

St John's College

RISK ASSESSMENT - COVID-19 CORONAVIRUS

Risk assessment	
Location(s):	St John's College, St Giles, Oxford
Department/staff:	All College buildings and College Estate
Tasks/activities:	COVID-19 coronavirus

Risk assessment sign off					
Prepared by:	Home Bursar/ Bursary Manager	Signature:	Home Bursar / Bursary Manager	Date:	1 March 2021
Reviewed by:	College Bronze Group	Signature:	College Bronze Group	Date:	8 March 2021
Date for review:	This risk assessment will be reviewed when Government guidance is updated or if additional risks not covered are identified or if there is any reason to suggest that the control measures are deemed to be insufficient.				

Risk matrix								
Risk rating guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Consequences (C) = Risk rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
		Consequences (C)						
Acceptability of risk guidance	High risk: 15-25		High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.					
	Medium risk: 8-12		Medium risks should only be tolerated for the short term and only whilst further control measures to mitigate the risks are being planned and introduced.					
	Low risk: 1-6		Low risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.					

Coronavirus (COVID-19) risk assessment

Assessment date: 1 March 2021

Review date: 6 Month Review or when Government Guidance is updated, whichever is sooner

Version 2

Hazard	Risk	Control measures	RR	Persons at risk
Contracting COVID-19 - General	4 x 3 = 12	<ol style="list-style-type: none"> 1) Follow government guidance on managing the risk of COVID-19 2) Adhere to changing circumstances, for example in case of local lock-downs 3) Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed 4) Maintain contact with line management and Human Resources (HR) and to follow College policy / guidance 5) Wear a face covering before entering College, in the library, common areas, circulation spaces, meeting and teaching rooms, and offices (unless single office use or social distancing can be maintained throughout) 6) Maintain social distancing at all times 7) Travel on College business only for essential travel; reduce the amount of time using public transport and to implement social distancing where possible 8) Follow good NHS hygiene measures at all times 9) Workers who are unwell with symptoms of Covid-19 must not attend the workplace, students must stay in their accommodation; staff and students to get tested by University testing facility as soon as they develop symptoms. Report all cases to the Lodge – the College’s designated single point of contact (SPOC) 	4 x 2 = 8	Individual workers, students
Working at College - General	4 x 3 = 12	<ol style="list-style-type: none"> 1) Ensure regular contact with those working from home to help them stay connected with the rest of their colleagues 2) Ensure that everyone working at College are aware of this Covid-19 Secure risk assessment and have details of where this risk assessment can be found 3) 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 4) Establish ‘Host’ and ‘line manager’ responsibilities, provide training as necessary 	4 x 1 = 4	Individual workers

		<ol style="list-style-type: none"> 5) Use floor markings and introduce one way flow around College, especially at exit and entrance points and areas of potential social gathering, busy corridors etc. 6) 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 7) Install hand sanitiser at appropriate points around College, including the entrances to all accommodation 8) 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 busy flow periods and at regular intervals throughout the day 9) Discourage non-essential trips within College and buildings, restrict access to some areas for some people (only Bursary staff in the Bursary building for example); visits by prior appointment only 10) Regulate use of high traffic areas to maintain social distancing 11) Encourage contact within College and departments to using telephones, virtual meetings and emails as opposed to face-to-face contact 12) Reduce capacity of lifts, provide hand sanitiser for the operation of lifts, encourage stairs to be used in preference where possible 13) Ensure agency staff and contractors are aware of this risk assessment and relevant departmental risk assessments, follow agreed protocols and standards for cleaning, personal hygiene, social distancing and self-isolation 		
Suspected cases at College	$4 \times 4 = 16$	<p>If a worker develops one of the main symptoms (high temperature, new persistent cough and loss of taste or smell) while at work, they should:</p> <ol style="list-style-type: none"> 1) Alert their line manager 2) Return home immediately 3) Avoid touching anything 4) 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. 5) Book a test through the University testing service straight away 6) They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed 7) Enable workers to work from home while self-isolating if appropriate <p>If a student develops symptoms whilst on College premises/ in accommodation, they should return to their place of residence immediately, self-isolate,</p>	$4 \times 1 = 4$	Individual workers, students

		<p>book a test through the University testing service straight away, and follow guidance on self-isolation.</p> <p>College to follow agreed case response process, notify designated College Single Point of Contact (SPOC) and advise household on arrangements.</p> <p>Household isolation protocols to be followed, including meal deliveries, housekeeping, and support for academic and exam provisions. If the case is part of a confirmed localised outbreak, the College Bronze Group must be convened; local shutdown of College areas to be activated and staff advised.</p>		
Workplaces and Workstations	$4 \\ \times \\ 3 \\ = \\ \mathbf{12}$	<ol style="list-style-type: none"> 1) Workstations should be reviewed to allow people to maintain social distancing 2) Workstations should be assigned to an individual and not shared, remove 'Hot Desks' if practical and ensure thorough sanitisation if not 3) Use floor tape to mark areas to indicate social distancing guidelines 4) If workstations cannot 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. 5) Consider using screens to separate people 6) Face coverings to be worn in shared office spaces if social distancing cannot be maintained 	$4 \\ \times \\ 1 \\ = \\ \mathbf{4}$	Individual workers
Meetings	$4 \\ \times \\ 3 \\ = \\ \mathbf{12}$	<ol style="list-style-type: none"> 1) Use remote working tools to avoid in-person meetings 2) Essential meetings must maintain recommended social distancing between those attending as outlined below 'Working in local vicinity to others maintaining 2m distance' 3) Ensure recommended room capacity is not exceeded 4) Avoid transmission during meetings, for example avoid sharing pens and other objects 5) Provide hand sanitiser in meeting rooms; users are required to wipe surfaces and touchpoints clean and dispose of wipes safely before vacating room and if necessary before using room. 6) If possible hold meetings outdoors or in well ventilated areas 7) Areas that regularly hold meetings should use floor signage and other marking methods to indicate number of recommended users and safe social distancing 	$4 \\ \times \\ 1 \\ = \\ \mathbf{4}$	Individual workers
Tutorials and other College teaching	$4 \\ \times \\ 3 \\ =$	<ol style="list-style-type: none"> 1) Follow University guidance on social distancing and face coverings, plus other mitigation measures as below 2) Ensure recommended room capacity is 	$4 \\ \times \\ 1 \\ =$	Teaching staff and students

	12	<p>known and not exceeded</p> <ol style="list-style-type: none"> 3) Avoid transmission during teaching meetings, for example avoid sharing pens and other objects 4) Provide hand sanitiser in or outside teaching room 5) Users are required to wipe surfaces and touchpoints clean and dispose of wipes safely before vacating room and if necessary before using room. 6) If possible ensure teaching spaces are well ventilated 7) Make alternative teaching spaces available where teaching rooms are unsuitable (e.g. too small, not well ventilated) 8) Bookable teaching rooms have floor signage and other marking methods to indicate number of recommended users and safe social distancing 9) Use remote working tools to allow vulnerable/shielding students/teaching staff to participate, and/or on pedagogical grounds, and/or in the event of individuals or groups having to quarantine/self-isolate 10) Library has made extensive plans for safe access to books and study spaces 11) Student behaviour to be enforced via University Student Responsibility Agreement and College policies 12) Teaching staff to review risks for their room in line with College protocols, liaise with Senior Tutor or Home Bursar as appropriate to discuss individual needs. Further adaptations to individual teaching rooms can be made on request, e.g. furniture, screens. 13) Mechanism in place for students coming from other colleges for tutorials to sign in with their details at Lodge and follow all College policies 	4	
Equality in the Workplace	$4 \times 3 = 12$	<ol style="list-style-type: none"> 1) Ensure all staff returning from furlough receive return to work training including making them aware of the Covid 19 Risk Assessment appropriate to their Department and control measures 2) 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 are inappropriate or challenging for them 3) Make reasonable adjustments to avoid those with protected characteristics are not at any disadvantage 4) Make sure that no steps have any unjustifiable negative impact on some groups compared to others 	$4 \times 1 = 4$	Those with Protected Characteristics

Access onto College site, including deliveries	4 x 4 = 16	<p>Where possible, consider and implement the following practices:</p> <ol style="list-style-type: none"> 1) Stop all non-essential visitors 2) Reduce the number of entry points into College to Kendrew and Main Lodge and restrict access for most staff and students to these entry points 3) Introduce staggered start and finish times to reduce congestion and contact at all times 4) Remove or disable entry systems that require skin contact e.g. fingerprint scanners 5) Require all workers to wash or clean their hands before entering or leaving the site 6) Regularly clean common contact surfaces in reception, office, access control and delivery areas, e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times 7) Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible 8) Drivers should be told to remain vigilant of remaining at recommended social distance and where possible be asked to wash or clean their hands before unloading 9) Where possible indicate 2m spaced markings on the floor in expected delivery areas the keep social distancing clear 10) Face coverings to be worn by the staff receiving the delivery, especially where multiple deliveries are expected 11) Ensure staff receiving deliveries wash their hands after unloading 	4 x 1 = 4	Individual workers, delivery drivers, contractors
Poor hygiene	4 x 4 = 16	<ol style="list-style-type: none"> 1) Ensure all Scouts have refresher training 2) Use signs and posters to build awareness of good handwashing techniques 3) To provide regular reminders and signage to maintain personal hygiene standards 4) Enhanced cleaning for busy areas 5) Wash your hands thoroughly and regularly. Use 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 6) Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin 7) Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site 8) Regularly clean the hand washing facilities and check soap and sanitiser levels 9) Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal 10) Provide and store extra supplies of soap, 	4 x 1 = 4	Individual workers

		hand sanitiser and paper towels and these should be securely stored.		
Use of Changing facilities, Toilets and showers	4 x 4 = 16	<ol style="list-style-type: none"> 1) Introduce staggered start and finish times to reduce congestion and contact at all times 2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day 3) Determine how many people can use it at any one time to maintain a distance of two metres 4) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal 	4 x 1 = 4	Individual Workers
Working in local vicinity to others (maintaining 2m distancing) including office workers, FOH staff, Lodge Staff	4 x 4 = 16	<ol style="list-style-type: none"> 1) For meetings where people can maintain a 2m distance and where the room is well ventilated face covering need not be worn (provided all present agree, otherwise face covering to be worn by all) 2) Starting and finishing times are to be staggered and reviewed to ensure no build-up of staff / teams in areas 3) Workers who are unwell with symptoms of Covid-19 must not attend the workplace 4) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures 5) 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 6) Maintain recommended social distancing measure from each other as much as possible with supervision in place to monitor compliance 7) Avoid skin to skin and face to face contact 8) Use screens or barriers to separate people from each other where possible 9) Stairs should be used in preference to lifts and consider one ways systems around site where possible 10) 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 	4 x 1 = 4	Individual workers
Working within 2 metres of others	4 x 4 = 16	<ol style="list-style-type: none"> 1) Wear a face covering at all times 2) Always consider if the task can be performed differently without having to breach the recommended social distancing rules 3) 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 4) Ensure that any person classed as being clinically vulnerable, who are at higher risk 	4 x 2 = 8	Individual workers, contractors

		<p>of severe illness, for example those with pre-existing conditions, do not break 2m distancing guidelines set out by government.</p> <ol style="list-style-type: none"> 5) 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 minutes 6) Workers are to limit face-to-face working and work facing away from each other when possible 7) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task 8) All equipment to be thoroughly cleaned prior and after using it. 9) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination 10) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places 11) Single use PPE should be disposed of safely so that it cannot be reused and to control potential contamination (waste removed by a responsible, approved contractor while bearing in mind that used face coverings/masks are not controlled waste). 		
Keeping the Workplace Clean	$4 \times 4 = 16$	<ol style="list-style-type: none"> 1) Frequent cleaning of work areas and equipment between uses using relevant cleaning products 2) Increase frequency of cleaning in high use areas to include the weekend 3) Employ Rapid Response team to clean rooms and other areas where there have been suspected or confirmed cases of Covid-19 4) Frequent cleaning of all hand touch surfaces regularly using relevant cleaning products – door handles, bannisters, keyboards etc, make sure there are adequate disposal arrangements 5) Clear workspaces or unnecessary equipment and belongings from the work area at the end of each shift/work day 6) Limiting or restricting use of high touch items and equipment where possible – printers, copiers, whiteboards etc 7) Provide cleaning products/wipes at commonly used equipment, e.g. printers, photocopiers; each user responsible to wipe clean after use and dispose of wipe safely 8) Refer to Housekeeping team for specific guidance if cleaning is required after a known case of COVID-19 	$4 \times 1 = 4$	Individual workers

Accidents, Security and Other Incidents	4 x 3 = 12	1) In an emergency, fire for example, people do not have to stay 2m apart if it is unsafe to do so but need to wear face covering. Social distancing should be maintained if possible 2) First Aiders and those involved with providing assistance to others should pay particular attention to sanitising measures immediately afterwards, including washing hands	4 x 1 = 4	Individual workers
Buttery Service Area - exposure from large numbers of persons		SEPARATE FOH AND CUSTOMER CATERING SPECIFIC RISK ASSESSMENTS IN PLACE		
Kitchens		SEPARATE KITCHEN SPECIFIC RISK ASSESSMENT IN PLACE		
Eating Areas – Hall, Kendrew Café, Garden Quad, SCR		SEPARATE FOH AND CUSTOMER CATERING SPECIFIC RISK ASSESSMENTS IN PLACE		
Individual College departments		SEPARATE DEPARTMENTAL RISK ASSESSMENTS IN PLACE, E.G. FOR OFFICE AREAS, LIBRARY, WORKS, SPORT FACILITIES, CHAPEL		

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to the Lodge.
- Information and updates are 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.
- Ensure all staff are aware of government advice on self-isolation and household isolation and adhere to those rules
- Assessments to be reviewed every 6 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.