



<b>Risk Assessment Number:</b>	CNF005	<b>Issue No:</b>	I	<b>Issue Date:</b>	31 <sup>st</sup> August 2020	<b>Review Date:</b>	As required
<b>Title of Risk Assessment:</b>	Teaching Room and Supervision Rooms Risk Assessment – COVID-19						
<b>Description of Task:</b> (what is to be done)	Running events safely during coronavirus (COVID-19)						
<b>Frequency of task or date and time of event:</b>	Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID Secure” space for all meeting room attendees – including Senior Members, Fellows, students and staff						
<b>Additional Information to be read:</b>	<p>All information will be recorded on KX</p> <p>Government Guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></p> <p>Newnham College Risk Assessment “Working Safely During Coronavirus” <a href="https://www.newn.cam.ac.uk/about/response-to-covid-19/#riskassessment">https://www.newn.cam.ac.uk/about/response-to-covid-19/#riskassessment</a></p>						
<b>Assessor Name:</b>	Melanie Searle Conference Manager			<b>Assessor Signature:</b>			
<b>Line Manager Name:</b>	Wendy Evans Domestic Bursar & College Fire and Safety Officer			<b>Line Manager Signature:</b>			

# Levels of Risk Methodology:

## Risk Matrix Findings:

LIKELIHOOD  $\times$  SEVERITY = RISK LEVEL

LIKELIHOOD OF HARM CATEGORIES	SEVERITY O.F HARM CATEGORIES		
	SLIGHT HARM (1)	MODERATE HARM (2)	EXTREME HARM (3)
UNLIKELY (1)	Very low risk (1)	Low risk (2)	Medium risk (3)
LIKELY (2)	Low risk (2)	Medium risk (4)	High risk (6)
VERY LIKELY (3)	Medium risk (3)	High risk (6)	Very high risk (9)

## Risk Assessment Action Plan based on the Risk Level

Risk Level	TOLERABILITY: guidance on necessary action and timescale
Very low risk	These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.
Low	No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.
Medium	Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.
High risk	Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently it might be necessary to consider suspending or restricting the activity. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences
Very high	These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	Controlled Risk Level			Further Controls Required
				L	S	Risk Level	
Spread of COVID-19	College compliance with government and PHE guidelines	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>▪ Fellows, Senior Members, staff and students who make meeting room bookings will receive a copy of this “Meeting Rooms Risk Assessment – COVID-19” once they have enquired about booking a room.</li> <li>▪ <b>The person booking the meeting room or area will be the “Responsible Person” for the meeting or event – they will need to be present throughout the meeting or event.</b></li> <li>▪ The responsible person will need to complete a tailored risk assessment (<u>using a risk assessment template sent to them – attached at the end of this risk assessment</u>) and send this back to the Conference Office.</li> <li>▪ This risk assessment will have the contact details of the responsible person, along with information regarding how they will record their attendees information for NHS test and trace as the responsible person is responsible for collecting the details of all people in the rooms for test and trace.</li> <li>▪ Hand sanitiser will be available on entry to all rooms.</li> <li>▪ Anti bacterial spray and kitchen rolls available in each room, with instructions on how to self-clean the room.</li> <li>▪ Furniture has been adjusted to ensure 1 metre social distancing in place.</li> <li>▪ Maximum numbers in place for all meeting rooms. Notices will be in the rooms for maximum numbers.</li> <li>▪ Rooms available from 8am to allow for one hour deep clean from 7am to 8am. Rooms not available from 12.30pm to 1.00pm to allow for a further deep clean</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	Monitor and review usage in terms of who is making a booking.

			<ul style="list-style-type: none"> <li>All bookings to be made through one central point – the Conference Office to allow for the correct allocated time to be in place. Taking into account that each occupier will need to self clean the room after use, there will be a gap between bookings to allow for the air to change.</li> <li>Videos sent to the responsible person on how to self-clean the rooms.</li> <li>Ventilation – windows to be opened first thing in the morning when the deep clean is done and to remain open throughout the day. The windows should be closed by the last user of the meeting room.</li> <li>The responsible person will collect keys from the Porters Lodge and then take back after their use of the room has finished</li> </ul>				
Spread of COVID-19	Those people displaying symptoms of COVID-19	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>Those using the meeting rooms will not be allowed to enter these rooms if they feel ill.</li> <li>Anyone who displays symptoms such as a persistent cough, fever, anosmia or flu-like symptoms should go home as soon as possible, arrange for a COVID-19 test and inform their College contact (HOD for staff). They should self-isolate, following government and College guidelines.</li> <li>Conference staff report to Domestic Bursar / Head Porter immediately if any cases of attendees having COVID-19 become known.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	
Spread of COVID-19	Hand-washing	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place for at least 20 seconds.</li> <li>Drying of hands with paper towels.</li> <li>Use of alcohol-based hand sanitiser if hand washing facilities are not available.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	

Spread of COVID-19	Cleaning	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>▪ "Enhanced" hygiene cleaning regime for communal areas including toilets, focusing on areas of high contact (door handles etc.) to reduce the transmission by touching contaminated surface.</li> <li>▪ One hour deep clean from 7am to 8am. Meeting rooms not available from 12.30pm to 1.00pm to allow for a further deep clean</li> <li>▪ Users to self-clean after use, with instructions in the room for what to do.</li> <li>▪ Video on cleaning sent to each booker (responsible person) at confirmation stage.</li> <li>▪ Request that only wipes are deposited in waste bins; all other rubbish is taken away.</li> <li>▪ No food at all allowed in meeting rooms.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	
Spread of COVID-19	Social Distancing	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>▪ All occupiers of the meeting rooms to maintain 1m+ social distancing at all times.</li> </ul>	<b>1</b>	x <b>3</b>	<b>3</b>	
Spread of COVID-19	Face Coverings	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>▪ The responsible person should confirm with the attendees that for indoor meetings or teaching sessions longer than 15 minutes, face coverings should be worn even if observing an appropriate social distance (1m).</li> <li>▪ Face coverings to be worn in all areas of the College, except when eating/drinking</li> <li>▪ Be aware that some people are exempt from wearing these coverings due to underlying health conditions.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	

Spread of COVID-19	Underlying health conditions	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>Those who are “clinically extremely vulnerable” should not come into meeting rooms.</li> <li>Those who are “clinically vulnerable” who are at higher risk of severe illness (for example, people with some pre-existing conditions) are asked to take extra care in observing social distancing and extra attention to hand-washing should be encourage.</li> <li>The responsible person should enquire of those attending their meeting or event if any of the attendees have an underlying health condition or disability that would require further assistance from the responsible person or the College Conference Office (for example a hearing loop device).</li> </ul>	<b>I</b>	<b>x 3</b>	<b>= 3</b>	
Fire	Fire Safety	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>Normal fire alarm testing to continue as per normal guidelines.</li> <li>All fire doors to be kept shut.</li> <li>Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain social distancing.</li> <li>In the event of a fire alarm activation all those in College would be expected to evacuate as normal, using their nearest fire escape route and wait in their fire assembly point (Socially distanced and wearing a face mask or covering if easily available)</li> <li>The College operates a smoke free policy to limit associated risks. This includes vapes.</li> </ul>	<b>I</b>	<b>x 3</b>	<b>= 3</b>	
Accidents	Accident / injury / medical emergency	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>College staff (and in particular the Duty Porters) are first aid trained and are on duty 24/7.</li> <li>All accidents or near misses should be reported to the Porters’ Lodge.</li> <li>The Porters’ Lodge does have an AED for use in an emergency.</li> <li>All accidents or near misses will be recorded and reported to the College Safety Committee once a term.</li> </ul>	<b>I</b>	<b>x 2</b>	<b>= 2</b>	

Falls	Slips, trips and falls	All people who are resident. Staff, Fellows and Senior Members that are allowed to enter the College site, plus their limited guests.	<ul style="list-style-type: none"> <li>▪ Good housekeeping. Areas to be cleaned and well maintained. Signs to be used for wet floors. Obstacles to be removed.</li> <li>▪ Reporting of any issues observed to the Porters' Lodge.</li> </ul>	<b>1</b>	x <b>2</b>	<b>=2</b>	
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