

Risk assessment for teaching small groups in person

Company name: Girton College

Assessment carried out by: Maureen Hackett

Date of next review: Continuous, dynamic

Date assessment was carried out: September 27th 2021

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?
Risk of transmission during face to face teaching	Supervisor & all supervisees	Controls in place to mitigate close contact, surface and touch point transmission, airborne transmission.	Continually review in consultation with DoS & Supervisors	Supervisor/Junior Bursar/Senior Tutor
Spread of covid-19 through insufficient handwashing	Supervisor and all attendees	Hand sanitiser stations provided throughout college and in teaching/day rooms	Supervisor to check hand san used . Notify covidsupplies@girton.cam.ac.uk if more needed	Supervisor
Room capacity exceeded so min 1m social distancing not maintained	Transmission of virus through unsafe distance, (close contact)	Public rooms measured on layouts and capacities notified to conference office. Day Rooms measured, supervisors advised to	Additional teaching spaces provided if room capacity marginal/ preference for teaching in larger spaces	Supervisor/Junior Bursar

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		check with Junior Bursar if unsure.		
Social distancing compromised by students queuing in groups in corridors while waiting for supervision to start	Attendees and other college members /staff, brought into close contact	Supervisor to advise students to arrive exactly on time or wait outside or in a suitable public area if they are early.	Back to back supervisions scheduled to allow 10m break for purge ventilation/cleaning	Supervisor
Transmission risk if face coverings not worn	Supervisor, attendees	Supervisor to maintain masks on until all seated at and kept on throughout supervision unless all comfortable without	Portable Perspex sneeze screens available	Supervisor
Transmission risk from surfaces if not cleaned	Supervisor, attendees	Public Rooms cleaned frequently by college staff. Day rooms cleaned daily on demand by college staff and between sessions by supervisor	Supervisor to ensure sufficient gap between sessions for cleaning,	House Services Manager/Supervisor
Transmission risk from shared equipment/ documents	Supervisor, attendees	Any shared items, such as pens to be sanitised between users or	Supervisor to ensure sanitisation or individual equipment. Use electronic	Supervisor

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		(preferably) each user has their own. Avoid passing round objects and documents in supervisions where possible.	transmission of documents where possible.	
Transmission risk from multiple use of shared screen, laptop , whiteboard etc	Supervisor, attendees	Minimise users per screen or board and sanitise touchpoints between use. Own laptops, phones to be used where possible.	Supervisor to ensure sanitisation and sufficient supply of saniwipes	Supervisor
Increased risk of infection and complications for vulnerable workers and students, including those whose disabilities are impacted by social distancing arrangements	Supervisor, attendees	Girton DoS and supervisors are not required to teach in person, if individual self risk assessment indicates very high risk. Wear lipreading facemask if teaching students with hearing disabilities who rely on lipreading . Some people are unable to wear facecoverings (medical or disability reasons)	Contact Junior Bursar if specialist equipment required Supervisors should establish in advance which supervisees unable to wear a facemask, if this is not detailed on SSD.	Supervisor/ Senior Tutor/J unior Bursar

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Uncontrolled infection spread due to inability to trace contacts	Supervisor and attendees not traced	Register to be keep of all attendees. Destroy after 21 days		Supervisor
Build up of airborne covid particles due to insufficient ventilation	Supervisor , attendees, breathing in airborne particles in high density	Windows to be kept open during supervisions to ensure continuous supply of fresh air	Additional heaters provided on request to mitigate against windows being closed	Supervisor/Maintenance
Transmission risk via shared household bathrooms	Supervisees entering close contact space where students may be isolating	Supervisor to notify available WCs external to households (Lodge, Hub, Old Kitchens) – supervisors advised to use senior cloakroom on D corridor or other public area WC		Supervisor
Transmission risk through infected persons present	Symptomatic or asymptomatic people in supervision	Students advised to test regularly and to isolate if symptomatic. Majority of students are vaccinated and will take asymptomatic tests weekly	College to notify if cases are rising or if there is a significant outbreak in College where PHE recommends temporary reverting to online supervision	Senior Tutor/Junior Bursar4

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<p>Transmission risk through supervisor close contact with positive case</p>	<p>Supervisees could become infected</p>	<p>All employees advised to isolate at home and PCR test immediately if notified that they have had contact with a positive case. If PCR test negative, and contact not someone they live with, fully vaccinated employees may return to in- person teaching (unless advised otherwise by NHS) but are advised to wear a mask, maintain 2m distance and check regularly over next 10 days via Lateral flow test.</p> <p>If isolating for any reason, supervisor should fill in University covid monitoring form.</p>	<p>If positive contact is with someone supervisor lives with, supervisor should isolate and take a PCR test. College protocol is to teach online for duration of home contact's isolation, (because of ongoing exposure to the virus at home and increased risk of infection) regardless of PCR test result. If this is not possible, advice is to teach online for at least 5 days – research indicates that viral load is densest in the early periods of infection so transmission risk probably highest then, although it can happen at any time within 10 days. Test daily with LF if returning to work within the home contact's isolation period</p>	<p>Supervisor</p>

More information on managing covid risk: [Coronavirus: how to stay safe and help prevent the spread - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/collections/coronavirus-how-to-stay-safe-and-help-prevent-the-spread)