



# Fitzwilliam College Risk Assessment

<b>Risk Assessment Number:</b>	CV1	<b>Issue No:</b>	4	<b>Issue Date:</b>	August 2021	<b>Review Date:</b>	Constant review
<b>Title of Risk Assessment:</b>	COVID-19						
<b>Description of Task:</b> (what is to be done)	Safe working practices during the pandemic - 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" environment.						
<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 at Work Regulations 1999</li> <li>▪ PPE Regulations 2002</li> <li>▪ Workplace (Health, Safety &amp; Welfare) Regulations 1992</li> <li>▪ College Ordinance on Risk Management Policy - as approved by GB – 2019-20</li> <li>▪ College Health &amp; Safety Policy – as approved by the GB April 2018</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>▪ <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres</a></li> </ul>						
<b>Assessor Name:</b>	Karen Sherlock (Assistant to the Domestic Bursar)			<b>Assessor Signature:</b>			
<b>Line Manager Name:</b>	Alan Fuller (Domestic Bursar)			<b>Line Manager Signature:</b>			

# 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 OF HARM CATEGORIES				
	NO INJURY 1	SLIGHT INJURY 2	MEDIUM LEVEL INJURY 3	SERIOUS INJURY 4	LIFE CHANGING INJURY/DEATH 5
VERY UNLIKELY 1	1	2	3	4	5
UNLIKELY 2	2	4	6	8	10
FAIRLY LIKELY 3	3	6	9	12	15
HIGHLY PROBABLE 4	4	8	12	16	20
AMOST CERTAIN 5	5	10	15	20	25

Risk Level	TOLERABILITY: guidance on necessary action and timescale
ACCEPTABLE 1-4	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
ADEQUATE 5-9	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.
TOLERABLE 10-14	Efforts should be made to reduce the risk. Risk reduction measures should be implemented as soon as practicable. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences
UNACCEPTABLE 15-25	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 the 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, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>Only staff necessary to the operation of the College should be in work, required for operation of the College community.</li> <li>Every staff member to have access to a copy of this risk assessment.</li> <li>Staff returning to work from furlough, or a longer period of time away from work, to be informed by their manager of any operational changes, or new areas of risk at the start of their shift.</li> <li>A Database of persons self-isolating and/or exhibiting symptoms of COVID-19 is maintained on the Shared Drive and all persons working in the College should be made aware of any existing risk in their areas of work.</li> <li>COVID – Self-reporting, Self-Isolation and Household-Isolation procedures are in place. The College Gold Command Team communicate regularly to interrogate all updates from the Government and the University to ensure the College acts in a timely and comprehensive manner.</li> <li>Social distancing measures and notices drawing people’s attention to these measures are in place.</li> </ul>	2	x 4	= 8	<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>Managers/Hods must employ clear, consistent and regular communications to staff to improve understanding of new ways of working</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 sanitising stations are sited around the main corridor routes.</li> <li>▪ Electronic noticeboards to be updated to remind the public, staff, students and contractors to maintain social distancing.</li> </ul>				
Those people displaying symptoms of COVID-19	All members of the College	<ul style="list-style-type: none"> <li>▪ The College BCP Action Plan follows the government guidance that anyone who displays symptoms such as: <ul style="list-style-type: none"> <li>▪ a high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>▪ a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)</li> <li>▪ a loss or change to your sense of smell or taste – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal</li> </ul> <p>are to self-isolate for 10 days and make arrangements to have a PCR test. You should not return to work on the College site until the end of your isolation period, or you have received a negative PCR test result.</p> </li> <li>▪ The 10-day self-isolation period for those cohabitating with symptomatic individuals within a shared household also applies to all staff and members of the College.</li> <li>▪ The College BCP Action Plan has information sheets which are emailed (or given within a self-isolation</li> </ul>	<b>2</b>	x <b>4</b>	<b>= 8</b>	

		<p>pack if issued) to the resident students that have to self-isolate.</p> <ul style="list-style-type: none"> <li>▪ In the case of students in self-isolation, their Tutor will maintain regular contact with the students during any period of self-isolation and update the College Gold Command Team.</li> <li>▪ The College COVID team will ensure the Housekeeping &amp; Accommodation Services Manager and Head of Buildings &amp; Maintenance are informed of all residents who are self-isolating to manage emergency access to these rooms.</li> <li>▪ Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.</li> </ul>				
Handwashing	All people who are resident, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<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>▪ Drying of hands with paper towels.</li> <li>▪ Use of alcohol-based hand sanitiser if hand-washing facilities are not available.</li> <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>	<b>1</b>	x <b>4</b>	= <b>4</b>	<ul style="list-style-type: none"> <li>▪ Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.</li> </ul>

Cleaning	All people who are resident, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<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>▪ 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.</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</li> <li>▪ If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 4</b>	Individual HoDs to identify shared equipment in their departments, produce signage for cleaning, and request cleaning equipment from Housekeeping.
Student kitchens and bathrooms	All staff cleaning these areas and those using these areas if not cleaned correctly.	<ul style="list-style-type: none"> <li>▪ Limit the number of people sharing these facilities in line with current guidance.</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>▪ Where the College is not providing cleaning services to communal areas, it will supply antiviral cleaning sprays and residents should be educated and</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ Consider how to implement social distancing in houses of multiple occupancy where kitchens are shared by an entire household</li> </ul>

		<p>encouraged to maintain their own communal areas to a high standard of cleanliness.</p> <ul style="list-style-type: none"> <li>Only provide paper towels.</li> </ul>				
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> <li>Only provide paper towels.</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>Consider staggered start/finish times for staff</li> </ul>
Social Distancing and use of face masks	All people who are resident, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>All staff to maintain 1m+ 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, students and visitors should adhere to the <a href="#">College policy</a> on use of face masks when on the College site.</li> <li>Individual Heads of Departments should examine their staffing rotas and, wherever possible, try to ensure teams encounter minimal exposure to potential infection.</li> <li>Where the social distancing guidelines are impossible to adhere to, the time spent in close proximity to another should be kept to a minimum (&lt;15minutes)</li> <li>Student “households” remain in place to reduce the risk of the virus spreading.</li> <li>Staff go into “households” only to carry out their duties of work.</li> <li>Staff are informed of all those in S.I. or H.S.I. and informed NOT to enter, unless in a situation of emergency, and then PPE should be worn.</li> </ul>	<b>2</b>	x <b>4</b>	<b>= 8</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>Notices to warn other staff of people working in a particular area</li> <li>Maintain the use of screens/barriers to minimise face to face contact, where necessary</li> <li>Consider use of multiple entry points to reduce congestion</li> </ul>

		<ul style="list-style-type: none"> <li>▪ Notice given to inhabitants of all visits in line with ANUK (notice period for work).</li> <li>▪ It is requested that College meetings are conducted by video conferencing wherever possible</li> <li>▪ IT support provided remotely for Staff and Fellows to minimise contact.</li> </ul>				<ul style="list-style-type: none"> <li>▪ Consider need for 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, where necessary.</li> <li>▪ High use doors e.g. to staircases may be wedged open where practicable to prevent accidental contact, where fire regulations, environmental and security conditions permit.</li> <li>▪ Maintain use of screens in Porters Lodge and Café/Servery/Hall to maintain distancing.</li> <li>▪ Use high-level barriers (on top of the fabric desk dividers) in shared offices and change positioning of desks if possible (to avoid face to face).</li> </ul>
--	--	---	--	--	--	--



Underlying health conditions for vulnerable persons (including staff)	Those individuals (students or staff) that are “clinically extremely vulnerable” or “clinically vulnerable individuals”	<ul style="list-style-type: none"> <li>Those who are “clinically extremely vulnerable” as defined on the Government website <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a> or as directed by their GP by letter should refer to the current guidance, above.</li> <li>Those who are “clinically extremely vulnerable” who are at higher risk of severe illness (for example, people with some pre-existing conditions) are asked to take extra care in observing social distancing, either in their current role or in an alternative role.</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>We must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are entitled to suspension on full pay if suitable roles cannot be found.</li> </ul>
Provision of Catering	All people who are resident, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>The Buttery and the Coffee Shop are open and fully operational. Social distancing guidelines will apply.</li> <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 in all catering areas.</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	<ul style="list-style-type: none"> <li>Continue to review government and PHE guidance and their impact on collegiate dining norms of the Buttery and Coffee shop/Bar</li> <li>Remove a percentage of seating in the College Hall to ensure social distancing is followed.</li> <li>Maintain the use the Perspex barrier at the till point</li> </ul>

		<ul style="list-style-type: none"> <li>▪ A good queuing system is in place to ensure social distancing in the queue.</li> <li>▪ Hand sanitiser available at entrance of College Hall (and the Buttery and Coffee Shop).</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> <li>▪ College Hall, the Buttery and the Coffee Shop furniture has been set out to encourage Social Distancing. For catering deliveries – see <b>Deliveries</b>.</li> </ul>				<ul style="list-style-type: none"> <li>▪ Encourage the use of contactless payments where possible.</li> </ul>
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>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ Cease any ‘hot desk’ operations, or the use of ‘shared’ equipment’ where practicable.</li> </ul>
Shared office areas	All staff that have to share office or work areas.	<ul style="list-style-type: none"> <li>▪ Only continue with remote working where permitted. 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> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ Consider staggering start/finish times to minimise contact and occupancy of rooms/shared offices</li> <li>▪ Maintain the use of high-level barriers (on top of the fabric desk dividers) in shared offices and change positioning of desks if possible (to avoid face to face).</li> </ul>

Shared Staff and Welfare Facilities	All staff that have to share a welfare facility	<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>▪ Providing hand sanitiser in meeting rooms. In shared facilities</li> <li>▪ Holding staff meetings outdoors or in well-ventilated rooms whenever possible.</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ Identify additional areas within College that can be used as break-rooms to minimise the numbers of staff congregating in a single area</li> <li>▪ Staff to clean surfaces after use</li> <li>▪ Antibacterial sprays and wipes will be provided</li> </ul>
Use of meeting rooms and social areas (for example, JCRs, MCR and SCR).	All people who are resident, students, staff, Fellows and contractors that are allowed to enter these areas.	<ul style="list-style-type: none"> <li>▪ Meetings to take place remotely where possible.</li> <li>▪ Maximum numbers to be posted on the door to each room to ensure social distancing is maintained. Use of rooms is limited to the posted maximum number of occupants</li> <li>▪ Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions.</li> <li>▪ Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.</li> <li>▪ Providing hand sanitiser in meeting rooms.</li> <li>▪ Holding meetings outdoors or in well-ventilated rooms whenever possible.</li> <li>▪ The JCR, MCR and SCR are to be used in line with current Social Distancing guidelines</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ For areas where regular meetings take place, use measures to help people maintain social distancing.</li> <li>▪ Instructional signage to be implemented</li> </ul>
First aid	All people who are resident, students, staff, Fellows and contractors that	<ul style="list-style-type: none"> <li>▪ All first aiders should have access to PPE (facemask and disposable gloves will be located at the Porters' Lodge, Catering and Housekeeping departments for use by First Aiders).</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	Resuscitation Council Lifesaver app and theory questions). [N.B. This does not replace the 2-day

	are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>▪ If CPR is needed, PPE should be worn if available 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 (biohazard bags).</li> </ul>				<p>Requalification Course].</p> <ul style="list-style-type: none"> <li>▪ CPR/AED: First aiders should not carry out the 'look, listen and feel' procedure to check for normal breathing; they should simply look for 'the absence of signs of life and the absence of normal breathing'.</li> </ul>
Fire Safety	All people who are resident, students, staff, Fellows and contractors that are allowed to enter these areas.	<ul style="list-style-type: none"> <li>▪ Normal fire alarm testing currently in operation</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 an activation of the fire alarm, all those in College would be expected to evacuate as normal, using their nearest fire escape route.</li> <li>▪ In the event of an activation of the fire alarm, the Duty Porter would investigate the cause (as per normal) but if entering an SI or HI area/ room would be required to wear PPE. A list of all rooms in which students are S.I. or H.I. will be kept up to date in the Porters Lodge.</li> <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> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ When normal fire alarm testing is in operation, staff should maintain appropriate social distancing throughout</li> </ul>

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 one person can do this.</li> <li>▪ Work within safe limits – know your physical ability and do not 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 be mindful of social distancing guidelines and the requirements if social distancing cannot be maintained</li> </ul>	<b>2</b>	x <b>1</b>	<b>= 2</b>	
Personal Protective Equipment (PPE)	All people who are resident, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>▪ Appropriate Personal Protective Equipment (PPE) such as facemasks, gloves and aprons provided for persons required to deal with self-isolating students.</li> <li>▪ Housekeeping and Porters’ Lodge maintain stocks of PPE for 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>	x <b>1</b>	<b>= 2</b>	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ Discourage the use of PPE as a precautionary measure, unless in a clinical setting or when dealing with a suspected or confirmed case of COVID-19</li> </ul>

Contractors	All people who are resident, students, staff, Fellows and contractors that are allowed to enter the College site to work.	<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>▪ Encouraging visits via remote connection/working where this is an option.</li> <li>▪ Visitors to the College are permitted – see the <a href="#">College guidance</a> for full information.</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 – STANDARD OPERATING PROCEDURE” – as shown at the end of this risk assessment.</li> <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>	<b>1</b>	x <b>4</b>	<b>= 4</b>	<ul style="list-style-type: none"> <li>▪ Visits should be pre-booked where possible.</li> </ul>
Deliveries to site	Porters Lodge staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> <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 individuals concerned are encouraged to wash their hands well (at least 20 seconds with hot soapy water) after handling deliveries.</li> <li>▪ Discourage all non-College related deliveries.</li> </ul>	<b>1</b>	x <b>4</b>	<b>= 4</b>	

		<ul style="list-style-type: none"> <li>All external unnecessary packaging to be removed ASAP and disposed of to the external bins.</li> </ul> <p>CATERING DELIVERIES:</p> <ul style="list-style-type: none"> <li>The risk of exposure to COVID-19 from a package that has been moved travelled, and exposed to different conditions and temperature is very low.</li> <li>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> <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>				
Stress	<p>The current situation is placing a stress on all members of staff, both personally and professionally.</p> <p>Staff are unable to maintain a clear separation between work and home.</p>	<ul style="list-style-type: none"> <li>Email to be checked only during working hours, unless notified of an emergency via phone.</li> <li>Ensure that staff take full allowance of annual leave.</li> <li>Ensure that managers maintain contact with furloughed staff on a welfare basis.</li> <li>Engage with colleagues in College in their regular social and support events.</li> </ul>	<b>3</b>	<b>x2</b>	<b>= 6</b>	<ul style="list-style-type: none"> <li>Monitor staff health during these times.</li> <li>Staff returning to work may be apprehensive regarding their safety and the risks of infection.</li> <li>The College will ensure that there is clear guidance on how to work safely - Managers should ensure their teams are supported and concerns are heard</li> </ul>

# CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE

## FITZWILLIAM 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 Head of Buildings & Maintenance, Julian Eddy or the relevant Head of Department 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