

Wadham College

Parks Road, Oxford, OX1 3PN

Location: Wadham College

Title : COVID-19 Secure	Date of Assessment : 08/07/2020	Risk Assessor : Frances Lloyd2
Risk Assessment Reference : DB025	People involved in making this assessment :	
Task/ Process : COVID-19 Risk Assessment: Managing the risk of COVID-19	People at Risk : Contractors, Members of the Public, College Members	

Hazard : COVID-19 not managed appropriately within the College Increased risks to College members and visitors contracting or spreading COVID-19.
Control Measures:
1. The College has set up a Pandemic Response Group and a Pandemic Executive Group to co-ordinate the College's response to COVID-19. The groups are chaired by the Warden and meet (virtually) on a regular basis. The groups report to Governing Body.
2. The College's Silver Team (comprising the Domestic Bursar, Finance Bursar, Deputy Domestic Bursar, HR Manager and Head of Website & Communications) regularly meets (virtually) and reports to the pandemic response groups.
3. pan@wadham.ox.ac.uk regularly monitored for internal communications relating to COVID-19 from students, staff and Fellows . Warden's Executive Assistant monitors and allocates to appropriate College Officers to reply.
4. The College follows guidance from the government, public health advice, health and safety legislation and advice from the University. Regular reminders are sent to College members to follow government guidance and public health advice to manage the risk of COVID-19.
5. Department heads responsible for reviewing and updating existing risk assessments where appropriate. New risk assessments are carried out where required. Dynamic risk assessments will be undertaken using a Take 5 checklist: Stop, Look, Assess, Control and Monitor.
6. Any individual risk assessments (disability, young person or new/expectant mothers) will continue to be reviewed on a regular basis and updated where necessary.
7. Where operationally possible staff will work from home for some or all of their contracted hours. For staff working on site, staggered start and finish work times will be in place where necessary to reduce large gatherings and allow for increased social distancing.
8. The College will support clinically extremely vulnerable staff to follow specific medical advice issued to them about working.
9. Good hand hygiene measures encouraged at all times. Posters displayed around College. Specific risk assessment in place for 'enhanced' cleaning across College sites.
10. The College will continue to consult with staff on their health and safety. Staff representation on the Health and Safety Committee and a consultation process with staff has been undertaken on returning to work in the College.
11. The College is aware that measures relating to COVID-19 may continue for some time and restrictions may be lifted and then imposed again in response to further national or localised outbreaks. This generic College risk assessment will be regularly reviewed and updated where necessary.
12. All College members to be made aware of this generic risk assessment and it will be published on the College website. Specific College Arrangements for Michaelmas Term 2020, including College Community Rules and measures in place to control the spread of coronavirus, also distributed.
13. All College members encouraged to come forward if they have any suggestions or comments on the College's response to managing the risk of COVID-19.
14. The University's in-house COVID-19 testing service is open to all staff and students of the University and colleges, providing rapid access to free testing for those with coronavirus symptoms. Protocols in place and distributed to College members.

Hazard : Government guidelines are updated but the College fails to keep updated Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. Pandemic Executive Group and Silver Team considers regular updates from the government, public health advice and information from the University and Conference of Colleges. College representation on Conference of Colleges' committees considering guidance and policies.
2. Regular College and University e-mails to all College staff and students. University website provides further information and advice: <https://www.ox.ac.uk/coronavirus/advice> .

Hazard : Precautionary measures are not being followed in the College Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. Regular e-mail updates to College members. E-mails contain government advice on minimising the risks of catching and spreading the virus, including the most recent guidance regarding social distancing. Staff working from home where operationally possible.
2. Hand washing facilities with soap and water in place. Posters displayed in departments on good hand hygiene, including use of hand sanitiser if hand washing facilities are not available. Leaflet circulated to all non-academic staff on good hand hygiene.
3. Housekeeping have introduced additional measures, including 'enhanced' cleaning' to improve infection control, ensuring that frequently touched surfaces and objects receive particular attention. Appropriate cleaning products are being used with training provided by competent trainers.
4. Housekeeping are keeping bathrooms and toilets well stocked with soap and hand towels (unless the toilet has a hand dryer) and suitable bins for waste. Hand sanitiser bottles/dispensers are being placed in key areas around the College, including entrances and exits and meeting rooms.
5. Refresher training provided to housekeeping team to ensure areas are being appropriately cleaned and staff are minimising the risks to themselves by following PHE advice.
6. Sanitisation of all shared hand tools, controls and shared machinery and equipment after use. Specific risk assessments in place in departments where relevant.
7. College meetings conducted by Teams or Zoom wherever possible. IT support provided remotely where possible to minimise contact. Where meetings are take place face to face, they are held outdoors or in a well-ventilated room wherever possible.
8. Lodge has a 'one in, one out' policy for routine enquiries and there are arrangements for collection of mail/parcels. Hygiene screen at the Lodge to minimise face to face contact. Staff wash hands or use hand sanitiser after handling deliveries. There is a specific risk assessment for the Lodge.
9. College staff only go into student 'households' to carry out mandatory compliance (e.g. fire alarm testing and check fire extinguishers) or to complete emergency/urgent works. Specific risk assessment and protocols for entering occupied rooms.
10. Staggered arrival and departure times in some departments to reduce crowding at entrances and in departments. Staggered breaks and the provision of additional space for taking breaks where required.
11. Stairs should be used in preference to lifts. Where lifts must be used they should be used by one person at a time.
12. Pin push door locks replaced with Salto card readers where possible to reduce high touch areas on entrance doors to staircases in the Back Quad.
13. Relevant staff informed of College members self-isolating in College accommodation and informed not to enter these areas unless in an emergency situation. Specific risk assessment and protocols to follow if these areas have to be accessed due to an emergency - PPE should be worn.
14. Maximum numbers will be agreed for communal areas, offices and meeting rooms to ensure social distancing is maintained. Tables and seats reconfigured to maintain spacing and reduce face to face contact where possible. Hand sanitisers located in meeting rooms and other key locations.
15. Floor markings and signage used where appropriate to provide clear guidance on social distancing and one way flows. College members and visitors advised to walk on the left side of paths and corridors, to give priority to people ascending a staircase and use the landings as passing points.

16. In the event of a fire alarm activation, College members should evacuate as normal and social distance at the assembly point. Households should maintain social distancing. In an emergency such as a fire, people do not have to maintain social distancing if it is unsafe to do so.

17. Personal Emergency Evacuation Plans (PEEPs) for College members reviewed to ensure they can social distance during the evacuation process. If not, PPE will be worn by the individual and those people assisting them.

18. Contactless payments and deliveries are encouraged wherever possible.

Hazard : Where social distancing cannot be maintained in full Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. Where social distancing guidelines are impossible to follow a risk assessment should be in place to identify the measures to reduce the risks, including the use of 'bubble teams, minimising the time spent together and considering the use of PPE. Staff will not be assigned to 'hot desks'.

2. Ensure that any person classed as extremely vulnerable does not undertake any work where social distancing guidelines cannot be followed.

3. Staff should contact their line manager if they think there is a safer way of completing the task.

Hazard : Staff unwell with virus symptoms come to College Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. All College members are reminded on the importance of following government guidelines to stay at home if they or any of their household members are experiencing COVID-19 symptoms and to follow specific government guidelines. A free COVID-19 test is available via the University's Early Alert Service.

2. Line managers are also responsible for reminding staff members regarding the government guidelines through team meetings and/or tool box talks.

3. Line managers complete a Return to Work Form on the telephone before staff return to work in the College. The form includes questions on COVID-19 symptoms. All staff are issued with a document on safe working on site before they return to work.

4. Staff are asked to complete mandatory online training before returning to work on site. The training includes important information on social distancing measures whilst at work and measures to reduce the risk of exposure to COVID-19.

Hazard : Visitors and contractors with the virus symptoms come to the College Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. Where site visits are required, site guidance on COVID-19 symptoms, social distancing and hand hygiene are provided to visitors and contractors prior to visiting the College. Details are set out on the College website and/or forwarded by the College host.

2. Contractors are only permitted on site with prior authorisation from the relevant department head. Contractor visits are scheduled to avoid overlap with College members where possible and must follow the COVID-19 Standard Operating Procedure.

3. All scheduled contractor visits are logged with the head of department. All contractors attending site must provide the head of department with their COVID-19 specific risk assessment before beginning works and must comply with the risk assessment.

4. The Accommodation, Sales & Events Office will ask all guests to complete a health screening questionnaire as part of their booking. The College will not accept bookings from guests who know they will need to self-isolate when making the booking.

5. There is a specific risk assessment for any guests permitted to stay in the College. Guests are sent an information sheet providing guidance on College protocols in place to protect them and College members. Guests are reminded about COVID-19 symptoms, social distancing and hand hygiene.

Hazard : College members unwell with symptoms self-isolate but do not report this information to the College Staff may return to work before the time advised by the government. If they return too soon they may infect other College members.

Control Measures:

1. Staff reminded about the government guidelines and COVID-19 symptoms.
2. Staff reminded to follow the College's absence reporting procedures.
3. Line managers reminded to ask appropriate questions if a staff member is unable to attend work. Guidelines provided by the HR Department.
4. Line managers to ensure they follow the College's Return to Work procedures with the staff member before they return to work. Staff members who have been self-isolating should not return to their duties until a return to work interview, using a template form, has been conducted on the telephone.
5. If staff members still appear unwell they should be asked to stay at home and follow the PHE guidelines.

Hazard : College member develops symptoms whilst at work and report them to a colleague or line manager Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. All staff are provided with regular updates on the COVID-19 symptoms and process to follow. Staff members are advised to immediately inform their line manager if they have COVID-19 symptoms while at work. Other staff should not come within 2 metres of the staff member.
2. Staff member should be allocated a room on their own, or a place outdoors, where they can be contacted by phone. If they are in a room a sign should be placed on the door advising other College members not to enter the room.
3. Arrangements should be made for the staff member to go home as soon as possible. The member of staff should not use public transport. They will be advised to stay at home and follow public health advice. A free COVID-19 test is available via the University's Early Alert Service.
4. After the member of staff has left the room where they were located the room should be left for 72 hours before disinfecting wearing the correct PPE (see separate risk assessment). Any rubbish, for example used tissues, should be double bagged before disposing in the general waste.
5. The line manager or their delegate should report the staff absence to the HR Department as soon as possible and e-mail pan@wadham.ox.ac.uk .

Hazard : PPE Appropriate PPE is not provided or there is insufficient PPE for staff leading to a risk of exposure to COVID-19.

Control Measures:

1. Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for College personnel required to enter contaminated areas or other tasks identified through risk assessments.
2. Housekeeping Department to maintain stocks of PPE for staff and first aid boxes (for First Aiders).
3. Department heads responsible for regularly reminding staff to wear appropriate PPE and for good hand hygiene. Hands should be washed using soap and water after removing disposable gloves.

4. Department heads will consider alternative ways of working before relying on PPE to protect the user against the risk of COVID-19. Social distancing, hand hygiene and 'bubble' teams are ways to manage the risk.

5. Reusable PPE, including face coverings, should be thoroughly cleaned after use and not shared between College members. PPE should be stored in a suitable place.

6. Single use PPE should be disposed of so that it cannot be reused and to control potential contamination. Waste will be removed by a responsible contractor using appropriate procedures.

Hazard : First Aid Trained First Aiders could be exposed to COVID-19 when giving first aid.

Control Measures:

1. There is a specific risk assessment for First Aiders during the pandemic. In line with government advice, First Aiders should make sure they wash their hands or use hand sanitiser before and after treating a casualty.

2. All First Aiders have access to hand sanitiser and PPE (gloves, face covering and apron) in the First Aid boxes.

3. First Aiders have been advised to follow the new COVID-19 guidance on giving CPR.

4. All waste should be double bagged and disposed of via the Housekeeping Department (waste will be kept for 72 hours before being disposed of in the normal waste).

Hazard : College member self-isolates in the College due to symptoms but does not report this to the College Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. College members regularly reminded about the government guidelines and the COVID-19 symptoms.

2. College members advised to contact the pan@wadham.ox.ac.uk, Lodge and, if appropriate the Merifield Manager or Residential Operations Manager, if they are suffering from the symptoms.

Hazard : Clinically extremely vulnerable staff members are exposed to the virus The government has advised that extremely vulnerable are more likely to suffer more severe symptoms and the virus could be fatal for some people.

Control Measures:

1. Clinically extremely vulnerable staff are strongly encouraged to stay at home and work from home if they are able to. HR Manager and line manager have communicated with known clinically vulnerable staff members.

2. Line manager and HR Department to regularly review the situation if any clinically extremely vulnerable staff are continuing to work in the College.

3. Regular e-mails to staff reminding them to contact their line manager or the HR Department if they are concerned about themselves or they are looking after a clinically extremely vulnerable relative. The situation will be considered on a case-by-case basis.

Hazard : People contract virus from College member self-isolating in the College Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. College procedures for College members self-isolating in College accommodation. Procedures distributed to all College members.

2. College members should not leave their room for the isolation period, unless they need to use a bathroom if they are in standard room, or there is an emergency. College members should follow a specific risk assessment.
3. College procedures in place for contactless delivery of food to the self-isolating College member and collection of waste outside the door. Appropriate PPE to be worn for the collection of waste as per the risk assessment.
4. Risk assessment in place for cleaning areas after a College member has finished self-isolating.
5. In the event of a fire alarm activation, self-isolating College members are expected to evacuate using the nearest fire escape route and should wear a face covering and maintain social distancing during this process. Self-isolating College members should social distance at the assembly point.

Hazard : Catering Increased risks to College members and visitors contracting or spreading COVID-19.

Control Measures:

1. There are specific COVID-Secure risk assessments for the catering operation following Government guidelines.
2. The kitchen will continue to follow standard guidance on managing food preparation and food service areas as set out in its HACCP.
3. The catering team are maintaining social distancing where possible and have restricted the number of staff interacting with each other.
4. Work areas have been spaced out as far as possible with social distancing guidelines.
5. Only one person at a time is allowed in stores, fridges, freezers and other small spaces.
6. Limited contact at any handover points and contact with delivery drivers.
7. Use of Increased Specific Cleaning schedules, used in addition to standard cleaning schedules, as set out in government guidance.

Hazard : Equality in the workplace Failing to put in place measures for those with protected characteristics.

Control Measures:

1. The College will continue to follow its Equalities Policy and put in place any particular measures or reasonable adjustments to take account of its duties under equalities legislation..
2. The College will make sure that no steps have any unjustifiable negative impact on some groups compared to others.
3. The College will involve and communicate with those whose protected characteristics might either expose them to a different degree of risk, or might make any steps the College is thinking about inappropriate or challenging for them.

Hazard : Staff and student emergency contact details are not up-to-date The College is unable to contact the College member's next of kin in an emergency.

Control Measures:

1. All staff have been asked to provide their updated emergency contact details if they have changed or they were not passed to HR when they joined the College.
2. Student emergency contact details are kept securely at the Lodge and are also available through the student record system. Students are reminded to keep their contact details up-to-date.

Hazard : Stress/anxiety College members may feel stressed or anxious during the pandemic. The current circumstances may also increase workloads and there could be additional stress from parental or caring responsibilities. These stress factors may affect well-being or mental health.

Control Measures:

1. Regular communication on well-being information and support available in the College, University and externally. Welfare team and Staff Peer Supporters in the College. University counselling service available to students.

2. Line managers to keep in regular contact with staff members, including staff on furlough leave, and look out for signs of stress or anxiety. Line managers aware that some staff may be apprehensive regarding their safety and the risks of infection.

3. Line managers to follow up any concerns with the staff member and offer support and guidance with help from the HR Manager. Most line managers have received mental health awareness training.

4. Return to work procedures include a section asking staff if they have any concerns before they return. Support is available to line managers if team members are concerned about returning to work on site.

5. Staff have been asked to complete a well-being survey (July 2020) and all College members are regularly reminded of welfare support available within the College.

6. Staff encouraged to take all of their annual leave entitlement.

Documents Associated with this Risk Assessment:

Review Date : 10/01/2021

Reviewer : Frances Lloyd2