

# COVID-19 College-Wide Risk Assessment

GIRTON COLLEGE

Date September 12<sup>th</sup> 2020

Review Date : Constant (dynamic)

<b>Description of Task:</b> (what is to be done)	Residence, Study and Working safely within the confines of COVID-19 restrictions and guidance		
<b>Assessor Name</b>	Maureen Hackett Junior Bursar & Health & Safety Coordinator	<b>Assessor Signature:</b>	
<b>Approved By:</b>	Head of House (Mistress) as CEO on behalf of Council	<b>Signature:</b>	

Hazards:	Who may be harmed and how?	Standard Controls In Place	Further Controls to be implemented	Responsibility for controls
1 <b>Spread of COVID-19- lack of information</b>	<p><b>All people who are resident, or who enter the College sites to work or visit, including contractors, could contract or transmit the virus via contact with others or transfer from contaminated surfaces.</b></p> <p>The virus is transferred primarily in droplets during exhalation and coughing and also as particles in aerosol transmission.</p> <p>The virus can survive for up to 72 hours out of the body on surfaces which people have coughed / breathed on, etc . It is present for longer on hard surfaces (glass, plastic) than on porous surfaces (paper, materials)</p> <p>People can pick up the virus by breathing in the droplets/particles or by touching contaminated</p>	<p><b>Compliance , Consultation, Communication</b></p> <p>Continuous compliance with evolving guidance issued by the Government, the Health &amp; Safety Executive, Public Health England, ANUK UK and the collegiate University to ensure that Girton College provides a COVID SECURE living and working environment for members, employees and visitors during the Coronavirus pandemic. <b>Specific measures are detailed in this document</b></p> <p>Appropriate circulation of information, guidance and working protocols to all members and employees, updated as necessary.</p> <p>Sharing of information via the University Coronavirus sharepoint and associated fora.</p> <p>Maintenance of key reference material in consistent and simple format on College and University websites</p> <p>Reinforcement of key public health messages via messaging and posters. <a href="#">Stay Safe Cambridge</a> Campaign.</p> <p>Consultation with employees, resident and non-resident members, and fellows</p> <p><b>A Community Charter</b> on expected behaviour to be agreed by Council 18 September 2020 and circulated to all.</p>	<p><b>Compliance , Consultation, Communication</b></p> <p><b>Gold group</b> meets weekly or more frequently as necessary to review response and take strategic action, and briefs Council. Gold group whatsapp enables immediate strategic response 24/7. Bursar and Junior Bursar are 24/7 contacts for University Rapid Response</p> <p><b>Silver group</b> meets as Heads of Dept committee every 3 weeks and Heads hold daily or weekly team meetings as necessary to keep employees informed of developments.</p> <p><b>Coronavirus resurgence contingency planning</b> meeting held 8<sup>th</sup> September</p> <p><b>Senior Officers attend Intercollegiate forums</b> and weekly zoom briefings (Heads of House, Bursars, Senior Tutors, Domestic Bursars, Development Directors etc). Office of Intercollegiate Services issues continuous guidance. College Nurse attends Advisory group on communicable diseases.</p> <p><b>Staff reinducted to site</b> after furlough and all staff fully briefed by Heads of Depts on operational changes and consulted on risk mitigations. Powerpoint presentation available for teams where visual media most effective. Working on site protocols issued to all returning staff for signing.</p> <p><b>Fellows</b> returning to site notified of Covid-Safe arrangements (email 6<sup>th</sup> September) prior to reopening. Fellows' subject group consultations held over the summer, completing w/c 14 September.</p>	Gold Group (Senior Officers) and Heads of Departments

	<p>surfaces and then touching their eyes or mouth</p> <p>Severe cases can result in hospitalisation, and death.</p> <p><b>Lack of information about safe behaviours in College and resultant non compliance is a key risk</b></p>	<p>The following departments have undertaken <b>detailed risk assessments</b> for their teams, working environments and tasks:</p> <p>Bursary, Conference office , Junior Bursar, Lodge, House Services, Mistress's Office, College Surveyor, Tutorial and Admissions Maintenance, Library and Archive, IT, HR, Junior Bursar, Nurses, Catering,</p> <p>Risk assessments for the Chapel, Music performance, Gyms, Gardens, Grounds, Summer programmes, will be completed w/c 14<sup>th</sup> September</p> <p>An earlier version of this College wide RA was discussed at the Health and Safety Committee May 25<sup>th</sup> 2020.</p> <p>Risk Assessment and Guidance issued to September B&amp;B visitors (BAS) issued in line with govt advice.</p>	<p><b>Students</b> informed via web notices, moodle information, handbooks and emails. Fortnightly and more recently, weekly meetings held between Senior Officers and JCR/MCR representatives.</p> <p><b>Health and Safety Advisor (CQMS)</b> attends fortnightly and reviews documentation and procedures continuously. Specific advice sought and received on safe Catering, First Aid, Pregnant employees.</p> <p>A template <b>risk assessment for College approved events</b> to be produced w/c 14 September following further consideration of recent guidance from the Dept for Education in line with new 'Rule of 6' distancing measures</p> <p>A template risk assessment for completion by fellows supervising in their rooms will be sent out w/c 21 September for completion before teaching resumes based on risks and mitigation requirements discussed in Fellows consultations.</p> <p>Risk assessments to be continually reviewed in response to significant or transformative scientific developments in testing, tracking, tracing, vaccine and antibody tests. (Council 18 September 2020) additional signage required about not entering the site with flu symptoms, and consideration to be given to of temperature testing all visitors</p> <p>Risk assessments to take into account new information about vulnerability of particular sectors of the community.</p>	
<b>Spread of COVID-19-</b>	<p>All as above getting or spreading coronavirus by not washing hands or not washing them adequately</p>	<p>Water, soap and drying facilities are provided at wash stations throughout the sites.</p> <p>Information on how to wash hands properly is provided on posters and promoted through the <a href="#">Stay Safe Cambridge campaign</a> and will be included in all student inductions.</p>	<p>All Fellows' Day rooms used for teaching will be provided with hand sanitiser stations for use by students attending supervisions.</p> <p>The House Services Manager has checking and replenishment regimes in place for sanitiser stations in</p>	<b>House Services Dept</b>

		<p>Hand sanitiser stations have been provided in the following areas:</p> <p>Entrances to Main College and Swirles</p> <p>High use areas, Lodges, Dining Hall, FDR, Library, Swirles Laundry, Hub, near vending machines, Photocopier room</p> <p>Offices and Departmental work spaces</p> <p>Public room entrances</p>	<p>public spaces and an email address will be provided for refill requests for offices and departments. Sanitiser stations are battery operated and these will also be checked.</p> <p>Check and test all stations to ensure water temperatures are suitable for 20 seconds of washing</p> <p>Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.</p>	
	<p>All as above getting or spreading coronavirus in common use high traffic areas such as dining areas, corridors, public rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal areas</p> <p>All members as above are more at risk of infection if advised social distancing is not enabled and maintained,</p>	<p>The College has rearranged public spaces, teaching rooms and workspaces and introduced a number of specific measures to enable <b>social distancing of</b></p> <ol style="list-style-type: none"> <li>1) <b>at least 2m, or</b></li> <li>2) <b>1m where 2m is not possible - but only where other mitigations are in place, such as face coverings, screens, side by side or back to back arrangement</b></li> </ol> <p>Throughout the sites, reminder notices about social distancing are in place.</p> <p>Capacity in Public rooms, the Library, study rooms and dining areas has been recalculated to accommodate social distancing of 2m, excess furniture stored and remaining furniture rearranged</p> <p>Offices have been reconfigured to permit 2m distanced working, also side to side and back to back working and screen in place where face to face working unavoidable.</p> <p>Staff breaks and dining times are staggered to reduce crowding and queues</p>	<p>All areas are monitored and supervised by College staff</p> <p>Heads of departments will monitor team behaviours to ensure compliance with social distancing and handwashing behaviours.</p> <p>Near-miss reporting to be used to notify areas where social distancing not easy, pinch points not identified by risk assessment, and non - compliance with distancing regulations</p> <p>Study areas and Library browsing to be pre booked and click and collect services maintained if possible to supplement.</p> <p>Music practice rooms to be pre booked</p> <p>All teaching and meeting spaces to be pre booked</p> <p>Door guard operation to be checked as part of weekly fire alarm testing</p> <p>A map of external routes to be published on the website</p> <p>Pop up tents to be permanently in place in Ash court to provide additional covered seating spaces</p>	<p><b>Junior Bursar</b></p> <p><b>Heads of Departments</b></p> <p><b>JCR/MCR Reps</b></p>

	<p>Fixed service counters (Lodge, Library, Catering, Hub ) have protective screens, barriers and floor markings as appropriate to keep staff and customers distanced.</p> <p>Portable Perspex screens are available for group face to face teaching</p> <p>Floor markers are in place for management of queues at Cafeteria servery, Library, Hub, Old Kitchens Bar</p> <p>Student coming up times are staggered in time slots over 7 days, 50 students per site per day with max 2 helpers allowed and no access to shared residential facilities for helpers</p> <p>College meetings, including committees, interdepartmental team meetings , are on line and team and management meetings to stay on line where possible, to reduce movement around the building.</p> <p>One way systems are in operation at the Lodge, Library, Cafeteria, Old Kitchens Bar and Toilets, and Hub to manage the flow of people around the sites and to allow social distancing rules to be met</p> <p>With the exception of critical doors to residential staircases, corridor doors at the main site are fitted with <i>Dorguards</i> which keep doors open but close if the fire alarm is activated. These also mitigate against stagnant air in unventilated sections of corridor</p> <p>External routes around the building are promoted as preferable to internal routes. Additional external doors have been opened to allow this</p> <p>WCs at the Hub and the Lodge are operated on a one at a time basis</p>	<p>Supervisions will be timed with 15 minute gaps between to mitigate queues, and designated waiting areas (outside where possible) will be in use.</p> <p>Guidance to be given to JCR/MCR Clubs and societies on booking rooms, risk assessing and managing events during the Covid-crisis</p> <p>Freshers events are online or outside, primarily household based where in person.</p> <p>Formal college induction events for freshers will be online, or if in person, aim to minimise multiple contacts with non household members</p> <p>The Matriculation photo will be on an individual basis (merged to a group photo digitally) with management of queue in place.</p> <p>Fresher GP registration is on line.</p> <p>Distribution of Biometric Residence permits will be in person in the Hub club room by appointment, but with social distancing rules applied and collections spread out to limit number of daily contacts.</p> <p>Pre-ordered gowns will be left in students' rooms rather than being collected in person.</p> <p>Matriculation signing will now take place electronically rather than in person</p> <p>Admissions ID checks will take place via Zoom in households rather than in person</p> <p>Admission of Fellows and Scholars event – the event for scholars is postponed until next term, new Fellows will be admitted in person with the majority of the Fellowship joining the event online</p>	
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	Increased infection risk if Face coverings not worn	<p><b>Face coverings</b> to be carried at all times, worn when moving around the College, entering and exiting rooms and until seated if dining. To be worn in supervisions unless all seated at 2m+ and common agreement to remove</p> <p>Face coverings need not be worn if there is a medical reason not to.</p> <p>College employees are provided with reusable face coverings to carry out their duties</p> <p>Disposable face coverings for emergency use are available at the lodge</p> <p>Disposable face coverings provided to students in isolation, Because no access to laundry facilities</p>	<p>Wearing of face coverings to be included in all student induction information.</p> <p>Students advised to bring reusable face coverings with them</p> <p>All students and employees to be advised on respecting those unable to wear face coverings. The College will consider adopting national indicators (eg different coloured lanyards) where appropriate to signal reason for no mask.</p> <p>All to be advised on washing face coverings, using moisturiser and not leaving facemasks lying around on surfaces</p>	<b>All members , line managers, College officers giving induction talks</b>
	All as above . Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	<p>Revised and enhanced 7 day cleaning regime in place both sites, focussing on critical transmission risk points, eg shared surfaces, door handles, bannisters. All rooms used for larger group teaching to be cleaned 3 times per day, small teaching rooms daily or on demand. Student residences</p> <p>All offices and departments supplied with sani wipes to enable frequent self-cleaning through the day</p>	<p>Additional bins provided and emptied regularly, designated bins for disposal of face coverings and other personal protective gear provided.</p> <p>DoS and supervisors provided with sani wipes to clean room touch points between supervisions</p> <p>DoS and supervisors provided with crates on request for safe storage of student belongings during supervisions.</p>	<b>House Services</b>

		<p>All student households provided with sanitiser to allow for students to clean in between cleaners' visits</p> <p>Shared equipment (eg photocopier) provided with sanitiser and instructions to clean before and after use</p> <p>Bins in student residences to be emptied daily Mon-Fri except where household is isolating</p> <p>College vans are for sole use and cleaning regime advised before and after use, sani wipes provided</p> <p>Shared tools and equipment to be cleaned after each use to minimise the spread of the virus, with special attention to keyboards, fixed phone handsets and printer keypads.</p> <p>Mobile phones noted to be major hand/mouth contact risk – use should not be shared.</p> <p>Enhanced cleaning regime in gyms managed by Grounds personnel.</p>	Students encouraged not to bring bags, coats etc into supervisions where possible	
	<p>Mental health and wellbeing affected through isolation or anxiety about coronavirus. All members and employees could be at risk</p>	<p>Students in isolation have regular contact with Tutors, College Nurses and counselling is available.</p> <p>Staff working remotely have regular keep in touch meetings/calls with Line Managers</p> <p>Staff and students advised to raise concerns at an early stage</p> <p>Staff teams are involved in developing and refining risk assessments so they can help identify potential problems and identify solutions</p> <p>Fellows have been consulted about teaching arrangements and personal preferences followed, requests for protective arrangements/gear met.</p>	<p>Videos and other welcome back communications to students provided to prepare for changes in the College physical environments and social distancing</p> <p>Staff remote working or furloughed are re-inducted back to site with a full explanation of changes</p> <p>Gold group monitors national and local publicity and issues reassurance messages to staff in response to concerning or irresponsible reporting.</p> <p>Tutors are available to discuss student anxieties., Tutors committee has met weekly through the summer to monitor concerns and plan additional support.</p>	<b>Senior Tutor, Tutors, Nurses, Department Line Managers</b>

		<p>Staff are briefed regularly by line managers and by the Bursar</p> <p>Staff and students with personal stress and anxiety will be referred to professional services such as occupational health and counselling</p>		
	<p>Increased risk of infection and complications for vulnerable workers and students, including those whose disabilities are impacted by social distancing arrangements</p>	<p>Students in higher risk categories (Increased Infection to Infectious Diseases – ISID) have been notified to self declare so that appropriate measures can be taken to protect them in the event of a Covid incident. This includes having <i>en suite</i> isolation rooms available for relocation as necessary until their household is out of an isolation period.</p> <p>Students with disabilities impacted by social distancing arrangements have been notified to contact the Senior Tutor or their Tutor for advice and case by case risk assessment</p> <p>Risk assessments completed by Head of Departments take account of vulnerable employees, including pregnant workers and those in sectors thought to be more vulnerable to Coronavirus. Protective strategies including remote working and limiting contacts are in place.</p> <p>Fellows consulted and remote working /teaching to continue where necessary in accordance with need.</p>	<p><b>Tutors, line managers to keep under review arrangements for vulnerable people and adjust as necessary</b></p>	<p><b>Senior Tutor, Tutors, Line Managers</b></p>
<p><b>Spread of COVID-19</b></p>	<p>In a large residential community , spread of the virus could be rapid and widespread with catastrophic consequences for local health services and operational sustainability if measures are not taken to test for, notify, contain and</p>	<p>Student residence at both sites is now arranged in small households (max 8) to enable effective isolation and containment of infection and to limit numbers sharing kitchen and bathroom facilities, where transmission is a higher risk.</p> <p>The College has made arrangements for students travelling from non exempt countries and territories to quarantine (precautionary self isolation) on arrival in College, with full pastoral and catering support. The</p>	<p>Where households share bathrooms, an isolation bathroom on each can be designated for use by an isolating person. There are a few College households where due to the bathroom configuration an isolation bathroom is not available and in the event of an infection in these households, the individual would be moved with care to a nearby <i>en suite</i> isolation room.</p> <p>Occupancy lists are issued daily by the College surveyor to relevant staff to notify isolating households and rooms so</p>	<p><b>Junior Bursar, Senior Tutor, House Services, Porters, College Surveyor, Accommodation Manager</b></p>

	control infections should they occur.	<p>MCR has arranged to meet the van and deliver food to quarantining students at Swirls.</p> <p>Access to households is currently for residents and essential service providers only, to limit transmission risk in close contact environments.</p> <p>Households are clearly defined by doors or boundary markers and notices.</p> <p>Protocols are in place for self and household isolation and quarantine in line with govt guidance and these are published on the website and issued as appropriate.</p> <p>21 Fellows' day rooms have been relocated outside Households</p> <p>Servicing of equipment and plant in residential areas has taken place in advance of occupation and planned for winter vacation.</p> <p>Precautionary 72 hrs between occupations to allow for covid particle dispersal</p>	<p>that appropriate avoidance/distancing measures can be taken.</p> <p>Cleaning and maintenance regimes vary according to the household situation and prevailing govt advice. SLAs will be notified and updated as necessary. Normal cleaning is weekly deep clean of kitchens &amp; shared bathrooms, weekday removal of rubbish and sanitisation of touch points.</p> <p>Procedures in place for cleaning post infection. No entrance by staff for 72 hours post isolation.</p> <p>Deep cleaning of residences planned for winter vacation where students not in occupation</p> <p>In the event of a Covid incident, household access by non residents is on an emergency basis only, with cleaning materials and bathroom supplies provided and arrangements in place to deliver food and pastoral support.</p> <p>Should there be widespread infection, &gt; 5 households at each site or significant staff absence, local lockdown, operational teams would employ the inter-departmental emergency volunteer list as needed to maintain critical residential services such as food deliveries, security, cleaning. Any non essential services would be temporarily withdrawn.</p>	
<b>Spread of Covid-19 through uncontrolled infection</b>	Lack of appropriate testing and screening can compromise infection control	<p>Fast testing available to all symptomatic members and employees via the University. In person and postal testing also available via NHS. details are notified on the website and in work protocols</p> <p>All employees have been offered flu jabs vouchers in line with annual practice</p> <p>Catering dept employees take a voluntary temperature test on arrival</p>	<p><b>A weekly household pooled screening</b> programme for students in College accommodation is to be introduced by the University in Michaelmas term, to test for Covid-19 presence, with a positive household indication being followed up by individual tests. This will help to mitigate infection risks from asymptomatic individuals.</p>	<b>Senior Tutor Junior Bursar Bursar</b>

		Visitors required to sign in at Lodge (as usual) for track and trace. QR codes for access registration to dining room. Supervisors, Clubs and Societies , Choir rehearsals to keep register of attendees		
	All staff as above are more at risk of infection if advised <b>social distancing</b> is not enabled and maintained. Risk of operational paralysis if too many staff members absent	<p>Where possible rotational working from home maintained to limit virus transmission, as part of a strategy to segment teams and keep numbers low in shared workspaces</p> <p>On site teams split and where possible, assigned restricted work areas. Arrival and break times staggered, no cross team socialising permitted indoors, outside only at 2m, including smoking shelter.</p> <p>Shared workspaces rearranged to maintain 2m distance</p> <p>Offices closed to “drop in” visits, cross dept communication by phone and zoom.</p> <p>Weekly diary meeting (all teams) on line</p> <p>Management and team meetings, training sessions online where possible, no cross dept training or meetings in person.</p> <p>WCS assigned to work areas where possible with separate loos for student use</p>		<b>Line Managers, HR</b>
<b>Spread of COVID-19 t</b>	Employees involved in emergency response (Porters, Maintenance, Nurses) may need to come into close contact with students, or enter residential rooms in order to carry out assessments and tasks	<p>Employees in this category are provided with PPE appropriate to the task and face fitting of masks is mandatory.</p> <p>First Aiders issued with revised Covid-19 guidance on performing first aid. Defibrillator available at both sites</p> <p>Lodges have remote temperature testing equipment</p> <p>Nurses are assessing remotely where possible and in person surgery risk assessed on a case by case basis.</p>	<p>Purchase of oxygen monitoring equipment under consideration to enable first aiders to assess at 2m.</p> <p>Advice on safe removal and disposal of PPE to be given</p> <p>Students advised to bring personal first aid kit to avoid unnecessary contact with lodge for minor issues, eg small cuts needing plasters.</p> <p>Because of the risks to employees and local health services, students to be advised to be extra careful to avoid</p>	<b><u>Junior Bursar, Head Porter, Maintenance &amp; Contracts Manager</u></b>

		Maintenance will assess remotely where possible, using phone cameras, if household/affected individual is isolating	accidents and illness, including alcohol related illness and accidents related to reckless cycling.  Designated shower facility to be provided for employees who have had close contact during emergency response. Currently welfare centre for Nurses, Pear Trees 2 for Lodge.	
<b>Fire</b>	All on site. Fire remains the greatest risk to life safety at Girton College. Fire outbreak may result in injury, including smoke inhalation injury and death. Controls introduced to maintain social distancing may negatively affect maintenance and testing of fire alarm, fire alarm investigation and emergency evacuation and compartmentalisation of fire escape routes .	<p><b>Fire Risk mitigation maintained</b></p> <p>All fire alarms and call points continue to be tested weekly by key staff using PPE and sanitisation to mitigate touch point risks. Door guards to be added to checks.</p> <p>Access for fire alarm engineers maintained in line with College and contractor Covid risk assessments</p> <p>PEEPS issued to isolators ensure social distancing during evacuation and at assembly points and mitigate against other residents not responding to alarms for fear of virus transmission.</p> <p>Any adjustments to hold escape route doors open, eg to improve ventilation and mitigate touch contact to be via “dor guards” which close when the fire alarm sounds.[Location map of these available]</p>	<p><b>Fire Risk Assessments</b> to be reviewed continually following any physical adjustments to site layouts and in order to maintain the social distancing during emergency evacuation.</p> <p>Protocols for access to household areas to investigate pre alarms to be agreed with Porters and appropriate PPE issued. [Lodge RA]</p> <p>Any one way signage introduced must not confuse or compromise escape route signage [Student, Staff, Customer journeys to be checked regularly ]</p> <p>Notified Assembly points to be checked adequate for maintenance of social distancing in households as numbers on site increase. [Lodge RA]</p>	<b>Fire Safety Committee, Head Porter</b>
	All using screens Musculoskeletal disorders as a result of using DSE at home for a long period of time	Formal DSE assessments to be undertaken for those for whom some remote working is now permanently in place	Students to be advised on best practices for working online. The DRC website is particularly helpful	<b>CQMS, line managers, Tutors</b>
	Poor workspace ventilation leading to risks of coronavirus spreading	<p>All air handling units on site have been audited and upgraded and replaced to provide optimum fresh air exchange</p> <p>All advised to keep windows open to dissipate particles</p>	<p>Windows in public rooms and teaching spaces to be kept open by supervisors</p> <p>Additional portable heaters supplied on request for thermal comfort</p>	<b>Maintenance &amp; Contracts Manager, College Surveyor</b>

		<p>Swimming Pool to stay closed until ventilation resolved</p> <p>Archive working arrangements restricted until ventilation issues resolved</p>	Windows in Chapel to be unsealed	
Legionella	<p>Without regular flushing, legionella can flourish in low occupancy of sites.</p> <p>Legionellosis is the collective name given to the pneumonia-like illness caused by legionella bacteria. This includes the most serious legionnaires' disease, which can be fatal, as well as the similar but less serious conditions of Pontiac fever and Lochgoilhead fever.</p> <p>Everyone is susceptible to infection.</p>	<p><b>Legionella risk controls maintained</b></p> <p>Regular flushing and monitoring of sentinel taps continued throughout closure including in occupied areas</p>	Protocols are in place for access to occupied areas for flushing and monitoring	Maintenance & Contracts Manager
Covid-19 transmission arising from Use of College Van	Staff that are authorised to use the College Van	<ul style="list-style-type: none"> <li>▪ Regular cleaning of vehicle interiors carried out of shared use vehicle sharing</li> <li>▪ No passengers are carried unless from the same household.</li> </ul>	A notice placed in the van to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interior if a shared vehicle.	Maintenance & Contracts Manager, House Services Manager