**COVID-19 – RETURN TO ONSITE WORKING**

**COLLEGE RISK ASSESSMENT**

**Assessment date: 27 July 2020**

**Review date:** **26 September 2020** or when Government Guidance is updated, whichever is sooner

**Version:** **2.0 FINAL**

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| **Hazard** | **Persons who might be harmed** | **Risk controls in place** | **Further action if necessary to control risk** | **Action by Whom** | **Action by Date** | **Date Completed** |
| **Contracting COVID-19 - General** | Individual workers – (Academic and Support) | * Follow government guidance on managing the risk of COVID-19.
* Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed
* Maintain contact with line management and Human Resources (HR) and to follow company policy / guidance.
* Travel is only required for essential travel; reduce the amount of time using public transport and to implement social distancing where possible (2m / 1m-plus clearance from persons and not to travel in groups of more than 2 unless it is immediate family)
* Stay at home and only attend hospital in an emergency. Do not attend GP surgery and phone NHS line (111) if further advice is required
* Ensure those advised to shield or remain at home are supported to do that; arrange for remote working where the job role allows
* Follow good NHS hygiene measures at all times
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| **Working at College - General** | Individual workers – (Academic and Support) | * Staff should work at home where possible. Managers should plan for the minimum number of people needed on site for the College to run safely and efficiently.
* Return to Work Policy agreed and communicated
* Ensure regular contact with those working from home to help them stay connected with the rest of their colleagues
* Ensure that everyone working at College is aware of this COVID-19 Secure risk assessment and has details of where this risk assessment can be found.
* Provide clear guidance on social distancing and hygiene to people on arrival back to work, signage and visual aids and as much documentation before arrival via email or phone.
* Use floor markings and introduce one-way flow around College wherever possible and practicable, especially at exit and entrance points and areas of potential social gathering, busy corridors etc.
* Where one-way systems aren’t possible, consider use of “Give Way” and “Priority to…” signage
* Ensure that all relevant signage and social distancing floor markings set down in this risk assessment are displayed and regularly checked, are visible and in good condition
* Remove hand contact points wherever possible. If hand contact points cannot be removed (they are needed for Health and Safety reasons for example) then ensure regular cleaning and sanitising, focusing on before and after especially in busy flow periods and at regular intervals throughout the day.
* Discourage non-essential trips within College and buildings, restrict access to some areas for some people (only Treasury staff in the Treasury, for example)
* Regulate use of high traffic areas to maintain social distancing
* Encourage contact within college and departments to using radios, telephones, Teams and email as opposed to face to face contact.
* Reduce capacity of lifts, provide hand sanitizer for the operation of lifts, encourage stairs to be used in preference where possible.
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| **Suspected cases at College** | Individual workers – (Academic and Support) | If a worker develops a high temperature, a persistent cough or other recognised symptoms of COVID-19 while at work, they should: * Alert their line manager, or the HR team if their line manager is not available
* Return home immediately. (College to support with transport if necessary)
* Avoid touching anything
* Cough or sneeze into a tissue and put it in a bin or, if they do not have tissues, cough and sneeze into the crook of their elbow.
* They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.
* Current Government guidance can be found on symptoms and on self-isolation requirements can be found [here](https://www.gov.uk/coronavirus).
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| **Workplaces and Workstations** | Individual workers – (Academic and Support) | * Workstations should be reviewed to allow people to maintain social distancing
* Workstations should be assigned to an individual and not shared; remove ‘Hot Desks’
* Use floor tape to mark areas to indicate 2m distance
* If workstations can’t be moved further apart consider whether that activity needs to continue – if essential and there are no alternatives, arrange people to work side by side or facing away from each other.
* Consider using screens to separate people
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| **Kitchens** | Chefs and Kitchen Porters | * Follow standard guidance on managing food preparation and food service areas as set out by Food Safety Policy
* Allow kitchen access to as few people as possible.
* Minimise interaction between kitchen staff and other workers, including when on breaks
* Keep working with minimum team numbers to restrict the number of workers interacting with each other.
* Handover notes should be over email, phone or other means - not face to face.
* Workstations should be 2m apart as much as possible. Where it is impossible to move large equipment in the kitchen consider use of cleanable panels to separate workstations
* Provide floor marking indicating 2m apart and arrows to indicate flow around the kitchen
* Minimise access to walk in stores, fridges and freezers, only one person allowed to access walk in rooms at any one time.
* Minimise contact at any handover points and contact with other staff – such as when presenting food and contact with delivery drivers
* Where possible use outside areas for breaks
* Continued use of Increased Specific Cleaning schedules, used in addition to standard cleaning schedules, until further notice as set out by Government Guidelines
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| **Meetings and Teaching Spaces** | Individual workers – (Academic and Support); students | * Use remote working tools to avoid in-person meetings
* Essential meetings must maintain 2m/1m-plus distancing between those attending.
* Face coverings must be worn in line with the [University’s Policy on Face Coverings.](https://www.ox.ac.uk/coronavirus/health/face-coverings)
* Avoid transmission during meetings; for example, avoid sharing pens and other objects
* Provide hand sanitizer in meeting rooms
* If possible hold meetings outdoors or in well ventilated areas.
* Ensure that rooms are cleaned thoroughly between uses.
* Do not allow others to share a meeting or teaching space without ensuring that this is logged, and appropriate cleaning measures have been put in place.
* Areas that regularly hold meetings should use floor signage and other marking methods to indicate safe social distancing, and maximum room capacity
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| **Equality in the Workplace** | Individual workers – (Academic and Support) | * Involve and communicate appropriately with those whose protected characteristics might either expose them to a different degree of risk, or might make any steps this risk assessment advises inappropriate or challenging for them
* Make reasonable adjustments to ensure those with protected characteristics are not at any disadvantage
* Make sure that no steps have any unjustifiable negative impact on some groups compared to others
 | Those with protected characteristics |  |  |  |
| **Access onto College site, including deliveries** | Individual workers (Academic and Support); delivery drivers; contractors | Where possible, consider and implement the following practices:* Stop all non-essential visitors
* Introduce staggered start and finish times to reduce congestion and contact at all times
* Remove or disable entry systems that require skin contact e.g. fingerprint scanners
* Require all workers to wash or clean their hands before entering or leaving the site
* Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times
* Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible
* Drivers should be told to remain vigilant of remaining at 2m distance and where possible be asked to wash or clean their hands before unloading
* Where possible indicate 2m spaced markings on the floor in expected delivery areas to help support social distancing
* Face masks/coverings to be worn if possible by the staff receiving the delivery, especially where multiple deliveries are expected
* Ensure staff receiving deliveries wash their hands after unloading
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| **Poor hygiene** | Individual workers – (Academic and Support) | * Use signs and posters to build awareness of good handwashing techniques
* Provide regular reminders and signage to maintain personal hygiene standards
* Enhanced cleaning for busy areas
* Remind workers to wash hands thoroughly and regularly, using soap and water for at least 20 seconds. Use alcohol-based hand-sanitiser if soap and water is not available; hand washing technique to be adopted as directed by NHS
* Avoid touching face/eyes/nose/mouth with unwashed hands, cough/sneeze into elbow or tissue, dispose of tissue in the bin.
* Provide additional hand washing facilities to the usual welfare facilities if a large spread-out site or significant numbers of personnel on site
* Regularly clean the hand washing facilities and check soap and sanitiser levels
* Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.
* Provide and store extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.
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| **CURRENTLY CLOSED****Pantry Service Area - exposure from large numbers of persons** | Employees, workers, visitors, contractors, Front of House staff | * Everyone to be required to stay on site once they have entered it and not use local shops.
* Break times should be staggered to reduce congestion and contact at all times
* Adequate signage at the entrance and at queue points to remind everyone using the area that social distancing is required and that it will be monitored by FOH staff.
* Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area
* Keep 2m distancing and single direction flow in pantry with markings on the floor.
* The area risk assessment should be followed with regards to uniforms and appropriate PPE
* Consider whether removing self-service facilities would reduce risk, with as much as possible served by catering staff, with the aim of reducing risk of contaminated contact points.
* Ensure all hand contact points and self-service points that remain are regularly cleaned and sanitized to reduce risk of cross contamination
* Till area and staff member using till should be protected with plastic screening
* Counters between customers and serving staff to have plastic screening if within 2m of each other.
* Payments should be taken by contactless card wherever possible
* Consider whether disposable or washable crockery and cutlery should be used.
* All drinking water to be bottled only, remove self-service points
* Continued use of Increased Specific Cleaning schedules, used in addition to standard cleaning schedules, until further notice as set out by Government guidelines
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| **CURRENTLY CLOSED****Eating Area – Hall, Private Dining Room, Senior Common Room etc - exposure from large numbers of persons** | Individual workers – (Academic and Support); students | * Adequate signage to those eating in hall, explaining social distancing and other measures raising in this risk assessment
* Government guidelines, as well as those from Conference of Colleges, should be followed to ensure the correct social distancing measures are applied – physical distancing as well as protective screening to be considered.
* Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by everyone when entering and leaving the area
* Staggering seating both side by side and opposite each other
* Tables should be cleaned between each use
* All rubbish should be put straight in the bin by the person who ate / took it and not left for someone else to clear up.
* All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.
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| **Use of Changing facilities, toilets and showers**  | Individual workers – (Academic and Support) | * Consider closure of all shower facilities for staff
* Identify which groups of people will use each facility. Do not allow use of group facilities, unless necessary as a reasonable adjustment.
* Introduce enhanced cleaning of all facilities throughout the day and at the end of each day
* Determine how many people can use it at any one time to maintain a distance of two metres
* Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.
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| **Working in local vicinity to others (maintaining 2m distancing) including office workers, FOH staff, Lodge Staff** | Individual workers – (Academic and Support) | * Starting and finishing times are to be staggered and reviewed to ensure no build-up of staff / teams in areas
* Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace
* Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.
* Reduce the number of people each person has contact with by using ‘fixed teams or partnering’ – so each person works with only a few others.
* Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance
* Avoid skin to skin and face to face contact
* Use screens or barriers to separate people from each other where possible
* Stairs should be used in preference to lifts and consider one ways systems around site
* Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)
* Any health concern to be raised immediately to line management
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| **Working within 2 metres of others** | Individual workers – (Academic and Support); contractors | * Always consider if the task can be performed differently without having to breach the 2m social distancing rule
* If person-to-person distancing of the task is going to be less than 2m, assess if the activity is essential and if it can safely go ahead
* Apply current Government guidance on those who have been shielding and/or may be clinically vulnerable.
* Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins
* Workers are to limit face to face working and work facing away from each other when possible
* Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task
* All equipment to be thoroughly cleaned prior and after using it.
* Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination
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| **Keeping the Workplace Clean** | Individual workers – (Academic and Support); Scouts | * Frequent cleaning of work areas and equipment between uses using relevant cleaning products
* Frequent cleaning of all hand touch surfaces regularly using relevant cleaning products – door handles, bannisters, keyboards etc, make sure there are adequate disposal arrangements
* Clear workspaces or unnecessary equipment and belongings from the work area
* Individuals to remove own waste and belongings at the end of each shift, to a designated point
* Limiting or restricting use of high touch items and equipment where possible – printers, whiteboards etc
* If cleaning after a known case of COVID-19 refer to specific guidance
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| **Personal Protective Equipment (PPE) and face coverings** | Individual workers – (Academic and Support) | * Appropriate PPE will be provided to workers where department-specific risk assessments indicate it is necessary
* Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places
* Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).
* Under government guidelines, roles that do not usually require the wearing of PPE do not need to have PPE provided at the current time. The guidelines will be kept under review, and risk assessments amended if necessary
* Government [guidance](https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own) and [University Policy on Face Coverings](https://www.ox.ac.uk/coronavirus/health/face-coverings) applies to the use of face coverings, both travelling to work on public transport and within University and College buildings.
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| **Accidents, Security and Other Incidents** |  | * In an emergency, fire for example, people do not have to stay 2m apart if it is unsafe to do so. Social distancing should be maintained if possible
* First Aiders and those involved with providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands
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## Management

* Please ensure all staff are aware of reporting requirements and that all confirmed cases are notified to the Treasurer and Domestic Bursar, Senior Tutor, Principal and HR Office.
* Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
* This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
* Assessments to be reviewed every 2 months or where significant change has occurred
* Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone taking responsibility for their actions and behaviours.
* Please encourage an open and collaborative approach between your teams at College where any issues can be openly discussed and addressed.
* **Appendix 1 – Audit of changes**

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| **Date** | **Version updated** | **Detail of change** | **Updated by:** | **New version saved as** |
| 29 June 2020 | 1.0 | Creation of new document | HS |  |
| 27 July 2020 | 1.1 | Amendments/clarifications made to accommodate comments from Senior Mgmt Team. Circulated to Project Team for comment. | HS | 1.1 |
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