



# Fitzwilliam College Covid-19 Risk Assessment

<b>Risk Assessment Number:</b>	CV1	<b>Issue No:</b>	6	<b>Issue Date:</b>	30 September 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 operating practices during the pandemic - coronavirus (COVID-19) post September 2021						
<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>						
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<b>Line Manager Name:</b>	Rod Cantrill (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 (H) and Control Measure (CM):	Who may be harmed:	Recommended Guidance and Existing Controls:	Controlled Risk Level			Further Review and Controls Required:
			L	S	Risk Level	
Spread of Virus due to not wearing a Face mask (H)	All students, staff, Fellows and visitors.	<p>1. The use of Face Coverings is strongly recommended in all internal multi occupancy buildings; they can be removed, but with an ongoing consideration for others who may prefer to use them; this includes if you meet with others in close proximity, and/or in smaller rooms, where it would be courteous to ask if others are comfortable for you not to wear a face covering. In addition, you should consider continuing to wear face coverings if:</p> <p>a) Other mitigating factors such as a degree of social distancing (high density areas/crowds) or adequate ventilation is compromised.</p> <p>b) When moving around buildings/rooms in multiple occupation.</p> <p>c) Where your own risk assessment identifies you should wear appropriate PPE (providing additional personal protection to you as well as to others)</p> <p>2. Notices displayed to encourage continued use of face coverings and mitigating factors to limit the spread of infection</p> <p>3. Host to inform attendees of mitigating factors, such as wearing a mask</p>	2	x 4	= 8	If Government and/or Cambridge University advice changes on face covering use.
Not observing Social Distancing (H)	All students, staff, Fellows and visitors.	<p>1. A degree of social distancing will need to be considered in all workplace settings including rest/social areas.</p>	2	x 4	= 8	Managing 'pinch points' and occupancy levels, together with other

		<p>2. Notices displayed to encourage continued commitment to social distancing.</p> <p>3. Observe stated capacity for the room/area</p>				mitigating factors now need consideration on an ongoing basis as part of workplace risk assessments.
Lack of good hand hygiene (H)	All students, staff, Fellows and visitors.	<p>1. Enhanced handwashing/sanitisation still to be encouraged.</p> <p>2. Supplies of hand sanitiser placed next to entrances/exits and in communal areas.</p> <p>3. Notices displayed to encourage continued hand hygiene.</p> <p>4. cleaning of shared use equipment</p>	<b>2</b>	<b>x 4</b>	<b>= 8</b>	Adjust supply in accordance with demand. Advise to maintain this control measure long term.
Workplace/event space cleaning (CM)	All students, staff, Fellows and visitors.	<p>1. Continue to ensure the space cleaned regularly concentrating on hand contact points and shared surfaces e.g. door handles.</p> <p>2. Continue to provide cleaning materials for DIY use in all multi-occupancy spaces and food/eating areas.</p> <p>3. Display signage to encourage persons to clean their own areas before/after use.</p>	<b>1</b>	<b>x 4</b>	<b>= 4</b>	Adjust supply of DIY cleaning materials in accordance with demand. Advised to have this control measure in place long term.
Maximising Ventilation (CM)	All occupants of the space	<p>1. Ensure that ventilation risk factors are known for all internal communal spaces (these should have already been identified by completing ventilation risk assessments.</p> <p>2. Ensure that in high-risk areas, strict control measures are in place i.e. limiting number of occupants or limiting duration of use of an area.</p>	<b>2</b>	<b>x 4</b>	<b>= 8</b>	Space occupancies are reviewed on an ongoing basis and in light of prevailing government/Public Health requirements and guidance.
Eating and Drinking (H)	All students, staff, Fellows and visitors.	College provided Refreshments will be risk assessed in accordance with the restricted number of attendees.	<b>1</b>	<b>x 4</b>	<b>= 4</b>	Available space must be at least 1m+ as Face Masks cannot be worn

Individual testing (CM)	All students, staff, Fellows and visitors.	Encourage attendees to partake in regular Lateral Flow Testing before attending meetings and events. Follow current government requirements on Covid testing, report positive results and follow requirements for self-isolation accordingly. Ensure all attendees know not to attend if symptomatic	1	x 4	= 4	Continue for as long as advised by Government. Consider requiring participation in LF Testing for specific events that have high number of attendees.
COVID-19 Vaccination (CM)	All students, staff, Fellows and visitors.	Encourage individuals attending events/College to take up a COVID-19 vaccination ( <b>Note: vaccination cannot be enforced</b> )	1	x 4	= 4	The College will continually monitor and follow Government and scientific advice on vaccines/vaccine uptake and their use in risk assessment as a control measure.
Welfare provision (CM)	All students, staff, Fellows and visitors.	Toilets and handwash facilities should have adequate cleaning procedures and cleaning materials in place.	2	x 4	= 8	
First Aid provision (CM)	All students, staff, Fellows and visitors.	First aider provision needs to be always in place for the number of occupants.	1	x 4	= 4	Contact Porters Lodge for guidance
Symptoms – stay at home advice (CM)	All students, staff, Fellows and visitors.	All persons must be instructed not to attend the meeting/event if they have symptoms of COVID-19 or other communicable illness.	2	x 5	= 10	Permanent control measure.
Maintaining Data for all attendees (CM)	All students, staff, Fellows and visitors.	You should be able to retrieve data for all those using the space for the event	1	x 3	= 3	Data required following an outbreak or occurrence of a positive case.

## Appendix 1 – Room, Area and Lawn Capacities<sup>1</sup>

	Theatre			Boardroom			Classroom			Cabaret		
<b>Large</b>	<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>	
Auditorium	242	81			-		54	36		120	48	
Upper Hall 2	204	72		58	40		84	40		100	40	
Reddaway Room	160	48		48	32		54	36		80	40	
Trust Room	80	25		40	18		36	18			-	

	Theatre			Boardroom			Classroom			Cabaret		
<b>Medium</b>	<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>	
Upper Hall 1	84	32		32	12		36	12		50	20	
Old SCR	60	22		24	12		30	20		50	20	
Gordon Cameron Lecture Theatre	57	20			-			-			-	
Gaskoin Room	52	26		20	10		32	16		40	20	
Music Room	44	22		20	10		30	15			-	
William Thatcher Room	32	12		20	10		16	8			-	

	Theatre			Boardroom			Classroom			Cabaret		
<b>Small</b>	<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>		<b>Max</b>	<b>1M+</b>	
Walker Room 11	16	9		14	7		12	6			-	
Walker Room 21	16	9		14	7		12	6			-	
Seminar Room 1	21	9		14	8		10	5			-	
Seminar Room 2	26	12		12	6		12	6			-	
Seminar Room 3	22	12		12	6		12	6			-	
Seminar Room 4	28	15		14	6		10	9			-	

<sup>1</sup> These capacities will vary dependant on the set-up of equipment/furniture needed for each Event