<table>
<thead>
<tr>
<th><strong>Risk Assessment Number:</strong></th>
<th>College Wide - 007</th>
<th><strong>Issue No:</strong></th>
<th>Draft v.20 updates are shown in red</th>
<th><strong>Issue Date:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Title of Risk Assessment:</strong></td>
<td>Working safely during coronavirus (COVID-19)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Frequency of task or date and time of event:</strong></td>
<td>Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID Secure” workplace.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Additional Information to be read:</strong></td>
<td></td>
<td>Documents consulted (guidance, policies, legislation, ACOP):</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Assessor Name:</strong></td>
<td>Wendy Evans – Domestic Bursar (&amp; College Fire and Safety Officer)</td>
<td><strong>Assessor Signature:</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Line Manager Name:</strong></td>
<td>Christopher Lawrence – Bursar</td>
<td><strong>Line Manager Signature:</strong></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- HASAW Act 1974
- Equality Act 2010
- Workplace (Health, Safety & Welfare) Regulations 1992
- Management of Health and Safety Regulations 1999
- PPE Regulations 2002
- College Risk Assessment Policy – as approved by the College Council - Nov 2019
- College Health and Safety Policy – as approved by the College Council - Mar 2021
- Specific departmental Risk Assessments
- HE operational guidance (publishing.service.gov.uk)
Levels of Risk Methodology:

Risk Matrix Findings:

\[
\text{LIKELIHOOD} \times \text{SEVERITY} = \text{RISK LEVEL}
\]

<table>
<thead>
<tr>
<th>LIKELIHOOD OF HARM CATEGORIES</th>
<th>SEVERITY OF HARM CATEGORIES</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SLIGHT HARM (1)</td>
</tr>
<tr>
<td>UNLIKELY</td>
<td></td>
</tr>
<tr>
<td>VERY LIKELY</td>
<td></td>
</tr>
<tr>
<td></td>
<td>MODERATE HARM (2)</td>
</tr>
<tr>
<td></td>
<td>EXTREME HARM (3)</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>Low</td>
<td></td>
</tr>
<tr>
<td>Medium</td>
<td></td>
</tr>
<tr>
<td>High</td>
<td></td>
</tr>
</tbody>
</table>

Risk Assessment Action Plan based on the Risk Level

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>TOLERABILITY: guidance on necessary action and timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low</td>
<td>These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.</td>
</tr>
<tr>
<td>Low</td>
<td>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.</td>
</tr>
<tr>
<td>Medium</td>
<td>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.</td>
</tr>
<tr>
<td>High</td>
<td>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</td>
</tr>
<tr>
<td>Very high</td>
<td>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.</td>
</tr>
</tbody>
</table>
The UK introduced a COVID alert level system in May 2020 to reflect the degree of threat to the country from the virus. The system involves a scale of one to five, with five being the highest threat, and determines how much pressure the NHS is under and how strict the levels of social distancing need to be. The Joint Biosecurity Centre is constantly looking at the COVID threat level and recommends whether it should be raised or lowered. It is then endorsed by the chief medical officers of all four nations before it can be changed.

As of 12 December 2021 the UK COVID-19 alert level is Level 4.

The University has its own risk assessment level which is currently GREEN.
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Area of concern</th>
<th>Who may be harmed and how?</th>
<th>Existing Controls:</th>
<th>Controlled Risk Level</th>
<th>Further Controls Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Spread of COVID-19</td>
<td>College compliance with government and PHE guidelines</td>
<td>All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.</td>
<td>✓ Every member of staff, including all the Fellows and Senior Members (SMs), who work in the College are to receive a copy of this risk assessment. &lt;br&gt; ✓ Staff returning to work from a longer period of time away from work, are informed of any operational changes, or new areas of risk at the start of their shift or first day back on the College site. &lt;br&gt; ✓ A list of Staff/Fellows/SMs/Students who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept by the College Quarantine Co-Ordinator, Domestic Bursar and shared with the relevant individuals to ensure no one is put at risk. &lt;br&gt; ✓ COVID – self reporting, Self-Isolation and household isolation procedures are already in place. &lt;br&gt; ✓ The College COVID Action Plan is regularly reviewed and updated as new information of guidance is received. &lt;br&gt; ✓ The College COVID Task Force meet regularly to interrogate all updates from the Government and the University to ensure the College acts in a timely manner. &lt;br&gt; ✓ Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment). &lt;br&gt; ✓ Hand sanitiser stations are sited around the main corridor routes. &lt;br&gt; ✓ “One way” systems in place to prevent “pinch points” and signage on rights of way. &lt;br&gt; ✓ The College has prepared a Newnham Health Information Sharepoint:<a href="https://newncamacuk.sharepoint.com/sites/HealthInformation">https://newncamacuk.sharepoint.com/sites/HealthInformation</a></td>
<td>I ( \times 3 = 3 )</td>
<td>✓ Staff working onsite in operational teams to confirm awareness of its principles in writing (by signing a copy of this risk assessment) and refresh awareness periodically. &lt;br&gt; ✓ Reduce the number of “touch” points around the site. For example, on the corridor fire doors install maglocks “hold opens” where possible. (COMPLETED Sept 2020.) &lt;br&gt; ✓ Asymptomatic testing for all students (including those living out of College accommodation but in Cambridge) started again on 17 Jan 2022 and will continue throughout the Lent Term 2022. From w/c 31 Jan this will switch from pooled PCR to individual LFD testing.</td>
</tr>
</tbody>
</table>
✓ Residents may have one overnight guest for up to 3 nights per 7 day period, but they must be “signed in” at the Porters’ Lodge for fire regulations.
✓ Social distancing measures have been reviewed and College is adopting a 1m+ social distancing policy.
✓ The College requires all members and visitors to wear face-coverings indoors in public areas or when in the presence of College staff.
✓ The Gym risk assessment will be updated to state up to 10 people per 60 minutes session and 30 minutes air change between each session.

Sept 2021
✓ Any non-academic staff that had been working from home have confirmed their office and any WFH hours, with their Line Manager.
✓ SCR lunch has moved back into the College Hall with 1m+ social distance (no booking system).
✓ All other food will be take away from the Buttery and Cafe, but may be eaten in the College Hall or café with limited social distancing in place.

Dec 2021
✓ An email has been sent to all HODs to discuss working arrangements in each department, especially in offices with staff sharing following the guidance to work from home is possible.

Jan 2022
✓ College Code of Conduct updated again v41
✓ Line Managers/HODs to discuss any changes to the working from home arrangements with individuals that have been working from home (WFH) since the WFH guidance came in in December 2021.
Those people displaying symptoms of COVID-19

All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.

- The College Action Plan follows the government guidance that anyone who tests positive for COVID-19 (via LFD or PCR test) self-isolate for *10 days and not return to work until symptoms have fully cleared.
- On ‘people displaying symptoms of covid-19’ – a test should be organised immediately (within 24 hour if possible) either by:

The University offers swab tests to College and University staff and students, as well as staff at Cambridge Assessment and Cambridge University Press, who have possible symptoms of COVID-19. If you have symptoms of COVID-19 you should arrange a test immediately. Tests should now be booked online via the web portal, not via the Addenbrooke’s Hospital Occupational Health phone line.

When booking, you can select to take a test at one of two locations:
- S2 Testing Pods, Addenbrooke’s Hospital – 8.30am to 5pm, Monday to Friday. These pods are only accessible by car, or bike while wearing a mask. If you are already on the Biomedical Campus, you can access the pods on foot while wearing a mask.
- Dyson Building, Department of Engineering, Fen Causeway entrance – 8.30am to 2.45pm, Monday to Friday. Accessible by bike or foot while wearing a mask. Access by car is possible but very limited.

Maps showing the locations of these testing pods can be found here.

If you develop symptoms after the closure of the Pod on Friday, or any time on Saturday or Sunday, or cannot

Positive individuals may test to release early from isolation using LFD tests from Day 5. On day 5 & 6 they may take LFD tests 24 hours apart. If both are negative and the individual does not have a temperature, they can end their period of self-isolation on Day 6.

If positive they should continue to take LFD tests every 24 hours until they get 2 consecutive negative test results.

Once 2 consecutive negative test results are achieved and if they do not have a temperature, they can leave self-isolation.

If they leave self-isolation on or after day 6, they are strongly advised to wear a face covering and limit close contact with other people in crowded or poorly ventilated spaces, or to WFH so to minimise contact with anyone who is at higher risk of severe illness if infected with COVID-19.
access either of these two locations, you can arrange a test at an alternative location using the NHS website.

For enquiries about what to do if you or a member of your household has symptoms of COVID-19, please visit the Stay Safe Cambridge Uni website or contact the University’s dedicated COVID-19 helpdesk by phone 01223 339514 or email covid-helpdesk@admin.cam.ac.uk. This service is currently NOT available to your family or HH members.


- The 10-day self-isolation period for those in contact with symptomatic individuals within a shared household also applies to all staff and members of the College unless they are *exempt from self-isolation.*
- The College Action Plan has information sheets which are emailed (or given within a self-isolation pack if issued) to the resident students that have to self-isolate.
- The College Nurse, College Quarantine Co-Ordinator and Domestic Bursar maintain regular contact with the students during any period of self-isolation and updates the College COVID Recovery Task Force.
- Weekly Zoom meetings have been set up every Tuesday at 11am for those students in Quarantine or SI hosted by the College Quarantine Co-Ordinator.
- The College Quarantine Co-Ordinator, Domestic Bursar (or a member of the Task Force in the absence of the D.B.) will ensure the Head Porter, Head Housekeeper and Buildings Manager are informed of all residents who are self-isolating.

*Anyone who has been double vaccinated for more than 14 days, with an authorised vaccination will no longer have to self-isolate as a result of contact with an individual who has returned a positive test for COVID. Such individuals, if identified as close contacts either because they live in the same household or by NHS Test and Trace should take daily LFD tests in the morning before leaving their household. Anyone who tests positive following these tests will still be legally required to self-isolate, irrespective of their vaccination status in order to break onwards chains of transmission.*
isolating to prevent access to these rooms – using COVID List No.5. which lists all the rooms in isolation.
  - Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.

| Spread of COVID-19 | Hand-washing | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | • Hand washing facilities with soap and water in place.  
• Stringent hand washing taking place for at least 20 seconds.  
• Use of alcohol-based hand sanitiser if hand washing facilities are not available.  
• Notices posted reminding all working and living in College to:  
  ✓ Wash hands frequently  
  ✓ Use hand-sanitiser frequently where handwashing facilities are not available  
  ✓ Cough or sneeze into a tissue or your elbow  
  ✓ Dispose of tissues in a waste bin  
  ✓ Avoid touching your eyes, nose and mouth. |
| Spread of COVID-19 | Face Coverings | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | The government recommends that people wear face coverings in enclosed areas where you come into contact with people you do not normally meet.  
The Chief Medical Officer has also advised wearing a face covering if the person you meet asks you to do so. Following this advice, and the University advice, Newnham’s approach to face coverings is as follows.  
Face-coverings are to continue to be worn in College communal areas (especially on the ground floor corridors), except:  
  • When seated in a meeting (of any number of people) and all agree they are comfortable for face-coverings to be removed.

Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.


| Spread of COVID-19 | Face Coverings | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | The government recommends that people wear face coverings in enclosed areas where you come into contact with people you do not normally meet.  
The Chief Medical Officer has also advised wearing a face covering if the person you meet asks you to do so. Following this advice, and the University advice, Newnham’s approach to face coverings is as follows.  
Face-coverings are to continue to be worn in College communal areas (especially on the ground floor corridors), except:  
  • When seated in a meeting (of any number of people) and all agree they are comfortable for face-coverings to be removed. |

The “Safe wearing of face coverings” posters will promoted around the College. 19 July 2021 – these will remain in place during this transitional phase moving onto Step 4 of the Government road map.
removed. This includes supervisions, small group teaching and tutorial meetings;
- When eating and drinking and seated;
- In rooms where you are the only occupant;
- Exempted from wearing a face covering in the specified government criteria.

**Face coverings must be worn if a member of staff is working nearby.**

<table>
<thead>
<tr>
<th>Spread of COVID-19</th>
<th>Cleaning</th>
<th>All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.</th>
<th>1 × 2 = 2</th>
<th>From 4 Jan 2021 – new notices have been prepared to ask residents not to enter areas where staff are actively working, for example cleaning in student kitchens or communal bathrooms.</th>
</tr>
</thead>
</table>
|                    |         | • Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.  
• Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements.  
• Self-cleaning in staff toilet areas to continue.  
• Clearing workspaces and removing waste and belongings from the work area at the end of shift.  
• Sanitisation of all hand tools, controls, machinery and equipment after use – see more information in the College protocol and plans for unlocking the College document.  
• If you are cleaning after a known or suspected case of COVID-19 then you should refer to the specific guidance – please refer to **ANNEX J** in the College Master Plan.  
• Any 2 person jobs need to be essential and time-limited, agreed in advance with their HOD, with face-coverings and in a well-ventilated area. |                     |                                                                                                                        |
| Spread of COVID-19 | Student kitchens and bathrooms | All staff cleaning these areas and those working, or using these areas | 1 × 3 = 3 | Introducing enhanced cleaning of these facilities. |
|                    |         | • Limit the number of people sharing these facilities.  
• Provide notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept |                     |                                                                 |
<table>
<thead>
<tr>
<th>Spread of COVID-19</th>
<th>Staff changing rooms / showers</th>
<th>All staff accessing these areas.</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>All staff accessing these areas.</td>
<td>Limit the number of people sharing these facilities.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Provide notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Introducing enhanced cleaning of all facilities regularly.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All staff accessing these areas.</td>
<td>1m+ social distancing in place, all footprints and ropes to be removed, as appropriate in each area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spread of COVID-19</td>
<td>Social Distancing</td>
<td>1m+ social distancing in place, all footprints and ropes to be removed, as appropriate in each area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.</td>
<td>Due to the Omicron variant from 4 Jan 2022: 2m footprints were re-introduced in the Buttery queue area, the Iris Café queue area and the Porters’ Lodge desk area.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>All meeting rooms to have their layouts revised re the change to 1m social distancing.</td>
<td>All meeting rooms to have their layouts revised re the change to 1m social distancing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>No change to the SCR Lunch arrangements which will remain at 1m+ social distancing.</td>
<td>No change to the SCR Lunch arrangements which will remain at 1m+ social distancing.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>From 26 January 2022: all meeting and supervision rooms with fixed furniture will be set up with all chairs present (no social distancing) and so the room users will need to decide whether to allow for social distancing or not based on their own risk assessment.</td>
<td>From 26 January 2022: all meeting and supervision rooms with fixed furniture will be set up with all chairs present (no social distancing) and so the room users will need to decide whether to allow for social distancing or not based on their own risk assessment.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staff rota’s and the College lockup regime will be “ramped” up or down as the UK COVID alert level changes.</td>
<td>Staff rota’s and the College lockup regime will be “ramped” up or down as the UK COVID alert level changes.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>The UK COVID Alert Level is at Level 4 since 12 Dec 2021.</td>
<td>The UK COVID Alert Level is at Level 4 since 12 Dec 2021.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Heads of Departments are preparing for changes to the alert level by undertaking resurgence planning with for</td>
<td>Heads of Departments are preparing for changes to the alert level by undertaking resurgence planning with for</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider staggering of working hours to limit arrivals or departures at the same time.</td>
<td>Consider staggering of working hours to limit arrivals or departures at the same time.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Staggered welfare breaks and make use of additional facilities as above.</td>
<td>Staggered welfare breaks and make use of additional facilities as above.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider disciplinary measures to be introduced for those who fail to observe the social distancing guidelines. The College has a Code of Conduct for COVID – found at: <a href="https://newncamacuk.sharepoint.com/sites/HealthInformation">https://newncamacuk.sharepoint.com/sites/HealthInformation</a></td>
<td>Consider disciplinary measures to be introduced for those who fail to observe the social distancing guidelines. The College has a Code of Conduct for COVID – found at: <a href="https://newncamacuk.sharepoint.com/sites/HealthInformation">https://newncamacuk.sharepoint.com/sites/HealthInformation</a></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

From 4 Jan 2021 – new notices have been prepared to ask residents not to enter areas where staff are actively working.
example distinct “fixed” teams to avoid “crossover” between lots of individuals.

- Student “households” created in larger blocks to reduce the risk of the virus spreading.
- Staff are informed of all those in S.I. or Quarantine and informed NOT to enter unless in an emergency situation and then PPE should be worn (via COVID List No.5).
- Notice given to inhabitants of all visits in line with ANUK (notice period for work).
- Introduction of some self-cleaning of offices and student kitchens and bathrooms (students have always cleaned their own rooms).
- College meetings are to be mainly conducted by video conferencing but some in person meetings are taking place, many in the gardens or larger meeting rooms.
- IT support provided in person by appointment or remotely to minimise contact.
- Additional perspex screen installed behind the Porters’ Lodge desk (SP desk) (Oct 2020)
- Any 2 person jobs need to be essential and time-limited, agreed in advance with their HOD, with face-coverings and in a well-ventilated area.
- Humidity monitors x 5 have been purchased to be used to monitor the levels in the main communal spaces (College Hall, café, Buttery, Porters Lodge, Library) as there is some evidence that maintaining relative humidity in the 40%-60% range in indoor spaces could help slow the spread of the COVID.


- Appointments are now operating for the Tutorial Office and additional screens installed in various offices.
- Perspex screens have been installed on the Porters’ Lodge Desk (15 June 2020).
- High level barriers (on top of the fabric desk dividers) in shared offices have been installed.
- 5 Jan – a request for additional perspex screens to be installed in the Porters’ Lodge to separate the Porters working at both the front desk and back desk areas has been made. THIS WORK HAS BEEN COMPLETED.
### Spread of COVID-19

**Visitors / socialising**

All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.

**Inside: January 2022**

- Unaccompanied visitors are allowed into College and to use the Iris Café, no access to the College Library.
- Accompanied visitors are allowed into the Buttery and also in student households and individual rooms.
- It is recommended that those hosting visitors:
  - Maintain >1m+ distance from those not in their household.
  - Maximise ventilation – open windows.
  - Be sensitive to their housemates’ preferences and allow them time to use the kitchen without outside visitors present should they wish to do so.
  - Residents may have one overnight guest for up to 3 nights per 7 day period, but they must be “signed in” at the Porters’ Lodge for fire regulations.

**Outside:**
- No COVID restrictions but advised to maintain >1m+ distance from those not in their household.

---

### Spread of COVID-19

**Underlying health conditions**

Those individuals (students or staff) that are: “clinically extremely vulnerable” CEV or “clinically vulnerable individuals”

- The government has [announced that advice to the CEV to shield will cease from 1 April 2021](https://www.gov.uk/government/news/advice-to-the-cev-to-shield-will-cease-on-1-april-2021). CEV staff who cannot work from home can therefore return to onsite working from 1 April 2021 onwards, provided that their workplace is COVID-secure and a COVID-19 Risk Assessment completed in advance of the return.
- The College will discuss individual staff situations and confirm whether staff should continue to work remotely, or to return to working on site, or continue to be furloughed.

- The College will discuss individual staff/student situations and will not make a blanket rule that all must come into work.
- We must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full
| Spread of COVID-19 | Female members of the College of childbearing age. | Those individuals that pregnant, breastfeeding or have given birth within the last six months. | The College is required to carry out a separate risk assessment for these individuals.  
- Any risks identified at that point, or later during the pregnancy, in the first 6 months after birth, or while they are still breastfeeding, must be included and managed as part of the general workplace risk assessment.  
- The College are aware that pregnant women from 28 weeks’ gestation, or with underlying health conditions at any point of gestation, may be at greater risk of severe illness if they catch coronavirus (COVID-19). This is also the case for pregnant women with underlying health conditions that place them at greater risk of severe illness if they catch coronavirus (COVID-19). | 1 \times 3 = 3 |

| Spread of COVID-19 | Provision of Catering | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | The College will continue to follow the Food Standard Agency’s (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  
- The College will stress the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas. Staff should wash their hands for 20 seconds, especially after being in a public place, blowing their nose, coughing or sneezing.  
- Staff uniforms and aprons will require daily washing. More uniforms/aprons may be required.  
- Frequently cleaning and disinfecting of objects and surfaces that are touched regularly will be undertaken more frequently than might have been in pre-COVID days.  
- Signage reminding people of handwashing and social distancing measures will be displayed in all catering areas. | 1 \times 2 = 2 |

- Longer-term, continue to review government and PHE guidance and their impact on collegiate dining norms and the re-opening of the Café.  
- Social distancing to be investigated in the main College kitchen as more staff return to work – the use of marked floor areas or barriers to be investigated.  
- Additional plexiglass barriers at the tills and counters (Café and
- A good queuing system is in place to ensure social distancing in the queue in all the catering outlets.
  - Hand sanitiser available at entrance of College Hall, Lucia Windsor and the Café.
  - As per our normal procedures staff that are unwell should not be at work.
  - Disposable containers and cutlery offered with take away food.
- College Hall, the Buttery and the Café (and Café Garden) furniture has been cleared to prevent gatherings and allow for social distancing in these areas when they re-open.
- A basic food shop is re-opened on Monday 4 Jan 2020 to aid the residents and staff on duty to purchase key items (also to enable those students that are shielding from having to leave the College in order to get provisions).
- The provision of seated SCR lunches in the LWR College Hall resumed on Monday 17 May 2021. No changes are planned from the current arrangements.
- Take away meals will still be available from the Buttery and socially distancing 1m+ seating will still be available in the College Hall and Iris Café.
- For catering deliveries – see Deliveries.

<table>
<thead>
<tr>
<th>Spread of COVID-19</th>
<th>Shared equipment/tools</th>
<th>All staff that have to share equipment/tools.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• 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.</td>
<td>I</td>
<td>2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Mobile phones noted to be major hand/mouth contact risk – use should not be shared.</td>
<td>I</td>
<td>2</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spread of COVID-19</th>
<th>Shared office areas</th>
<th>All academics and staff that have to share office or work areas.</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>• Continue with new shift patterns in the main admin offices to avoid cross-over between individuals with remote and on-site working.</td>
<td>I</td>
<td>2</td>
</tr>
</tbody>
</table>

- Encourage the use of contactless payments where possible.

- Hall/Buttery) have been installed.
**Spread of COVID-19**

<table>
<thead>
<tr>
<th>Teaching and Supervising in offices</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>All academics that supervise on the College site, either in their office, and those being taught in supervision or meeting rooms.</td>
<td></td>
</tr>
<tr>
<td><strong>•</strong> In offices reconfigure the seating and tables (where possible) to maintain 1m+ social distance spacing and reduce face-to-face interactions. (Contact the Head HK to assist).</td>
<td></td>
</tr>
<tr>
<td><strong>•</strong> If people are supervising more people than can be accommodated 1m+ apart in a room, a larger supervision or meeting room should be booked: <a href="mailto:conference@newn.cam.ac.uk">conference@newn.cam.ac.uk</a></td>
<td></td>
</tr>
<tr>
<td><strong>•</strong> Holding meetings in well-ventilated rooms whenever possible (open windows, even if the heating is on).</td>
<td></td>
</tr>
<tr>
<td>From 17 May 2021:</td>
<td></td>
</tr>
<tr>
<td>— “Face to face” teaching can take place in a COVID secure manner.</td>
<td></td>
</tr>
<tr>
<td>— College rooms can be booked for meetings for up to 6 people (many rooms in use for exams); Old Labs for up to 12 people with social-distancing in place.</td>
<td></td>
</tr>
<tr>
<td>— Marquee can be booked for up to 6 for rehearsals and society meetings (not parties or loud music).</td>
<td></td>
</tr>
<tr>
<td>— Arrange meetings and supervisions in such a way that they can be rapidly moved onto Zoom or another video package in case you or one of the students gets symptoms of a cold or anything which might turn out to be COVID-19.</td>
<td></td>
</tr>
<tr>
<td><strong>•</strong> From 5 Jan 2022: Academic staff are encouraged to teach face-to-face in a COVID secure manner by ensuring face</td>
<td></td>
</tr>
</tbody>
</table>

1 x 3 = 3

If an academic regularly has students queuing outside of their office, the College may need to mark the area outside the room with tape to indicate 2m social distancing.
coverings are worn (unless this is impeding communication or all agree that face coverings may be removed), distancing is maintained and ventilation is maximised. Academic staff may choose to teach remotely if they prefer and online teaching may be needed if anyone is isolating but is not ill.

**NEWNHAM:** Teaching will continue to be delivered by the University and the College through online and in-person teaching. Teaching and supervising methods have been and are being adapted to deliver a high quality of teaching whatever the method used. When the Collegiate University is at a ‘yellow’ risk rating, this means we will continue to pursue in-person teaching in a safe manner. Some supervisors will prefer to supervise remotely and anyone may have to self-isolate at any time, student or supervisor. Newnham is continuing to ensure that there are Covid-secure arrangements in supervision rooms and other rooms used for teaching (including those Fellows’ rooms used for supervisions) to support those who teach and learn in person to do so in a safe manner.’

| Spread of COVID-19 | Shared staff tearooms | All staff that have to share a tearoom. | • Stagger start and end times and tea break periods to avoid large numbers of people being in the same area at the same time.  
• Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.  
• Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to-face interactions.  
• Provide hand sanitiser in meeting rooms.  
• Holding staff meetings via Zoom, outdoors or in well-ventilated rooms whenever possible. | 1 × 3 = 3 |
| Spread of COVID-19 | Use of Meeting Rooms, Supervision Rooms and social areas (for example, the JCRs, the | All people who are resident. Staff, Fellows, SMs and visitors that are allowed to enter these areas. | • Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.  
• Reconfigure the seating and tables for 1m+ social distancing.  
• Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.  
• Provide hand sanitiser in meeting rooms and self-cleaning equipment. | 1 × 3 = 3 |
| **Student study groups** can also book meeting rooms.  
**These would be booked via the Conference Office and a risk assessment will be required if more than one person present.** |
| Spread of COVID-19 | First aid provision | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | • All first aiders should have access to PPE (face mask; disposable gloves; eye protection).  
• A COVID First Aid Risk Assessment has been prepared and shared with all College First-Aiders.  
• CPR/AED: First aiders should not carry out the ‘look, listen and feel’ procedure to check for normal breathing. Instead, they should simply look for ‘the absence of signs of life and the absence of normal breathing’.  
• PPE should be worn if possible and compression-only CPR should be carried out until the AED arrives.  
• Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.  
• All waste to be double bagged and disposed of via the College Nurse (bio-hazard bags). | 1  
\[\times\]  
3 | 3 | The Head Porter has sent some information through to the first-aiders re some alternative 2-part exercises to act in lieu (‘practical’ scenarios via the Resuscitation Council Lifesaver app and theory questions). [N.B. This does not replace the 2-day Requalification Course]. |

| Spread of COVID-19 | Fire Safety | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | • Normal fire alarm testing to continue as per normal guidelines.  
• Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain socially distancing.  
• 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.  
• In the event of a fire alarm activation the Duty Porter would investigate the cause (as per normal) but if entering a student room would be advised to wear a paper mask and gloves and to immediately wash hands afterwards. | 1  
\[\times\]  
3 | 3 | The Head Porter prepared a PowerPoint/video which has been sent all students. On the last slide the student has to “click” to send an email to the HP to confirm viewing the whole presentation. Individual HH meetings are to be organised shortly so that the HP can show each HH where their assembly |
list of all rooms in which any students were S.I. or H.I. will be kept up to date in the Porters Lodge.
- Those individuals with PEEPs will need to be reviewed to see if they can be dealt with whilst maintaining social distancing, if not possible PPE will be needed for both the individual with the PEEP and those people assisting them.
- Full “Fire Drills” took place during Michaelmas Term 2021 and repeats are planned for Lent Term 2022.

Spread of COVID-19
- Manual Handling
  - Members of staff or students moving items around.
  - Plan and assess before lifting, removing any obstructions. Use handling aids or mechanisation where possible so this can be done by one person.
  - Work within safe limits – know your physical ability and don’t lift more than can easily be managed.
  - Avoid lifting from floor level, or above shoulder height, especially heavy loads.
  - Adopt a stable position – feet apart with one leg slightly forward to maintain balance; use bent hips and knees rather than fully flexed back.
  - Push rather than pull.
  - Ask for assistance when needed – but full PPE will be required where social distancing cannot be maintained.

Spread of COVID-19
- Personal Protective Equipment (PPE)
  - All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors.
  - Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating students.
  - College Nurse & Head Housekeeper providing stocks of PPE for essential staff and first aiders.
  - Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing.

76 members of staff received in person MH training in January 2022. More sessions are planned in February 2022.
| Spread of COVID-19 | Use of College Van | Staff that are authorised to use the College Van. | A COVID secure risk assessment has been prepared and shared with all the authorised College van drivers.  
- Regular cleaning of vehicle interiors carried out of shared use vehicle sharing.  
- No passengers are carried unless from the same household.  
- 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. | 2 x 1 = 2 |
| Spread of COVID-19 | Compliance maintenance checks and testing | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. | All mandatory testing and inspections are to carry on and the flushing of the water systems if there if are any empty HH’s to prevent legionnaires.  
- During the summer vacation 2021 when more HH’s are emptied the water flushing regime will need to recommence in more areas and additional staff from the Housekeeping Department may be called upon to support the maintenance team. | 1 x 2 = 2 |
| Spread of COVID-19 | Contractors | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.  
- A template email, highlighting all COVID-Secure measures, has been drawn up and is shared with all contractors or College guests working for the College before arriving on site.  
- Additional text re the need for taking a LFT before arriving in the College has been added to this contractors/visitors template letter.  
- Encouraging visits via remote connection/working where this is an option.  
- Limiting the number of visitors at any one time. | 1 x 3 = 3 |
• Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.
• Maintaining a record of all visitors, via the signing in process at the Porters’ Lodge.
• Maintenance Contractors working within the College are to comply with the College “CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE” – as shown at the end of this risk assessment.
• All contractors attending the College site are to provide the relevant Head of Department with their COVID-19 specific Risk Assessment before beginning works and subsequently to comply with this risk assessment.
• Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.

<table>
<thead>
<tr>
<th>Spread of COVID-19</th>
<th>Delivers to site</th>
<th>Porters Lodge staff and all other staff that accept deliveries.</th>
<th>1</th>
<th>3</th>
<th>3</th>
<th>January 2022: Those members of the Porters’ Lodge responsible for overseeing the delivery of the LFD tests to the students during Lent Term (and the Domestic Bursar) have undertaken the required training and have a Certificate in Infection Prevention and Control.</th>
</tr>
</thead>
</table>
|                   |                  | • When possible pre-arrange delivery times to minimise person-to-person contact during deliveries and agree drop off points.  
|                   |                  | • Where possible and safe, having single workers load or unload vehicles.  
|                   |                  | • Maintaining social distancing.  
|                   |                  | • Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.  
|                   |                  | • All items to be handled wearing gloves or after handling the individual concerned to wash their hands well (at least 20 seconds with hot soapy water).  
|                   |                  | • Discourage all non-College related deliveries.  
|                   |                  | • Items that can be wiped over with antibacterial wipes or washed should be.  
|                   |                  | • All external unnecessary packaging to be removed asap and disposed of to the external bins. |
CATERING DELIVERIES:
- The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low.
- While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.
- Cleaning should be in line with food hygiene practice and the environmental controls set out in the business’ HACCP.
- Staff should continue to follow existing risk assessments and safe systems of working. No additional precautions need to be taken.

| Spread of COVID-19 | Dealing with an outbreak in College | All people who are resident. Staff, Fellows, Senior Members, and contractors that are allowed to enter the College site to work. Plus all external visitors. | An outbreak is hard to define but would be considered 2 or more linked positive cases in different residential households, or 2 or more members of staff in the same department. The College keeps detailed COVID Lists which show the different details to ensure “clusters” or a potential outbreak is discovered quickly:

- **COVID List no.1** - is a list of all students in quarantine or requiring catering support due to SI.
- **COVID List No.2** - is a list of all students in SI. Either due to their positive COVID status, or due to them NOT being exempt from SI (trace contact or same HH as a positive person).
- **COVID List No.3** – is a list of student supporters for those in SI or HHI.
- **COVID List No.4** - is a list of all members of staff or Fellows that are in SI as positive for COVID or due to them NOT being exempt from SI (trace contact or same HH as a positive person). |

$1 \times 3 = 3$
- **COVID List No.5** – is a list of College HH’s which is issued to the staff with no personal data shown, but assists the staff to avoid areas where students are in SI or quarantine.
- **COVID List No.6** – is completed in the case of an outbreak to ensure a complete “narrative” is of the incident management.

**In the event of an outbreak the College would convene it’s “COVID Incident Control Group” chaired by the Principal to manage the outbreak, to liaise with the University COVID Helpdesk and Public Health England and so to investigate the cause and limit exposure to others, whilst supporting those affected.**

| Eyesight issues / RSI / other occupational health issues | Display screen equipment and workstation (whether working in College or from home) | • Academics and staff risk problems and pain from prolonged use of computers improperly set up, including back injuries, shoulder injuries and RSI in the wrist and hands.  
• These roles can involve prolonged use of computers.  
• RSI is made more likely in... |
|--------------------------------------------------------|-----------------------------------------------------------------|---------------------------------------------------------------|
| • Workstation includes separate keyboard, mouse and display screen.  
• Workstation is located away from windows to avoid glare.  
• Ask those working with a display screen to self-assess their workstations - [https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist](https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist)  
• Standard light levels are appropriate for office use, and can be controlled further if desired.  
• Academics and staff that may have to share a computer keyboard, mouse and telephone must introduce a self-cleaning regime between different users (with both the person to last use the equipment to wipe it with an antibacterial wipe and then the next person to use it to clean it with an antibacterial wipe before using it – this is particularly relevant in the Maintenance Department and Porters’ Lodge where the staff do share these facilities on a daily basis.  
• Stress reduction measures outlined below. | 2 | \( \times 2 = 4 \) |
conjunction with stress, which causes tense muscles. • Headaches or sore eyes can also occur, e.g. if the lighting is poor.

### Eyesight issues / RSI / other occupational health issues

| Home-office environment | Academics and staff may become uncomfortable if temperatures are too hot or too cold if rooms are stuffy or noisy. Clutter can form a trip hazard or a fire risk. | ✓ Home offices are likely to have appropriate heating, lighting and ventilation for standard conditions. ✓ Make keyboards, mice and display screens available to those working from home (people can take their office chairs home with them if helpful). • Those working from home may need to store some extra materials at home, but this is unlikely to exceed one box, and should be manageable within the domestic context. |

### Stress

| The current situation is placing a stress on all members of the College, both personally and professionally. Academics and staff are unable to maintain a clear separation between work and home. | • Inform all members of the College on the safeguarding measures, for example, increased cleaning of high contact areas and social distancing measures (contained in this risk assessment and the specific departmental procedures). • Encourage open dialogue and feedback on all these measures and work practices. • Email to be checked only during working hours, unless notified of an emergency via phone. • Ensure that academics and staff take full allowance of annual leave. • Regular meetings with line manager, which can be used to address prioritisation, levels of work, and working hours. |

• Engage with colleagues across the University and in College in their regular social and support events.
• Encourage the students, academics and staff to take part in welfare events.
The safety of our staff is of paramount importance. It is essential we follow safe procedures in our work, especially during these unprecedented times.

The purpose of this Standard Operating Procedure (SOP) is to protect you, and those you have contact with, as you go about your work by reducing the risk of exposure to CORONAVIRUS / COVID-19.

For further advice, including on risk assessments, please contact the Buildings Manager, Andy Kite or the Head of Department at Newnham to which you are reporting.
KEY MESSAGES

- Cough or sneeze into a tissue and dispose of immediately
- Wash your hands frequently
- If you feel unwell stay at home, avoid social interactions and follow self-isolation guidelines

RESIDENCES - Reducing the risk of exposure

Reducing the risk of exposure to CORONAVIRUS / COVID-19 when attending any occupied residence to carry out emergency work e.g. to deal with a flood or its consequences:

There is a difference between someone who is self-isolating and someone who is unwell. This will need to be a judgement call. Can the person leave the room where the flood has occurred to enable a minimum two metre separation to be maintained? In most cases, this should be possible. If not, does the work need to be done? If in doubt, a dynamic risk assessment should be undertaken using a Take 5 checklist (see below).

DYNAMIC RISK ASSESSMENT: Take 5 Safety Checklist

This SOP recognises that there may be a need to carry out a dynamic risk assessment to identify any health and safety hazards before starting work. The following five point procedure is a good guide:

1. **Stop** – think about the risk of exposure to Covid-19 associated with the job
2. **Look** – identify any hazards arising from a failure to maintain social distance and hygiene
3. **Assess** – consider the risk arising from a failure to maintain social distance and hygiene
4. **Control** – implement suitable control measures to maintain at least a two metre separation and achieve high standards of hygiene
5. **Monitor** – be vigilant as the work task is undertaken to ensure social distance and hygiene controls are maintained throughout