





# Westminster College

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<b>Risk Assessment Number:</b>	College Wide – 20	<b>Issue No:</b>	I	<b>Issue Date:</b>	06.05.2020	<b>Review Date:</b>	Constant review (last: 27.11.20)
<b>Title of Risk Assessment:</b>	COVID-19						
<b>Description of Task:</b> (what is to be done)	Working safely within the confines of COVID-19 restrictions and guidance						
<b>Frequency of task or date and time of event:</b>	Tasks and activities taking place frequently – on a daily and weekly basis.						
<b>Additional Information to be read:</b> Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> <li>• HASAW Act 1974</li> <li>• Management of Health and Safety Regulations 1999</li> <li>• PPE Regulations 2002</li> <li>• Workplace (Health, Safety &amp; Welfare) Regulations 1992</li> <li>• College Health, Safety and Welfare Policy – as approved by the BOG March 2019</li> <li>• Government Guidance <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a></li> <li>• Working safely during coronavirus (COVID-19) guidance <a href="https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19">https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19</a></li> </ul>						
<b>Assessor Name:</b>	Magalie Cooper – Bursar			<b>Assessor Signature:</b>			
<b>Line Manager Name:</b>	Samantha White– Principal			<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.

<b>Hazard:</b> <i>If further detailed assessment of, for example, COSHH, manual handling or working at height, is required, then record hazard here but link to the appropriate risk assessments.</i>	<b>Mitigation</b>	<b>Who may be harmed and how?</b>	<b>Control Measures:</b>	Controlled Risk Level			<b>Further Controls Required</b>
				<b>L</b>	<b>S</b>	<b>Risk Level</b>	
Spread of COVID-19	General Mitigation	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>Cambridge is under High Alert in Tier 2 in the UK new tiers system taking effect from 2<sup>nd</sup> December 2020.</li> <li>The main College remains open <b>only</b> to academic visitors/guests or College members with limited staff on site each day.</li> <li>College is open to Staff, Residents, College members; academic and charity-related visitors (as per Visitors Policy).</li> <li>Catering operations remain closed.</li> <li>The Cottages that are self-catering are no longer available for guests to book (since 22<sup>nd</sup> September), despite a strict cleaning regime and risk assessments carried out by for Reception and Housekeeping</li> <li>Staff members have received a copy of this risk assessment on their re-induction or when changes to measure take place.</li> <li>Staff returning to work from furlough, or a longer period of time away from work, to be informed of any operational changes (via the Induction to Working Safely with COVID-19 pandemic), or new areas of risk at the start of their shift.</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

			<ul style="list-style-type: none"> <li>▪ A list of Staff/Senatus/Students who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept by the Bursar and shared with the relevant individuals to ensure no one is put at risk.</li> <li>▪ Following the end of the second national lockdown on 2<sup>nd</sup> December 2020, the College Operational Management Team (CMT) met and reviewed its Action Plan on Tuesday 1<sup>st</sup> December at 10am. After thorough assessment of the current measures against new restrictions by government, the College is meeting all the expectations during the lockdown. When new information or guidance from government is significantly different from current measures in place, the CMT will meet again and review Action Plan.</li> <li>▪ The Operation Team will continue its meeting on fortnightly basis to review any potential logistics issues.</li> <li>▪ Risk Assessments for all areas and functions have been determined until April 2021 to protect community including lockdown (as of 27<sup>th</sup> November).</li> <li>▪ The Ops team will interrogate all updates from the Government to ensure the College acts in a timely manner.</li> <li>▪ Social distancing measures are in place and notices drawing people's attention to these measures.</li> </ul>				
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			<ul style="list-style-type: none"> <li>▪ Staff and Contractors will wear PPE as dictated by the tasks being undertaken and government advice.</li> <li>▪ Antibacterial Gel stations are sited around the main corridor routes.</li> <li>▪ Lifts to be used only by guests with medical reasons or staff when moving equipment or heavy load. Disinfect lifts after use.</li> <li>▪ Compulsory travelling directions in corridors and staircases.</li> <li>▪ Providing signage at entrances to the College to remind the public, staff, students and contractors to maintain social distancing.</li> <li>▪ Providing signage on rights of way (one-way systems).</li> <li>▪ Avoid crossing each other's in corridors and staircases when less than 2 metres distance available.</li> </ul>				
	Those people displaying symptoms of COVID-19	All members of the College	<ul style="list-style-type: none"> <li>▪ The College continue to follow the government guidance that anyone who displays symptoms such as a continuous cough and high fever are to self-isolate until results of test return negative or if positive follow advice from NHS Test and Trace service. It is important they do not return to work until symptoms have fully cleared.</li> <li>▪ The 14-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 test return negative and isolation stops.</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	

			<ul style="list-style-type: none"> <li>On 'people displaying symptoms of covid-19' – a test should be organised as soon as possible (currently 27<sup>th</sup> November 2020 anyone with symptoms). The test needs to be done within 5 days of developing symptoms, it is best to apply within the first 3 of symptoms, availability depends on availability in the area. Results should be available within 48 hours. Please follow link to apply for test <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></li> <li>Strongly encouraged to follow Steps from NHS Test and Trace to support NHS in controlling rate of reproduction R and reducing spread <a href="https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works">https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works</a></li> <li>The College Action Plan continues to summarise information and to support College communication to Staff members, Senatus and Students. The Ops team will continue to inform the same people via Staff bulletin, every fortnight.</li> <li>The Tutorial Team maintains regular contact with the students and updates the College Ops Team weekly.</li> <li>Heads of Department or Bursar maintain regular contact with staff members during any period of self-isolation or active illness and offer support.</li> </ul>				
	Handwashing	All people who are resident,	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	Encourage staff to report skin problems

		or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <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> <li>▪ Notices posted reminding all working and living in College to:               <ul style="list-style-type: none"> <li>✓ Wash hands frequently</li> <li>✓ Use hand-sanitiser frequently where handwashing facilities are not available</li> <li>✓ Cough or sneeze into a tissue or your elbow</li> <li>✓ Dispose of tissues in a waste bin</li> <li>✓ Avoid touching your eyes, nose and mouth.</li> </ul> </li> </ul>				resulting from continuous hand washing and consider the use of barrier creams.
	Cleaning	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>▪ "Enhanced" hygiene cleaning regime with a minimum full clean twice a day (Monday to Friday) for communal areas including toilets, Library and Lobby/entrance focusing on areas of high contact (door handles etc.) to reduce the transmission by touching contaminated surface.</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	
	Social Distancing	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>▪ All staff to maintain <b>2m social distancing</b> wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally and externally).</li> <li>▪ Staff from different households cannot "car share".</li> <li>▪ Residents from different households cannot mix during lockdown period (as of 17<sup>th</sup> November)</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	<ul style="list-style-type: none"> <li>▪ Consider staggering of working hours to limit arrivals or departures at the same time.</li> <li>▪ Consider staggering welfare breaks and make use of additional facilities as above.</li> </ul>

			<ul style="list-style-type: none"> <li>▪ Medium scale increase of personnel working onsite in College from 21 September, some still under the Government Job Retention Scheme until end of November.</li> <li>▪ Some employees will continue working home fully or partially by coming onsite once to three times a week from 21<sup>st</sup> September to cover normal services.</li> <li>▪ Most Senatus members working from home and teaching remotely.</li> <li>▪ Staff rotas and the College lockup regime will be “ramped” up or down as the UK COVID alert level changes. Currently (27<sup>th</sup> November 2020) the UK is at level 4 under one-month national lockdown, Cambridge will be under Tier 2 restrictions (High risk) from 2<sup>nd</sup> December 2020. All departments are working either remotely whenever possible and with distinct “fixed” teams to avoid “crossover” between individuals.</li> <li>▪ The Art Studio is used by the Housekeeping Team to ensure the staff on duty can socially distance during their breaks – staff also encouraged to eat outside, or in individual office or in Dining Hall if under capacity.</li> <li>▪ Work-related gatherings not allowed during lockdown despite the venue being COVID-secure, all community members must follow measures in place (see Social Gathering Risk Assessment. Basic measures are critical - washing hands, face coverings, social distancing 1m+).</li> </ul>			<ul style="list-style-type: none"> <li>▪ Use warning signs by staff working in any area to warn others they are working in the area.</li> <li>▪ Consider disciplinary measures to be introduced for those who fail to observe the social distancing guidelines.</li> <li>▪ Consider need for appointments for use by Office such as Tutorial or Bursary, or employ “one in one out” policy, or where appropriate communicate through windows / at doorways.</li> <li>▪ High use doors e.g. to staircases may be wedged open where practicable to prevent accidental contact, where fire regulations, environmental and</li> </ul>
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		<ul style="list-style-type: none"> <li>▪ Estates and Housekeeping Staff go into rooms only to carry out mandatory compliance maintenance work (water flushing/fire alarm testing/room checks) or cleaning procedures.</li> <li>▪ Staff are to be informed of all those in Self-Isolation and informed NOT to enter unless in an emergency situation and then adequate PPE should be worn.</li> <li>▪ Closure of glass windows in Reception to maintain distancing.</li> <li>▪ Several safe tape areas in Reception and Lobby to control various flow of people at once. Screens partition around Receptionist.</li> <li>▪ Introduction of self-cleaning of offices and Communal kitchen and toilets.</li> <li>▪ College meetings now conducted by video conferencing.</li> <li>▪ IT support provided remotely for Staff and Senatus to minimise contact.</li> <li>▪ Catering areas will be strictly closed to anyone not working in those teams.</li> <li>▪ When safe to do so within the restriction of Social distancing a queuing system will be used for take-away meals</li> </ul>				security conditions permit.
Underlying health conditions	Those individuals (students or staff) that are “clinically extremely vulnerable” or	<ul style="list-style-type: none"> <li>▪ Those who are “clinically extremely vulnerable” should not return to College to work or live and alternative remote working arrangements will need to be made.</li> <li>▪ Those who are “clinically vulnerable” who are at higher risk of severe illness (for example, people with some pre-existing</li> </ul>	<b>1</b>	<b>x 3</b>	<b>= 3</b>	We must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who

		“clinically vulnerable individuals”	<p>conditions) are asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.</p> <ul style="list-style-type: none"> <li>If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others and strongly encouraged to wear a mask whilst at work.</li> </ul>				are, as always, entitled to suspension on full pay if suitable roles cannot be found.
	Provision of Catering	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>All of the Catering staff are currently furloughed.</li> <li>On return Staff uniforms and aprons will require daily washing. More uniforms/aprons may be required. Use of disposable aprons for all food handlers, cleaners and porters.</li> <li>Frequently cleaning and disinfecting of objects and surfaces that are touched</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	Longer-term, continue to review government and PHE guidance and their impact on collegiate dining norms and the re-opening of Dining Hall

			<p>regularly will be undertaken more frequently than might have been in pre-COVID days.</p> <ul style="list-style-type: none"> <li>Meals will not be provided until further notice.</li> <li>Respect room maximum capacity at all time (30 people maximum at one time)</li> </ul>				
	Shared equipment/ tools	All staff that have to share equipment / tools	<ul style="list-style-type: none"> <li>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.</li> <li>Mobile phones noted to be major hand/mouth contact risk – use should not be shared and very limited at work.</li> <li>Restrict use of the College Office photocopier to essential documents only.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	
	Shared office areas	All staff and SMs that have to share office or work areas	<ul style="list-style-type: none"> <li>Continue with remote working where possible.</li> <li>Introduce new shift patterns to avoid cross-over between individuals</li> <li>Introduce a self-cleaning regime for those that have to share a space (provide antibacterial wipes/spray as required).</li> <li>Screens installed in all shared offices between desks to reduce risk of contamination if people must be on site)</li> <li>Clear signage with guidance</li> <li>No food consumption in offices</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	
	Shared staff tearooms	All staff that have to share a tearoom	<ul style="list-style-type: none"> <li>Stagger start and end times and tea break periods to avoid breaking social distancing in the same area at the same time</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	

			<ul style="list-style-type: none"> <li>Maximum numbers to be posted on the door to each room to ensure social distancing is maintained</li> <li>Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions.</li> <li>Providing hand sanitiser in meeting rooms.</li> <li>Holding staff meetings outdoors or in well-ventilated rooms whenever possible</li> </ul>				
	Use of meeting rooms and social areas	All people who are resident. Staff, Senatus, Students and visitors that are allowed to enter these areas.	<ul style="list-style-type: none"> <li>Maximum numbers posted on the door to each room to ensure social distancing.</li> <li>Additional door signage to record meeting rooms' occupancy and the departure time to allow the safe 72-hour quarantine prior to the cleaning regime.</li> <li>Seating and tables rearranged to maintain spacing and reduce face-to face interactions.</li> <li>Only absolutely necessary participants should attend meetings, should maintain 2m separation throughout and wear face covering if more than 2 people in the room and meetings last more than 15 minutes <b>from 15<sup>th</sup> October 2020.</b></li> <li>Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.</li> <li>Providing hand-sanitiser in meeting rooms.</li> <li>Holding meetings outdoors or in well-ventilated rooms whenever possible</li> <li>Using remote working tools to avoid in-person meetings</li> </ul>	I	x 3	= 3	For areas where regular meetings take place, use floor signage to help people maintain social distancing.

			<ul style="list-style-type: none"> <li>Food consumption only outside or in well-ventilated rooms (ideally in larger rooms if available as allowing the safest distancing of 2m with highest capacity)</li> </ul>				
	First aid	All people who are resident. Staff, Senatus, Students and contractors and visitors that are allowed to enter the College site.	<ul style="list-style-type: none"> <li>Work and Emergency First Aid at Work certificates are all up to date.</li> <li>All first aiders should have access to PPE (face mask; disposable gloves; eye protection).</li> <li>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'.</li> <li>PPE should be worn if possible and compression-only CPR should be carried out until the AED arrives.</li> <li>Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.</li> <li>All waste to be double bagged and disposed in a designated locker for 72 hours minimum.</li> </ul>	<b>I</b>	x <b>3</b>	<b>= 3</b>	
	Fire Safety	All people who are resident. Staff, Senatus, Students and contractors and visitors that are allowed to enter the College site	<ul style="list-style-type: none"> <li>Normal fire alarm testing to continue as per normal guidelines (Tuesday at 9am).</li> <li>Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain socially 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.</li> </ul>	<b>I</b>	x <b>3</b>	<b>= 3</b>	

			<ul style="list-style-type: none"> <li>In the event of a fire alarm activation the Duty Manager or Hyline Security guard at night would investigate the cause but if entering an occupied room, they would be advised to wear a paper mask and gloves and to immediately wash hands afterwards. A list of all rooms that are occupied will be in Reception and where, if any, guests are on Self-Isolation they will be highlighted on the fire list.</li> </ul>				
Manual Handling	Members of staff or students moving items around.	<ul style="list-style-type: none"> <li>Plan and assess before lifting, removing any obstructions. Use handling aids or mechanisation where possible so this can be done by one person.</li> <li>Work within safe limits – know your physical ability and don't lift more than can easily be managed.</li> <li>Avoid lifting from floor level, or above shoulder height, especially heavy loads.</li> <li>Adopt a stable position – feet apart with one leg slightly forward to maintain balance; use bent hips and knees rather than fully flexed back.</li> <li>Push rather than pull.</li> <li>Ask for assistance when needed – but full PPE will be required where social distancing cannot be maintained.</li> </ul>	2	x 3	= 6		
Personal Protective Equipment (PPE)	All people who are resident, or are allowed to enter the	<ul style="list-style-type: none"> <li>Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating residents.</li> </ul>	2	x 3	= 6	Risk of running out of PPE: To constantly review and raise stock levels of PPE generally to support the College	

		College site to work.	<ul style="list-style-type: none"> <li>▪ Domestic Manager providing stocks of PPE for staff and first aiders.</li> <li>▪ Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand-washing or social distancing.</li> <li>▪ PPE worn in public transport should be disposed or changed before entering College (designated bin in Lobby).</li> <li>▪ Wearing face coverings in College's public places is mandatory as of 24<sup>th</sup> August 2020 (i.e. Library, Reception, Corridors, Dining Hall, landings and toilets).</li> <li>▪ Wearing of face coverings in meetings lasting over 15 minutes.</li> <li>▪ Only clean masks should be worn and washed re-usable masks at 90 degrees. Use of disposable masks available also on-site.</li> <li>▪ Use of disposable gloves and aprons compulsory when cleaning, handling food or deliveries.</li> </ul>				activities in the event of further waves of COVID. <b>29 May 2020:</b> All in stock and distributed to the ones working.
	Contractors	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>▪ Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</li> <li>▪ Encouraging visits via remote connection/working where this is an option.</li> <li>▪ Limiting the number of visitors at any one time.</li> <li>▪ Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	

			<ul style="list-style-type: none"> <li>▪ Maintaining a record of all visitors, via the signing in process at Reception.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.</li> </ul>				
	Delivers to site	Reception staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> <li>▪ When possible pre-arrange delivery times to minimise person-to-person contact during deliveries and agree drop off points.</li> <li>▪ Where possible and safe, having single workers load or unload vehicles.</li> <li>▪ Maintaining social distancing.</li> <li>▪ Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</li> <li>▪ 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).</li> <li>▪ Discourage all non-College related deliveries.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	



			<ul style="list-style-type: none"> <li>Items that can be wiped over with antibacterial wipes or washed should be.</li> <li>All external unnecessary packaging to be removed asap and disposed of to the external bins.</li> </ul> <p><b>CATERING DELIVERIES:</b></p> <ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Cleaning should be in line with food hygiene practice and the environmental controls set out in the business' HACCP.</li> <li>Staff should continue to follow existing risk assessments and safe systems of working. No additional precautions need to be taken.</li> </ul>				
	Display screen equipment for staff working from home	Staff risk problems and pain from prolonged use of computers improperly set up, including back injuries, shoulder injuries and RSI in the wrist and	<ul style="list-style-type: none"> <li>Workstation includes separate keyboard, mouse and display screen.</li> <li>Workstation is located away from windows to avoid glare.</li> <li>Staff member has self-assessed the workstation and has obtained an appropriate chair and a wireless mouse.</li> <li>Standard light levels are appropriate for office use, and can be controlled further if desired.</li> <li>Staff members offered regular eye tests.</li> <li>Stress reduction measures outlined below.</li> </ul>	2	x2	= 4	<ul style="list-style-type: none"> <li>Ask staff to self-assess their workstations -</li> <li>Make keyboards, mice and display screens available to those working from home.</li> <li>Encourage staff to take regular breaks in which they step</li> </ul>

		<p>hands. Admin roles involve prolonged use of computers.</p> <p>RSI is made more likely in conjunction with stress, which causes tense muscles.</p> <p>Headaches or sore eyes can also occur, e.g. if the lighting is poor.</p>					<p>away from the computer</p> <ul style="list-style-type: none"> <li>Encourage staff to follow University guidelines at home - <a href="https://www.safety.admin.cam.ac.uk/system/files/hsd116p.pdf">https://www.safety.admin.cam.ac.uk/system/files/hsd116p.pdf</a></li> <li><a href="https://www.safety.admin.cam.ac.uk/system/files/hsd161p.pdf">https://www.safety.admin.cam.ac.uk/system/files/hsd161p.pdf</a></li> </ul>
	Home-office environment	<p>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.</p>	<ul style="list-style-type: none"> <li>Home offices are likely to have appropriate heating, lighting and ventilation for standard conditions.</li> <li>Staff 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.</li> </ul>		x	=	

	Stress	The current situation is placing a stress on all members of staff, both personally and professionally. Staff are unable to maintain a clear separation between work and home.	<ul style="list-style-type: none"> <li>▪ Email to be checked only during working hours, unless notified of an emergency via phone.</li> <li>▪ Ensure that staff take full allowance of annual leave.</li> <li>▪ Fortnightly meetings with line manager, which can be used to address prioritisation, levels of work, and working hours.</li> <li>▪ Engage with colleagues across the University, Federation and in College in their regular social and support events.</li> <li>▪ Encourage staff to take part in welfare events.</li> </ul>	<b>3</b>	<b>x2</b>	<b>= 6</b>	<ul style="list-style-type: none"> <li>▪ Be aware of particularly demanding circumstances and monitor staff health during these times.</li> </ul>
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## CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE WESTMINSTER COLLEGE ESTATES DEPARTMENT

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 Estates Manager – Stewart Onyon or in his absence the Bursar – Magalie Cooper.

## TRAVEL TO SITE – VEHICLES

- The sharing of vehicles is not recommended
- Clean the inside of van cabs with antibacterial wipes at the start and end of every day

## WORKING ON SITE

- Agree site attendance (including date and time) and a brief scope of work with your supervisor before attending site.
- Ensure that you work in accordance with **the Lone Working Policy** specifically:
  - keep your mobile phone on you **at all times** to maintain contact with your supervisor & **Channel 2 on the radio**.
  - contact your supervisor for advice if you feel the conditions at the workplace are in anyway unsafe
- Practise and promote frequent handwashing, or use alcohol-based hand sanitiser
- Avoid the use of others people's tools and equipment - where this is not possible, regular cleaning of the tools and equipment with an antibacterial wipe should be completed
- Do not congregate in numbers
- **Wash your hands** before eating, drinking, smoking or vaping

## SITE EXIT

- Clean all tools at the end of the day
- On leaving the vehicle, clean the outside of the vehicle, including handles and doors, and thoroughly wash your hands for **20 seconds** once indoors
- Ensure you remove any rubbish from the cab that could be harbouring the virus
- Clean any items to be removed from the van such as mobile devices or wallet keys, with antibacterial wipes before taking them into your home

## 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