type: none"> <li>Continue with new shift patterns in the main admin offices to avoid cross-over between individuals with remote and on-site working.</li> <li>Introduce a self-cleaning regime for those that have to share a space (provide antibacterial wipes/spray as required).</li> <li>Clear signage with guidance needed.</li> <li>All staff and academics returning to work on site are given a set of clear College guidelines on how to work and move around the College with specific information for those in shared offices.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	
Spread of COVID-19	Teaching and Supervising in offices	All academics that supervise on the College site, either in their office, and those being taught in	<ul style="list-style-type: none"> <li>Reconfigure the seating and tables (where possible) to maintain 2m social distance spacing and reduce face-to-face interactions. (Contact the Head HK to assist).</li> <li>If people are supervising more people than can be accommodated 2m apart in a room, a larger supervision or</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	If an academic regularly has students queuing outside of their office, the College may need to mark the area outside the room

		supervision or meeting rooms.	<p>meeting room should be booked: <a href="mailto:conference@newn.cam.ac.uk">conference@newn.cam.ac.uk</a></p> <ul style="list-style-type: none"> <li>▪ Holding meetings in well-ventilated rooms whenever possible (open windows, even if the heating is on, as there is evidence that ventilation is important).</li> <li>▪ Do not use personal fans which would accelerate expelled air towards other people.</li> <li>▪ Consider asking your students to wear masks for in-person meetings, but if you do this, the advice is that you also wear a mask. Non-medical masks protect other people from you rather than protecting you from other people.</li> <li>▪ Arrange meetings and supervisions in such a way that they can be rapidly moved onto Zoom or another video package in case you or one of the students gets symptoms of a cold or anything which might turn out to be COVID-19.</li> </ul>				with tape to indicate 2 m social distancing.
Spread of COVID-19	Shared staff tearooms	All staff that have to share a tearoom.	<ul style="list-style-type: none"> <li>▪ Stagger start and end times and tea break periods to avoid large numbers of people being in the same area at the same time.</li> <li>▪ Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.</li> <li>▪ Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions.</li> <li>▪ Provide hand sanitiser in meeting rooms.</li> <li>▪ Holding staff meetings outdoors or in well-ventilated rooms whenever possible.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	
Spread of COVID-19	Use of Meeting Rooms, Supervision Rooms and social areas (for example, the JCRs, the	All people who are resident. Staff, Fellows, SMs and visitors that are allowed to enter these areas.	<ul style="list-style-type: none"> <li>▪ Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.</li> <li>▪ Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions.</li> <li>▪ Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.</li> <li>▪ Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	For areas where regular meetings take place, use floor signage to help people maintain social distancing.

	MCR and the SCR).		<ul style="list-style-type: none"> <li>Provide hand sanitiser in meeting rooms.</li> <li>Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>Face coverings to be worn unless exempt.</li> <li>Using remote working tools to avoid in-person meetings.</li> </ul>				
Spread of COVID-19	First aid provision	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>All first aiders should have access to PPE (face mask; disposable gloves; eye protection).</li> <li>A COVID First Aid Risk Assessment has been prepared and shared with all College First -Aiders.</li> <li>CPR/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'.</li> <li>PPE should be worn if possible and compression-only CPR should be carried out until the AED arrives.</li> <li>Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.</li> <li>All waste to be double bagged and disposed of via the College Nurse (bio-hazard bags).</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	The Head Porter has sent some information through to the first-aiders re some alternative 2-part exercises to act in lieu ('practical' scenarios via the Resuscitation Council Lifesaver app and theory questions). [N.B. This does not replace the 2-day Requalification Course].
Spread of COVID-19	Fire Safety	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>Normal fire alarm testing to continue as per normal guidelines.</li> <li>Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain socially distancing.</li> <li>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.</li> <li>In the event of a fire alarm activation the Duty Porter would investigate the cause (as per normal) but if entering a student room would be advised to wear a paper mask and gloves and to immediately wash hands afterwards. A list of all rooms in which any students were S.I. or H.I. will be kept up to date in the Porters Lodge.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	The Head Porter prepared a PowerPoint/video which has been sent all students. On the last slide the student has to "click" to send an email to the HP to confirm viewing the whole presentation. Individual HH meetings are to be organised shortly so that the HP can show each HH where their assembly points are and to go over

			<ul style="list-style-type: none"> <li>Those individuals with PEEPs will need to be reviewed to see if they can be dealt with whilst maintaining social distancing, if not possible PPE will be needed for both the individual with the PEEP and those people assisting them.</li> <li>“Quiet Fire Drills” have been taking place since the start of MT.</li> </ul>				<p>the evacuation and grab bag information.</p> <p>A version of the PP/Video for the staff and Fellows has also been prepared and will be emailed out shortly (12 October 2020).</p>
Spread of COVID-19	Manual Handling	Members of staff or students moving items around.	<ul style="list-style-type: none"> <li>Plan and assess before lifting, removing any obstructions. Use handling aids or mechanisation where possible so this can be done by one person.</li> <li>Work within safe limits – know your physical ability and don’t lift more than can easily be managed.</li> <li>Avoid lifting from floor level, or above shoulder height, especially heavy loads.</li> <li>Adopt a stable position – feet apart with one leg slightly forward to maintain balance; use bent hips and knees rather than fully flexed back.</li> <li>Push rather than pull.</li> <li>Ask for assistance when needed – but full PPE will be required where social distancing cannot be maintained.</li> </ul>	<b>2</b>	× <b>1</b>	<b>= 2</b>	
Spread of COVID-19	Personal Protective Equipment (PPE)	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating students.</li> <li>College Nurse &amp; Head Housekeeper providing stocks of PPE for essential staff and first aiders.</li> <li>Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing.</li> </ul>	<b>2</b>	× <b>1</b>	<b>= 2</b>	

Spread of COVID-19	Use of College Van	Staff that are authorised to use the College Van.	<ul style="list-style-type: none"> <li>A COVID secure risk assessment has been prepared and shared with all the authorised College van drivers.</li> <li>Regular cleaning of vehicle interiors carried out of shared use vehicle sharing.</li> <li>No passengers are carried unless from the same household.</li> <li>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.</li> </ul>	<b>2</b>	x <b>1</b>	<b>= 2</b>	
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 College site to work.	<ul style="list-style-type: none"> <li>All mandatory testing and inspections, for example, the flushing of the water systems (especially with limited residents) to prevent legionnaires, electrical testing, lift inspections, fire alarm testing etc. have been taking place on a daily, weekly, (routine) basis as required, by both the limited in house maintenance team and our regular service engineers and contractors.</li> </ul>	<b>+</b>	<del>x 2</del>	<del>= 2</del>	
Spread of COVID-19	Contractors	All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.	<ul style="list-style-type: none"> <li>Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>A template email, highlighting all COVID-Secure measures, has been drawn up and is shared with all contractors or College guests working for the College before arriving on site.</li> <li>Encouraging visits via remote connection/working where this is an option.</li> <li>Limiting the number of visitors at any one time.</li> <li>Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.</li> <li>Maintaining a record of all visitors, via the signing in process at the Porters' Lodge.</li> <li>Maintenance Contractors working within the College are to comply with the College "CORONAVIRUS / COVID-19 –</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	

			<p>STANDARD OPERATING PROCEDURE” – as shown at the end of this risk assessment.</p> <ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.</li> </ul>				
Spread of COVID-19	Delivers to site	Porters Lodge staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> <li>▪ When possible pre-arrange delivery times to minimise person-to-person contact during deliveries and agree drop off points.</li> <li>▪ Where possible and safe, having single workers load or unload vehicles.</li> <li>▪ Maintaining social distancing.</li> <li>▪ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>▪ All items to be handled wearing gloves or after handling the individual concerned to wash their hands well (at least 20 seconds with hot soapy water).</li> <li>▪ Discourage all non-College related deliveries.</li> <li>▪ Items that can be wiped over with antibacterial wipes or washed should be.</li> <li>▪ All external unnecessary packaging to be removed asap and disposed of to the external bins.</li> </ul> <p><u>CATERING DELIVERIES:</u></p> <ul style="list-style-type: none"> <li>▪ 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 also very low.</li> <li>▪ 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.</li> </ul>	<b>I</b>	<b>x 3</b>	<b>= 3</b>	



			<ul style="list-style-type: none"> <li>▪ Cleaning should be in line with food hygiene practice and the environmental controls set out in the business' HACCP.</li> <li>▪ Staff should continue to follow existing risk assessments and safe systems of working. No additional precautions need to be taken.</li> </ul>				
Eyesight issues / RSI / other occupational health issues	Display screen equipment and workstation (whether working in College or from home)	<ul style="list-style-type: none"> <li>▪ Academics and staff risk problems and pain from prolonged use of computers improperly set up, including back injuries, shoulder injuries and RSI in the wrist and hands.</li> <li>▪ These roles can involve prolonged use of computers.</li> <li>▪ RSI is made more likely in conjunction with stress, which causes tense muscles.</li> <li>▪ Headaches or sore eyes can also occur, e.g. if the lighting is poor.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Workstation includes separate keyboard, mouse and display screen.</li> <li>▪ Workstation is located away from windows to avoid glare.</li> <li>▪ Ask those working with a display screen to self-assess their workstations - <a href="https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist">https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist</a></li> <li>▪ Standard light levels are appropriate for office use, and can be controlled further if desired.</li> <li>▪ Academics and staff that may have to share a computer keyboard, mouse and telephone must introduce a self-cleaning regime between different users (with both the person to last use the equipment to wipe it with an antibacterial wipe and then the next person to use it to clean it with an antibacterial wipe before using it – this is particularly relevant in the Maintenance Department and Porters' Lodge where the staff do share these facilities on a daily basis.</li> <li>▪ Stress reduction measures outlined below.</li> </ul>	2	x2	= 4	<ul style="list-style-type: none"> <li>▪ Encourage everyone to take regular breaks in which they step away from the computer.</li> <li>▪ These measures are particularly relevant to those individuals who do not normally work from home, as their "office" space may not be ideal:</li> </ul>

Eyesight issues / RSI / other occupational health issues	Home-office environment	Academics and staff may become uncomfortable if temperatures are too hot or too cold if rooms are stuffy or noisy. Clutter can form a trip hazard or a fire risk.	<ul style="list-style-type: none"> <li>Home offices is likely to have appropriate heating, lighting and ventilation for standard conditions.</li> <li>Make keyboards, mice and display screens available to those working from home (people can take their office chairs home with them if helpful).</li> <li>Those working from home may need to store some extra materials at home, but this is unlikely to exceed one box, and should be manageable within the domestic context.</li> </ul>	1	x 1	= 1	<ul style="list-style-type: none"> <li>Encourage everyone to follow University guidelines at home</li> <li><a href="https://www.safety.admin.cam.ac.uk/system/files/hsd116p.pdf">https://www.safety.admin.cam.ac.uk/system/files/hsd116p.pdf</a></li> <li><a href="https://www.safety.admin.cam.ac.uk/system/files/hsd161p.pdf">https://www.safety.admin.cam.ac.uk/system/files/hsd161p.pdf</a></li> </ul>
Stress		<p>The current situation is placing a stress on all members of the College, both personally and professionally.</p> <p>Academics and staff are unable to maintain a clear separation between work and home.</p>	<ul style="list-style-type: none"> <li>Inform all members of the College on the safeguarding measures, for example, increased cleaning of high contact areas and social distancing measures (contained in this risk assessment and the specific departmental procedures).</li> <li>Encourage open dialogue and feedback on all these measures and work practices.</li> <li>Email to be checked only during working hours, unless notified of an emergency via phone.</li> <li>Ensure that academics and staff take full allowance of annual leave.</li> <li>Regular meetings with line manager, which can be used to address prioritisation, levels of work, and working hours.</li> <li>Engage with colleagues across the University and in College in their regular social and support events.</li> <li>Encourage the students, academics and staff to take part in welfare events.</li> </ul>	3	x2	= 6	<ul style="list-style-type: none"> <li>Be aware of particularly demanding circumstances and monitor staff health during these times.</li> </ul>



# CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE NEWNHAM COLLEGE MAINTENANCE DEPT & ALL CONTRACTORS

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 Buildings Manager, Andy Kite or the Head of Department at Newnham to which you are reporting.

## 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