# Wolfson College COVID-19 Risk Assessment
## Punts Use

<table>
<thead>
<tr>
<th>Assessment Ref</th>
<th>Location/Dept:</th>
<th>Punts and Punting Boathouse</th>
</tr>
</thead>
<tbody>
<tr>
<td>WOLF-W-COVID-004</td>
<td>12/06/20</td>
<td>Chris Licence</td>
</tr>
<tr>
<td>Assessment date:</td>
<td>Assessor's name:</td>
<td>Next review date:</td>
</tr>
<tr>
<td>12/06/20</td>
<td>Chris Licence</td>
<td>12/07/20</td>
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<tr>
<td>Manager/Supervisor:</td>
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<tr>
<td>Chris Licence</td>
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<tr>
<td>Brief Description of Task/Area</td>
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<tr>
<td>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.</td>
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<tr>
<td>To be read and followed in conjunction with any other Risk Assessments, Policies or Procedures; list them here</td>
<td>WOLF-W-COVID-19-001/002/004/005 and COVID 19 SAFETY PLAN. All other sporting activity related Risk Assessments (currently under review)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard Category and Description</th>
<th>Persons affected and how</th>
<th>Existing Control Measures e.g. Guards, Safe Systems of Work, Training, Instruction, Authorised Users, Competent Persons, Personal Protective Equipment (PPE)</th>
<th>A. Severity of injury (1 to 5)</th>
<th>B. Likely Occurrence (1 to 5)</th>
<th>Risk Rating (A) x (B)</th>
<th>Further Measures Needed</th>
<th>A. Severity of injury (1 to 5)</th>
<th>B. Likely Occurrence (1 to 5)</th>
<th>Risk Rating (A) x (B)</th>
<th>Further measures to be completed when and by whom</th>
</tr>
</thead>
<tbody>
<tr>
<td>Infectious disease: Contracting Covid-19 (Coronavirus)</td>
<td>College Staff / Students / Members of the Public / Visitors / Family Members of staff Becoming severely ill by contracting the COVID-19 virus</td>
<td>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: <strong>Hand Washing</strong> All the College community are required to follow government guidance on the washing or sanitising of hands before and after contact with communal surfaces.</td>
<td>5</td>
<td>3</td>
<td>15</td>
<td>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: <strong>Group Control</strong> As per government regulations now in place users of the Punts can be used as normal by those in the same household or</td>
<td>5</td>
<td>1</td>
<td>5</td>
<td>All users of facilities Immediate</td>
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<tr>
<td>General Hygiene</td>
<td>Social Distancing</td>
<td>Symptoms of COVID-19</td>
<td>Contractors</td>
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<td>All are advised to limit touching communal surfaces as far as possible and not share equipment.</td>
<td>All College community are reminded to maintain social distance from each other around the site and whilst using any facilities.</td>
<td>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.</td>
<td>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.</td>
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<td>Social distancing reminders</td>
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<tr>
<td>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.</td>
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<td>Cleaning</td>
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<td>All punts will be cleaned and sanitized before the first use, and after the last use, of the day by the Home Bursary staff.</td>
<td>All users of the punts will wipe clean and sanitise the surfaces immediately before and after their use.</td>
<td>Cleaning and janitorial supplies (and extra bins) for this will be available in the Punt Boathouse area during hours of use.</td>
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**Home Bursary**  
15/06/20

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**All users of facilities**  
Immediate

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**Home Bursary**  
15/06/20

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**Home Bursary**  
15/06/20
| Hours of Use | 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. |
| Communication | All College community will be able to view the Sports Facilities Safe Use Guidance on the College website. |
| Further risk assessments | 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. |
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.

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<tr>
<td>s. Infectious Diseases</td>
<td>COVID-19 / Flu</td>
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<td>l. Vehicles: Buggies.</td>
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<td>a. Condition of the: Floor.</td>
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</tbody>
</table>
## Risk Rating Guide

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

<table>
<thead>
<tr>
<th>Risk Rating Score</th>
<th>Action</th>
<th>Risk Rating Score</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-4</td>
<td>Broadly Acceptable - No action required</td>
<td>5-9</td>
<td>Moderate - Reduce risks if reasonably practicable</td>
</tr>
<tr>
<td>10-15</td>
<td>High Risk - Priority Action to be undertaken</td>
<td>16-25</td>
<td>Unacceptable - Action must be taken IMMEDIATELY</td>
</tr>
</tbody>
</table>

## Additional Control Measures Action Plan

<table>
<thead>
<tr>
<th>Ref No.</th>
<th>Further action required</th>
<th>By whom</th>
<th>By when</th>
<th>Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>AC1</td>
<td>Social distancing reminders</td>
<td>Home Bursary</td>
<td>15/06/20</td>
<td></td>
</tr>
<tr>
<td>AC2</td>
<td>Communication</td>
<td>Home Bursary</td>
<td>15/06/20</td>
<td></td>
</tr>
<tr>
<td>AC3</td>
<td>Cleaning supplies</td>
<td>Home Bursary</td>
<td>15/06/20</td>
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</tbody>
</table>

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

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

## Review Tracker

<table>
<thead>
<tr>
<th>Reassessment due: 12/07/20</th>
<th>Reassessment due:</th>
<th>Reassessment due:</th>
<th>Reassessment due:</th>
<th>Reassessment due:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assessed by: (Name)</td>
<td>Assessed by: (Name)</td>
<td>Assessed by: (Name)</td>
<td>Assessed by: (Name)</td>
<td>Assessed by: (Name)</td>
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<td>Signature</td>
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<td>Job Title</td>
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<td>Approved by:</td>
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Chris Licence | WOLFSON COLLEGE OXFORD