



Wolfson College Generic Site Risk Assessment – WOLF-W-COVID-19-001 – Covid-19 Risk Assessment

Site Assessed: Wolfson College, Linton Road, Oxford, OX2 6DU

Activity / Area Assessed: All activities and areas (staff, students, fellows, visitors, contractors) on the College site

Description of Issue: The Coronavirus describes a large group of viruses that can cause illness to humans. They are common all over the world and can cause a wide range of symptoms varying from mild symptoms, such as the common cold to more serious respiratory problems. This outbreak has been named as 2019-nCoV. Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal and the virus can be spread much like the common cold by human to human passing of air droplets or from contaminated surfaces and is highly contagious. Those with underlying health issues are at greater risk. The symptoms are similar to the common cold and can be fairly mild. It is therefore important that if symptoms deteriorate or you have problems breathing you follow NHS advice.

Reason for Assessment: Wolfson College owe a duty of care to all staff, students, residents, visitors, contractors and general public on the site. This is a generic Risk Assessment for dealing with the current Covid-19 situation at the Wolfson College Linton Road site. It is not likely to cover all scenarios and each line manager is encouraged to consider their own unique circumstances when carrying out task specific risk assessments and explaining the control measures to all staff. **A specific risk assessment for each area and task was carried out before commencing / restarting any activity.**

The current COVID-19 situation is an ever-moving issue and this assessment may be subject to regular change in line with the latest HSE and Government guidance regarding the current pandemic control measures.

Latest Review Date: 13/07/21

Reviewed by: Chris Licence – Estates and Health & Safety Manager / Barry Coote – Home Bursar / Marie Johnson – Facilities Assistant

Next Review date: 31/08/21

Additional information: For further advice and guidance on how you can assist with the control of the virus and help safeguard those within the Wolfson College workplace please visit the College website at [Wolfson and COVID-19 | Wolfson College, Oxford](#) or go to the HSE website at <https://www.hse.gov.uk>.

		<p><u>Cleaning</u> Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in communal areas of high use such as door handles, light switches, reception areas, using appropriate cleaning products and methods.</p> <p><u>Travelling to work</u> Staff are asked to not use public transport where possible and use bicycles.</p> <p><u>Working from Home</u> All staff who could were asked to work from home from March 23rd when the initial tighter controls were announced by the government. Working from home etc. as well as furloughing staff where possible to reduce number of workers on site at any one time.</p>	<p>All visitors to the College site are asked to wash or sanitise hands regularly and posters are displayed highlighting this</p> <p><u>Cleaning</u> Regular checks will be carried out by line managers as part of their workplace inspections to ensure that the necessary procedures are being followed.</p> <p>Home Bursary Team will also be carrying out checks of the College site during weekly building tours.</p> <p><u>Travelling to work</u> Staff asked to walk, cycle or drive on your own, if possible, to avoid contact with other commuters. If taking public transport follow the Government's guidelines www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers which currently includes that you should wear a face covering.</p> <p><u>Working from Home</u> Staff will continue to work from home whenever possible. Managers will ensure that only people who cannot work remotely attend College. Heads of Departments will consult their staff on working arrangements. Staff must complete a display screen equipment workstation checklist at www.wolfson.ox.ac.uk/working-remotely-home to ensure that you are working safely at home, and must</p>	<p>All College Visitors</p> <p>Line Managers</p> <p>Home Bursary and Estates and Health & Safety Manager</p> <p>HR/Line Managers</p> <p>Line Managers</p>	<p>August 1st 2020</p> <p>July 1st 2020 (return to work date)</p> <p>Weekly starting from 15/05/20</p> <p>July 1st 2020 (return to work date)</p> <p>July 1st 2020 (return to work date)</p>
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		<p><u>Social Distancing (PREVIOUS CONTROL)</u> Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Authority https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people Redesigning processes to ensure social distancing in place. Conference calls to be used instead of face to face meetings. Ensuring sufficient rest breaks and facilities for staff. Social distancing also to be adhered to in canteen area and smoking area.</p>	<p>A 'Secure Events' set of guidance has been produced and is available on the College website for visitors or members to read.</p> <p>Events will generally be run with the following controls in place where practicable:</p> <ul style="list-style-type: none"> - Outdoors – maximum of 30 people, sanitising station available, drinking and eating at tables where possible, track and trace used. - Indoors – face coverings, 1m+ distancing, sanitising station available, food and drink served to tables only, track and trace used. <p><u>Social Distancing (NEW CONTROL)</u> Staff to be reminded on a daily basis of the importance of social distancing (1M+) both in the workplace and outside of it.</p> <p><u>Lifts</u> Lifts are only to be used by one person at a time (notices will be displayed to highlight this).</p>	<p>Home Bursary Team</p> <p>All College members</p>	<p>July 19th 2021</p> <p>July 1st 2020 (return to work date)</p>
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		<p><u>Mental Health Provision</u> Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress</p> <p><u>Further Procedural / Engineered Controls and Guidance</u> A generic Infectious Diseases Risk Assessment was completed and shared with all staff before the lockdown period.</p> <p><u>College Closed to Non-Members</u> The College grounds and buildings are closed for all but essential staff and non-residents / members.</p>	<p><u>Further Procedural and Engineered Controls and Guidance:</u> All individual department heads are asked to complete a COVID-19 Risk Assessment and install controls measures as per guidance within the Wolfson College COVID-19 staff documents: WOLF-W-COVID-19-001/002/004/005 and COVID 19 SAFETY PLAN. These include the measure already outlined above as well as:</p> <ul style="list-style-type: none"> - Offering protective Perspex shields where required. - Social distancing reminders are to be placed around the College at strategic high footfall areas. - PPE supplies will be purchased by the Home Bursary and made available if required. - Office area risk assessments will be carried out by Heads of Department with control measures put in place. - All staff reminded to reduce contact with shared surfaces. - Food preparation and serving areas will have one-way systems and other measures in place to reduce social contact and maintain distancing. - Lunch/tea break times will be staggered to prevent overcrowding of spaces. - Increased ventilation will be put in place where HVAC equipment is installed; otherwise windows and doors will be kept open as much as possible. - Toilets will have increased ventilation. - Contractors procedures have been drawn up for them to agree to. 	<p>Home Bursary Team / HR / College Comms / Line Managers</p>	<p>Continuous from July 1st (or return to work date) – Updated July 19th 2021</p>
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			<p><u>Communication and training</u> All staff are given access to and training / guidance / reinforcement in respect of the policies and procedures stated above Supervisors and Line Managers will reinforce the COVID-19 controls during Team Briefings. All Line Managers / Supervisors and all staff (once access is arranged) will complete the COVID-19 training module on the Peninsula website at: https://businesssafe.peninsula-online.com/ELearning/COVID-19Employees/index.html#/</p> <p><u>Assurance</u> All staff will sign to accept that the procedural controls have been explained to them and that they agree.</p> <p><u>Safe use of Sports Facilities</u> All outdoor and indoor sports areas are OPEN with COVID-secure guidance and additional controls in place. Separate risk assessments have been produced (available in the College website).</p> <p><u>Returning Residents</u> Guidance has been published on the College Website for those returning to College, in line with University guidance.</p>	<p>Home Bursary Team / HR / College Comms</p> <p>Line Managers</p> <p>Home Bursary Team</p> <p>Home Bursary Team to prepare and all College members to follow</p>	<p>Continuous from July 1st (or return to work date)</p> <p>By July 1st (or return to work date)</p> <p>August 1st 2020</p> <p>Feb 1st 2021</p>
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			<p><u>Vaccination Programme</u> The College are encouraging all members / staff to take up the NHS vaccination offers once they are available.</p> <p><u>HVAC Mechanical Controls</u> The AHUs serving the main Academic Wing area and the Buttery will be switched to operate on a 7 day a week time clock with 100% outside air mix and no recirculation or heat recovery loops enabled. Air filters will also be exchanged during a planned service visit.</p>	<p>All College members</p> <p>Home Bursary Team</p>	<p>Feb 1st 2021</p> <p>Feb 1st 2021</p>
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Risk rating before additional controls

Severity	Likely Occurrence	Risk Rating
5	4	20

Risk rating after additional controls

Severity	Likely Occurrence	Risk Rating
4	1	4

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 7 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

COMMUNICATION OF RISK ASSESSMENT FINDINGS TO STAFF

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	X	27/05/20	Emailed a link to all staff
	Controls covered in team procedure issued to staff	X	01/07/20	
	Induction			
	Team Meeting, Toolbox Talk			
	E-mail circulation	X	27/05/20	Emailed a link to all staff
	Available on website / intranet	X	27/05/20	Emailed a link to all staff
	Other –			
Review Tracker				
Reassessment due: 30/06/20	Reassessment due: 30/07/20	Reassessment due: 31/08/20	Reassessment due: 30/11/20	Reassessment due: 02/03/21
Assessed (Name) Chris Licence	Assessed (Name) Chris Licence	Assessed (Name) Chris Licence	Assessed Chris Licence	Assessed Chris Licence
Signature	Signature	Signature	Signature	Signature
Date 30/06/20	Date 28/07/20	Date 18/09/20	Date 01/12/20	Date 29/03/21
Job Title Estates and H&S manager	Job Title Estates and H&S manager	Job Title Estates and H&S manager	Job Title	Job Title Estates and H&S manager

Approved by: Barry Coote	Approved by: Barry Coote	Approved by: Barry Coote	Approved by: Barry Coote	Approved by: Barry Coote
Review Tracker				
Reassessment due: 15/05/21	Reassessment due: 19/07/21			
Assessed by: Chris Licence	Assessed by: Chris Licence			
Signature				
Date - 15/05/21	Date - 13/07/21			
Job Title Estates and H&S manager	Job Title Estates and H&S manager			
Approved by: Barry Coote	Approved by: Barry Coote			