
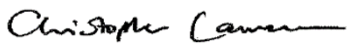


Risk Assessment Number:	College Wide - 007	Issue No:	Draft v.24 updates are shown in red	Issue Date:	26 May 20 / 17 Jun 20 / 04 Aug 20 / 20 Sep 20 / 23 Sept 20 / 12 Oct 20 / 05 Nov 20 / 03 Dec 20 / 04 Jan 21 / 05 Jan 21 / 26 Feb 21 / 29 Mar 21 / 12 Apr 21 / 17 May 21 / 19 July 21 / 17 Sept 21 / 13 Dec 21 / 26 Jan 22 / 21 Feb 22 / 12 Apr 22 / 09 Sept 22
Title of Risk Assessment:	Working safely in times of increased risk of respiratory diseases.				
Frequency of task or date and time of event:	Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a healthy and safe workplace.				
Additional Information to be read: Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> ▪ 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 ▪ College First Aid Risk Assessment – July 2022 <p>The latest UK Government advice is found: https://www.gov.uk/guidance/people-with-symptoms-of-a-respiratory-infection-including-covid-19</p>				
Assessor Name:	Wendy Evans – Domestic Bursar (& College Fire and Safety Officer)	Assessor Signature:			
Line Manager Name:	Christopher Lawrence – Bursar	Line Manager Signature:			

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.

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.

The UK COVID-19 alert level is currently Level 2

<https://www.gov.uk/government/groups/joint-biosecurity-centre#the-covid-19-alert-level>

COVID Alert Levels		
Level	Description	Action
5	As level 4 and there is a material risk of healthcare services being overwhelmed	Social distancing measures increase from today's level
4	A COVID-19 epidemic is in general circulation; transmission is high or rising exponentially	Current social distancing measures and restrictions
3	A COVID-19 epidemic is in general circulation	Gradual relaxing of restrictions and social distancing measures
2	COVID-19 is present in the UK, but the number of cases and transmission is low	No or minimal social distancing measures; enhanced testing, tracing, monitoring and screening
1	COVID-19 is not known to be present in the UK	Routine international monitoring

The University has its own risk assessment level which is currently **GREEN**

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	Controlled Risk Level			Further Controls Required
				L	S	Risk Level	
Spread of respiratory & other communicable diseases	College compliance with government and PHE guidelines	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ✓ Every member of staff, including all the Fellows and Senior Members (SMs), who work in the College are to be made aware of this risk assessment, where to find it and informed when it is updated. ✓ 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. ✓ The College has a set of procedures & action plans for respiratory and other communicable diseases, which are reviewed and updated as new information or guidance is received, or if levels of infection increase. ✓ The College has an Incident Control Group, which would form a Task Force when required in the case of an outbreak of a respiratory or other communicable disease in College. ✓ Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment). ✓ Hand sanitiser stations are sited around the main corridor routes. ✓ "The College has prepared a Newnham Health Information Sharepoint:https://newncamacuk.sharepoint.com/sites/HealthInformation ✓ From 24 February 2022 the College is advising all members of College and visitors, to wear a face covering in crowded and enclosed spaces. ✓ College Code of Conduct updated regularly. 	I	x 2	= 2	<ul style="list-style-type: none"> ✓ 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.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
Spread of respiratory & other communicable diseases	Those people displaying symptoms of respiratory or other communicable diseases	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ✓ There are self-reporting procedures in place for COVID and for other respiratory & communicable diseases. ✓ The College operates a “stay away from work” advice for its staff with respiratory disease, such as COVID. ✓ The College operates a “stay at home” advice for students with respiratory disease, such as COVID. ✓ A list of Staff/Fellows/SMs/Students who have symptoms of a respiratory infection or are a confirmed case of COVID (by LFD or PCR test), is kept by the Domestic Bursar and Head Porter, and shared with the relevant individuals to ensure no one is put at risk. ✓ The Domestic Bursar (or a member of the Task Force in the absence of the D.B.) will ensure the Head Porter, Housekeeping Manager and Buildings Manager are informed of all residents who are self-isolating to prevent access to these rooms – using Respiratory Infection List No.5. which lists all the rooms in isolation. <ul style="list-style-type: none"> ▪ Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support. 	I	x 2	= 2	
Spread of respiratory & other communicable diseases	Asymptomatic Testing	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<p>From 21 February 2022:</p> <ul style="list-style-type: none"> ▪ Staff and students in Higher Education will <u>not</u> be expected to continue to take part in regular asymptomatic testing and should follow asymptomatic testing advice for the general population. <p>From 1st April 2022:</p> <ul style="list-style-type: none"> ▪ Free testing is no longer available or required by Government 	I	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
Spread of respiratory & other communicable diseases	Hand-washing	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ▪ 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: <ul style="list-style-type: none"> ✓ 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. 	I	x 2	= 2	Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.
Spread of respiratory & other communicable diseases	Face Coverings	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ▪ In England, face coverings are no longer required by law. The government suggests that we continue to wear a face covering in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. ▪ From 24 February 2022 the College is "advising" people to wear a face covering in crowded and enclosed spaces. 	I	x 2	= 2	
Spread of respiratory & other communicable diseases	Cleaning	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ▪ 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. 	I	x 2	= 2	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.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Cleaning Continued...</i>		<ul style="list-style-type: none"> 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 or other respiratory or communicable disease then you should refer to the specific guidance – please refer to ANNEX J in the College Master Plan. 				
Spread of respiratory & other communicable diseases	Student kitchens and bathrooms	All those accessing these areas.	<ul style="list-style-type: none"> The College will continue to allocate residents to a particular kitchen and bathroom, but is not enforcing these rules (since 24 February 2022). 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. 	I	x 2	= 2	
Spread of respiratory & other communicable diseases	Staff changing rooms / showers	All those accessing these areas.	<ul style="list-style-type: none"> 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 clean. and clear of personal items. 	I	x 2	= 2	
Spread of respiratory & other communicable diseases	Social Distancing	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> 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. 	I	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	Social Distancing continued...		<ul style="list-style-type: none"> • No change to the SCR Lunch arrangements which will remain at 1m+ social distancing (no booking system). • June 2022: No social distancing in place for the SCR lunch or dinners. • All other food will be take away from the Buttery and Cafe, but may be eaten in the College Hall or café with no social distancing measures in place. • 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. • Heads of Departments are prepared for changes to the UK COVID Alert Level by undertaking resurgence planning with for example distinct “fixed” teams to avoid “crossover” between lots of individuals. • Staff are informed of all those in S.I. 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). • 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) Removed July 2022. • 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. 				

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
Spread of respiratory & other communicable diseases	Visitors / socialising	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<p>Inside: January 2022 and April 2022</p> <ul style="list-style-type: none"> Unaccompanied visitors are allowed into College and to use the Iris Café, no access to the College Library except by appointment during Librarian office hours. Visitors are allowed into the Buttery and accompanied visitors into student households and individual rooms. 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. <p>Outside:</p> <ul style="list-style-type: none"> No restrictions. 	I	x 2	= 2	<ul style="list-style-type: none"> It is recommended that those hosting visitors: Maximise ventilation – open windows and self-clean between visitors.
Spread of respiratory & other communicable diseases	Underlying health conditions	Those individuals (students or staff) that are: “clinically extremely vulnerable” CEV or “clinically vulnerable individuals”	<p>From 24 February 2022:</p> <ul style="list-style-type: none"> The majority of people previously considered clinically extremely vulnerable are now advised to follow the same general guidance as everyone else as a result of the protection they have received from vaccination. 	I	x 2	= 2	<ul style="list-style-type: none"> The College will discuss individual staff situations and will not make a blanket rule that all must come into work.
Spread of respiratory & other communicable diseases	Provision of Catering	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> 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. 	I	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Provision of Catering continued...</i>		<ul style="list-style-type: none"> 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. <i>More uniforms/aprons may be required.</i> 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 will be displayed in all catering areas. Hand sanitiser available at entrance of College Hall, Lucia Windsor and the Café. The provision of seated SCR lunches in the 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 but people are required to bring their own containers. For catering deliveries – see Deliveries. 				<ul style="list-style-type: none"> Longer-term, continue to review government and PHE guidance and their impact on collegiate dining norms and the re-opening of the Café. July 2022: Some of the additional plexiglass barriers at the tills and counters (Café and Hall/Buttery) have been removed.
Spread of respiratory & other communicable diseases	Shared equipment/ tools	All staff that have to share equipment / tools.	<ul style="list-style-type: none"> 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. Mobile phones noted to be major hand/mouth contact risk – use should not be shared. 	1	x 2	= 2	
Spread of respiratory & other communicable diseases	Shared office areas	All academics and staff that have to share office or work areas.	<ul style="list-style-type: none"> Continue with new shift patterns in the main admin offices to avoid cross-over between individuals with remote and on-site working. 	1	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Shared office areas continued...</i>		<ul style="list-style-type: none"> Introduce a self-cleaning regime for those that have to share a space (provide antibacterial wipes/spray as required). Clear signage with guidance needed. All staff and academics returning to work on site are given a set of clear College guidelines on how to work and move around the College with specific information for those in shared offices. 				
Spread of respiratory & other communicable diseases	Teaching and Supervising in offices	All academics that supervise on the College site, either in their office, and those being taught in supervision or meeting rooms.	<ul style="list-style-type: none"> Holding meetings in well-ventilated rooms whenever possible (open windows, even if the heating is on). Online teaching may be needed if anyone is positive or has symptoms. <p>From 21 Feb 22:</p> <ul style="list-style-type: none"> HE providers should note that there are no COVID restrictions that apply to Higher Education and they should ensure that they deliver face-to-face teaching without restrictions. Ventilation should remain maximised. Those teaching should be aware of any individuals who are clinically vulnerable or extremely clinically vulnerable and if risk assessed take extra precautions, such as face coverings and social distancing. 	1	x 2	= 2	

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.'

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
Spread of respiratory & other communicable diseases	Shared staff tearooms	All staff that have to share a tearoom.	<ul style="list-style-type: none"> Stagger start and end times and tea break periods to avoid large numbers of people being in the same area at the same time. Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions. Provide hand sanitiser in meeting rooms. 	I	x 2	= 2	
Spread of respiratory & other communicable diseases	Use of Meeting Rooms, Supervision Rooms and social areas	All people who are resident. Staff, Fellows, SMs and visitors that are allowed to enter these areas.	<ul style="list-style-type: none"> Avoiding transmission during meetings, for example, avoid sharing pens and or other objects. Provide hand sanitiser in meeting rooms and self-cleaning equipment. 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. 	I	x 2	= 2	<ul style="list-style-type: none"> 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 respiratory & other communicable diseases	First aid provision	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus visitors.	<ul style="list-style-type: none"> All first aiders should have access to PPE (face mask; disposable gloves; eye protection). A First Aid Risk Assessment has been prepared and shared with all College First -Aiders. CPR/AED: Rescue breaths are now recommended but it is up to the individual carrying out CPR to decide whether to give these rescue breaths or not. PPE should be worn if possible and compression-only CPR should be carried out until the AED arrives. 	I	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>First aid provision continued...</i>		<ul style="list-style-type: none"> 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). 				
Spread of respiratory & other communicable diseases	Fire Safety	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> Normal fire alarm testing to continue as per normal guidelines. Fire Assembly Points to remain in same locations. 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 face covering and gloves and to immediately wash hands afterwards. A list of all rooms in which any students were S.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 were held Lent Term 2022. 	I	x 2	= 2	<p>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.</p> <p>Individual HH meetings were held so that the HP could show each HH where their assembly points was and to go over the evacuation and grab bag information.</p>
Strains / sprains / injuries	Manual Handling	Members of staff or students moving items around.	<ul style="list-style-type: none"> 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 	I	x 2	= 2	80 plus members of staff received in person Manual Handling training in January & February 2022.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Manual Handling continued...</i>		<ul style="list-style-type: none"> 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. A specific MH risk assessment may be needed for certain tasks – always check with your HOD. Ask for assistance when needed. 				
Falls	Working at Height	Members of staff or students moving items around.	<ul style="list-style-type: none"> Plan and assess the task before confirming the method for working at height, for example, is there another way to undertake the task with no need to work at height. Consider the length of the task. Tasks that will take less than 30 minutes to complete may be suitable to be carried out from a step ladder, whilst tasks taking longer may require a platform or tower. Only use WAH equipment that has a safety “TAG” to show when it was last inspected and was fit for purpose. Also carry out a visual inspection of the equipment to ensure it is still safe to use. Always keep three points of contact when working off a step ladder or ladder. A specific WAH risk assessment may be needed for certain tasks – always check with your HOD. Ask for assistance when needed. 	1	x 2	= 2	80 plus members of staff received in person Working at Height training in January & February 2022.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
Burns / poisoning / injuries / Spread of respiratory & other communicable diseases	Personal Protective Equipment (PPE)	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ▪ 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. 	1	x 2	= 2	
Spread of respiratory & other communicable diseases	Use of College Van	Staff that are authorised to use the College Van.	<ul style="list-style-type: none"> ▪ A risk assessment and pre-use checklist has been shared with all the authorised College van drivers. ▪ Regular cleaning of vehicle interiors carried out of shared use vehicle sharing. 	2	x 1	= 2	
Vacant buildings / less staff working on site	Compliance maintenance checks and testing	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ▪ 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. 	1	x 2	= 2	
Site Safety/ Asbestos Management	Contractors	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<ul style="list-style-type: none"> ▪ A template email, highlighting all health and safety measures, has been drawn up and is shared with all contractors or College guests working for the College before arriving on site. ▪ 	1	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Contractors continued...</i>		<ul style="list-style-type: none"> All contractors attending the College site for the first time are to provide the relevant Head of Department (HOD) with their Risk Assessment and method statements (RAMS) before beginning works and subsequently to comply with these documents. All contractors must sign in at the Porters' Lodge or directly with a HOD where their attention is drawn to the Asbestos Register for any intrusive work. Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College. Limiting the number of visitors at any one time. Maintaining a record of all visitors, via the signing in process at the Porters' Lodge. 				
General Site Safety / Spread of respiratory & other communicable diseases	Delivers to site	Porters Lodge staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> 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. Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often. Items to be safely stored, to avoid over stacking and prevent people having to reach up to get items from higher shelves where they may strain themselves or have items fall from above. All external unnecessary packaging to be removed asap and disposed of to the external bins. 	I	x 2	= 2	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.

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Delivers to site continued...</i>		<p><u>CATERING DELIVERIES:</u></p> <ul style="list-style-type: none"> The risk of catching a virus 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 respiratory & other communicable diseases	Dealing with an outbreak in College	All people who are resident. Staff, Fellows, Senior Members, and contractors. Plus all visitors.	<p>The College keeps the following Respiratory Infection Lists, which show the different details to ensure "clusters" or a potential outbreak is discovered quickly:</p> <ul style="list-style-type: none"> List no.1 is a list of all students in quarantine or requiring catering support due to SI. List No.2 is a list of all students in SI. List No.3 is a list of student supporters List No.4 – is a list of all members of staff or Fellows that are in SI as positive for COVID or other respiratory disease. 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. List No.6 – is completed in the case of an outbreak to ensure a complete "narrative" is of the incident management. 	1	x 2	= 2	

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
	<i>Dealing with an outbreak in College continued...</i>		<ul style="list-style-type: none"> In the event of an outbreak the College would convene it's "Incident Control Group" chaired by the Principal to manage the outbreak, to liaise with the University and Public Health England and so to investigate the cause and limit exposure to others, whilst supporting those affected. From 4th April 2022: lists are now 'Respiratory Infection' lists. 				
Eyesight issues / RSI / other occupational health issues	Display screen equipment and workstation (whether working in College or from home)	<ul style="list-style-type: none"> 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. RSI is made more likely in conjunction with stress, which causes tense muscles. Headaches or sore eyes can also occur, e.g. if the lighting is poor. 	<ul style="list-style-type: none"> 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 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. 	I	x2	= 2	<ul style="list-style-type: none"> ✓ Encourage everyone to take regular breaks in which they step away from the computer. ✓ These measures are particularly relevant to those individuals who do not normally work from home, as their "office" space may not be ideal:

Hazard	Area of concern	Who may be harmed and how?	Existing Controls:	L	S	Risk Level	Further Controls Required
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.	<ul style="list-style-type: none"> 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. 	I	× I	= I	<ul style="list-style-type: none"> ✓ Encourage everyone to follow University guidelines at home ✓ https://www.safety.admin.cam.ac.uk/system/files/hsd116p.pdf ✓ https://www.safety.admin.cam.ac.uk/system/files/hsd161p.pdf
Stress		<p>The current situation is placing a stress on all members of the College, both personally and professionally.</p> <p>Academics and staff are unable to maintain a clear separation between work and home.</p>	<ul style="list-style-type: none"> 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. 	I	× 2	= 2	<ul style="list-style-type: none"> ✓ Be aware of particularly demanding circumstances and monitor staff health during these times.