



## Wolfson College COVID-19 Risk Assessment Punts Use

<b>Assessment Ref</b>	WOLF-W-COVID-004	<b>Location/Dept:</b>	Punts and Punting Boathouse
<b>Assessment date:</b>	24/03/21	<b>Assessor's name:</b>	Chris Licence
<b>Manager/Supervisor:</b>	Chris Licence	<b>Next review date:</b>	12/04/21
<b>Brief Description of Task/Area</b>	The activities undertaken by the Wolfson Community within the Punting Boathouse area of the College. I.e. preparation for and activity after punting on the lake. This assessment covers the risk of contracting the COVID-19 virus and the control measures required to reduce this.		
<b>To be read and followed in conjunction with any other Risk Assessments, Policies or Procedures; list them here</b>	WOLF-W-COVID-19-001/002/004/005 and COVID 19 SAFETY PLAN. All other sporting activity related Risk Assessments (currently under review)		

Hazard Category and Description e.g. trip, falling objects, fire, explosion, noise, violence etc.	Persons affected and how	Existing Control Measures e. g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)	A. Severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Further Measures Needed	A. Severity of injury (1 to 5)	B. Likely Occurrence (1 to 5)	Risk Rating (A) x (B)	Further measures to be completed when and by whom
<b>Infectious disease:</b> Contracting Covid-19 (Coronavirus)	<b>College Staff / Students / Members of the Public / Visitors / Family Members of staff</b> Becoming severely ill by contracting the COVID-19 virus	Follow the Wolfson College Home Bursary guidance and procedures (as per above) for controlling the COVID-19 risk on site and ensuring the following general control measures are followed; these have been in place since 23/03/20:  <u><b>Hand Washing</b></u>  All the College community are required to follow government guidance on the washing or sanitising of hands before and after contact with communal surfaces.	5	3	15	Follow the Wolfson College Home Bursary guidance and procedures (as per above) for controlling the COVID-19 risk and ensure the following general control measures are followed:  <u><b>Group Control</b></u> As per government regulations now in place users of the Punts can be used as normal by those in the same household or	4	1	4	<b>All users of facilities</b> Immediate          <b>All users of facilities</b> Immediate

		<p><b><u>General Hygiene</u></b> All are advised to limit touching communal surfaces as far as possible and not share equipment.</p> <p><b><u>Social Distancing</u></b> All College community are reminded to maintain social distance from each other around the site and whilst using any facilities.</p> <p><b><u>Symptoms of COVID-19</u></b> <i>All of the Wolfson community (users of the facilities) have been asked to self-isolate and not use facilities if they exhibit any of the COVID-19 symptoms. College guidance decrees that they will then self-isolate for 7 days and review.</i></p> <p><b><u>Contractors</u></b> Only essential contracted works are permissible on the College site and this applies to the multiuse courts as well, reducing the possibility of multiple household groups coming into contact with each other and maintaining social distancing needs.</p>			<p>within their own social bubble but for all others space limitations mean that only 2 from different households can use punts once they are in the water from April 12th; these 2 will need to follow 2m social distancing at all times.</p> <p><b><u>Social distancing reminders</u></b> Posters and guidance signs will be made visible in the Punting Boathouse, to prompt all as reminders about maintaining social distance and following the current COVID-19 control measures.</p> <p><b><u>Cleaning</u></b> All touch points and equipment for the punts; cushions, poles, life jackets and oars will be cleaned and sanitized before the first use of the day by the Home Bursary staff.</p> <p>All users of the punts will wipe clean and sanitise the touched punt surfaces immediately before and after their use</p>			<p><b>Home Bursary</b> 15/06/20</p> <p><b>Home Bursary</b> 15/06/20</p> <p><b>All users of facilities</b> Immediate</p> <p><b>Home Bursary</b> 15/06/20</p>
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					<p>Cleaning and janitorial supplies (and extra bins) for this will be available in the Punt Boathouse area during hours of use.</p> <p><b>Hours of Use</b> The hours of use for the Punts has been reduced to 09:00 until 17:00 to allow for cleaning of the Punts by Home Bursary staff.</p> <p><b>Communication</b> All College community will be able to view the Sports Facilities Safe Use Guidance on the College website.</p> <p><b>Further risk assessments</b> The COVID-19 hazard and control measures are to be added to all other sporting activity related task specific Risk Assessments and made available for all College users via the website.</p> <p><b>Vaccination Programme</b> The College are encouraging all members to take advantage of the central NHS vaccination programme as/when they are invited.</p> <p><b>LFT Availability</b></p>			<p><b>Home Bursary</b> 15/06/20</p> <p><b>Home Bursary</b> 15/06/20</p> <p><b>Home Bursary</b> 15/06/20</p> <p><b>All users of facilities</b> Immediate</p> <p><b>All users of facilities</b> Immediate</p>
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						The College are making a number of LFT available for students, staff, members and are strongly encouraging these groups to use the tests at strategic points prior to physically visiting site.				
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## Hazard checklist

The definition of a hazard is "something that has the potential to cause harm" including ill health, injury, loss of product and/or damage to plant and property.

Below is a list of hazards that may be present and may be of assistance in identifying hazards in your task or area. Although not an exhaustive list, please place an **X** in the box if you think the hazard exists in the activity and/or environment and insert in the Description and Location of Hazard Section of the form. Also, include any additional hazards identified and not highlighted below.

a. Condition of the:	Floor.		Stairs.		Furniture.	
b. Extremes of:	Light.		Noise.		Humidity / temperature.	
c. Abnormal levels of:	Dust.		Fumes / aerosols.		Smells.	
d. Animals:	Kicking / scratching.		Biting.		Crushing.	
e. Flammables:	Solvents.		Paper / board.		Wood.	
f. Radiation:	X-ray / radioactivity.		Ultraviolet.		Laser.	
g. Equipment training:	Inadequate training.		No training.		Needs re-training.	
h. Equipment:	Sparks / generates static.		Has a flame.		Uses flammable liquids.	
i. Electrical equipment:	Damaged / exposed wires		Trailing leads / adapters.		PAT tested.	
j. Equipment with:	Sharp / fast moving parts		Emergency cut out.		Extreme temperatures.	
k. Manual handling:	Dragging/moving/lifting.		Heavy.		Awkward.	
l. Vehicles:	Buggies.		Passenger.		Lorries/vans.	
m. Pressure systems:	Autoclaves.		Gas cylinders.		Liquefied gases.	
n. Word processing / computing.	DSE/VDU.		Program / software.		Workstation.	
o. Working:	Lone-working.		Over-crowding.		Housekeeping - bench / floor.	
p. Working:	Above 2m off ground.		On ladders / scaffolds.		Below ground level.	
q. WRULD – work related upper limb disorders	RSI – keyboard, pipette.		Hand Arm Vibration.			
r. Outside buildings, roads	Falling objects.		Swinging doors		Obstructions / low beams.	
s. Infectious Diseases	COVID-19 / Flu	X	Ebola / Hemorrhagic Fever		HIV	

## Risk Rating Guide

Score	5	4	3	2	1
Column A: Severity of injury:	Very High -Multiple Deaths	High - Death, serious injury, permanent disability	Moderate - RIDDOR over 3 days	Slight - First Aid treatment	Nil - Very Minor
Column B: Likely occurrence:	Inevitable	Highly Likely	Possible	Unlikely	Remote Possibility

Risk Rating Score	Action	Risk Rating Score	Action
1-4	Broadly Acceptable - No action required	5-9	Moderate - Reduce risks if reasonably practicable
10-15	High Risk - Priority Action to be undertaken	16-25	Unacceptable -Action must be taken IMMEDIATELY

## Additional Control Measures Action Plan

Ref No.	Further action required	By whom	By when	Completed
AC1	<i>Social distancing reminders</i>	Home Bursary	15/06/20	
AC2	<i>Communication</i>	Home Bursary	15/06/20	
AC3	<i>Cleaning supplies</i>	Home Bursary	15/06/20	

### Explain how you will monitor and review the additional control measures?

Frequency: Monthly once past the deadline for implementation

Method: Daily walk arounds by all Home Bursary staff

To be carried out by: Home Bursary (Facilities Team)

## COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF

Reference of formal and additional communication to staff	METHOD	YES	DATE	COMMENTS
	Copy of risk assessment issued to staff			
	Controls covered in team procedure issued to staff			
	Induction			
	Team Meeting, Toolbox Talk			
	E-mail circulation			
	Available on website / intranet	X	15/06/20	
	Other –			

### Review Tracker

Reassessment due: <b>12/07/20</b>	Reassessment due: <b>24/03/21</b>	Reassessment due:	Reassessment due:	Reassessment due:
Assessed by: Chris Licence	Assessed by: Chris Licence	Assessed by: (Name)	Assessed by: (Name)	Assessed by: (Name)
Signature	Signature	Signature	Signature	Signature
Date 12/07/20	Date 24/03/21	Date	Date	Date
Job Title Health & Safety Manager	Job Title Health & Safety Manager	Job Title	Job Title	Job Title
Approved by: Barry Coote	Approved by: Barry Coote	Approved by:	Approved by:	Approved by: