



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>Staggered Work Times / Arrival & Departure</u> Have taken steps to review work schedules including start & finish times/shift patterns.</p>	<p>discuss any concerns, assistance or equipment needed with your Head of Department in the first instance.</p> <p>Some staff working remotely who need to come into College on occasions to undertake tasks that cannot be completed remotely (for example, retrieving a file or using specialist equipment for a particular task) should make arrangements through their Head of Department</p> <p><u>Staggered Work Times / Arrival & Departure</u> Take further steps to review work schedules including start & finish times/shift patterns. Also relocating workers to other tasks if possible.</p> <p>To aid social distancing, arrival and departure times should be staggered wherever possible - especially for larger groups such as the Grounds Team and the Housekeeping Department.</p> <p>Heads of Department's should encourage flexible working patterns with their staff to enable them to avoid peak travel times, and to limit contact with other commuters and reduce travel times.</p> <p><u>Meetings/Events</u> If staff or individuals need to meet in person, only the absolutely necessary participants will attend, 1m+ separation must be maintained indoors, and the room must be well ventilated by opening windows and doors. Staff will meet outside if possible: outdoor meeting areas are being arranged for this purpose. Meeting rooms will be set up with chairs and desks spaced out to ensure social distancing and each room will have a strict occupancy number, which will be displayed on the door. Floor tape/signage will be used to help people maintain social distancing.</p>	<p>Line Managers</p> <p>All College members</p>	<p>Before July 1st 2020 (return to work date)</p> <p>As / when required</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>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p><u>Reducing Movement</u> Movement around the college will be minimized wherever possible. Staff will not make any non-essential trips around the College. If movement around College is essential, staff will consider the best time to do so to avoid others and the safest route to help with social distancing. Routes that use the outdoors and avoid touching doors and surfaces is preferable to indoor routes.</p> <p><u>One-way Systems</u> One-way systems will be put in place to ensure that people do not pass close to each other. One-way systems will be marked out clearly and will be observed at all times.</p> <p><u>Wearing of Gloves</u> Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p>	<p>All College members</p> <p>All College members</p> <p>Home Bursary Team</p>	<p>July 1st 2020 (return to work date)</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>Symptoms of Covid-19</u> If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow self-isolation guidance.</p> <p>Line managers will maintain in regular contact with staff members during this time.</p> <p><u>Drivers (minibus)</u> Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p>	<p><u>Symptoms of Covid-19</u> Internal communication channels and cascading of messages through line managers, team meetings and the College website will be carried out regularly to reassure and support members in a fast-changing situation.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>If advised that a member of staff or public has developed Covid-19 (a confirmed case) and were recently on our premises (including where a member of staff has visited other work place premises such as accommodation), the Home Bursary Team will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. Student and resident support services will be available through the College or Oxford University centrally.</p> <p><u>Drivers (minibus)</u> Add the COVID-19 Hazard to the current minibs driving task risk assessment. Drivers will be provided with appropriate PPE for use where social distancing cannot be maintained.</p>	<p>Home Bursary Team / HR / College Comms / Line Managers</p> <p>Home Bursary Team</p>	<p>July 1st 2020 (return to work date)</p> <p>Continuous from May 17th</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>	All College members Home Bursary Team	Feb 1 st 2021 Feb 1 st 2021
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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				
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 by:	Assessed (Name) Chris Licence by:	Assessed (Name) Chris Licence by:	Assessed Chris Licence by:	Assessed Chris Licence by:
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			