





Westminster College

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Risk Assessment Number:	College Wide – 20	Issue No:	I	Issue Date:	06.05.2020	Review Date:	Constant review (last: 19.07.21)
Title of Risk Assessment:	COVID-19						
Description of Task: (what is to be done)	Working safely within the confines of COVID-19 restrictions and guidance						
Frequency of task or date and time of event:	Tasks and activities taking place frequently – on a daily and weekly basis.						
Additional Information to be read: Documents consulted (guidance, policies, legislation, ACOP):	<ul style="list-style-type: none"> • HASAW Act 1974 • Management of Health and Safety Regulations 1999 • PPE Regulations 2002 • Workplace (Health, Safety & Welfare) Regulations 1992 • College Health, Safety and Welfare Policy – as approved by the BOG March 2019 • Government Guidance https://www.gov.uk/coronavirus • Working safely during coronavirus (COVID-19) guidance https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19 						
Assessor Name:	Magalie Cooper – Bursar			Assessor Signature:			
Line Manager Name:	Samantha White– Principal			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.

Hazard: <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>	Mitigation	Who may be harmed and how?	Control Measures:	Controlled Risk Level			Further Controls Required
				L	S	Risk Level	
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"> ▪ The UK remains in COVID-19 UK Alert Level 3 when the virus is in general circulation (as per 18th July 48,161 new cases) ▪ As of today Step 4 on the Road map starts when face coverings are no longer mandatory in public places, nor is social distancing but are strongly encouraged in confined spaces or indoor settings. ▪ The College recognises the next 6 weeks as a period of transition from restriction to mitigation until 1st September. ▪ Face-coverings in indoor settings with 1m+ distancing is strongly encouraged for our Staff, Students and visitors. ▪ COVID-19 Risk Assessment for organised events. For events above 60, we will be using the Trusted Trace platform for visitors to gain entry symptom-free, with a negative test or fully vaccinated (2 weeks after second dose). ▪ Sanitisation cleaning regime will continue and multiple sanitisation stations in various points in the College will be available. 	3	x 2	= 6	<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. ▪ Room Only basis or Breakfast on the go option ▪ ‘Leave door and windows opened on departure’, poster in bedrooms

			<ul style="list-style-type: none"> ▪ NHS QR Code poster will remain and strongly encouraged for all visitors including casual staff when working for events. ▪ NHS Test and Trace is strongly encouraged so is Regular rapid Lateral Flow testing. ▪ The College is open to visitors. ▪ Accommodation is open to all. ▪ Gatherings are no longer limited but mitigation measures will apply indoors (i.e. 1m + social distancing measures and face coverings) ▪ Teaching and Learning – vacation-time ▪ Any residents travelling to the UK from Red-listed countries are required by current national restrictions to quarantine for 10 days off-site (or in government-approved Hotels) before staying at the College. ▪ Catering operations open. ▪ Staff returning to the workplace progressively over the summer. ▪ 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 at risk. ▪ College Critical Management Team (CMT) reviewed measures above and were in support of the risk mitigation in place. ▪ The Operation Team will continue its meeting on fortnightly basis to review any 				
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			<p>potential logistics issues. The Ops team will interrogate all updates from the Government to ensure the College acts in a timely manner.</p> <ul style="list-style-type: none"> Staff and Contractors will wear PPE as dictated by the tasks being undertaken and government advice. 				
	Those people displaying symptoms of COVID-19	All members of the College	<ul style="list-style-type: none"> The College continues to follow the government guidance as COVID-19 remain a serious health risk that anyone who displays symptoms such as a continuous cough, high fever and loss of smell and taste 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. 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, only if test return negative, symptom-free and 111 NHS online advises that isolation can stop. On ‘people displaying symptoms of covid-19’ – a PCR test should be organised - the test needs to be done within 5 days of developing symptoms, it is best to apply within the first 3 of symptoms, depending on availability in the area. Results should be available within 72 hours. Please follow link to apply for test https://www.gov.uk/apply-coronavirus-test 	2	x 3	= 6	

			<ul style="list-style-type: none"> Strongly encouraged to follow Steps from NHS Test and Trace to support NHS in controlling rate of reproduction R and reducing spread https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works Confidential list of suspected and confirmed cases is kept by Bursar in her capacity as Health and Safety Officer to ensure due process to Staff, Students and other visitors' safety is preserved at all times. 				
Handwashing	All people who are resident, or are allowed to enter the College site to work.	<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. Drying of hands with paper towels. 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. 	1	x 3	= 3	Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams.	
Cleaning	All people who are resident, or are allowed to enter the	<ul style="list-style-type: none"> "Enhanced" hygiene cleaning regime with a minimum full clean twice a day (on busy days e.g. - Monday to Friday) for communal areas including toilets, Library and Lobby/entrance 	2	x 3	= 6		

		College site to work.	focusing on areas of high contact (door handles etc.) to reduce the transmission by touching contaminated surface.				
	Social Distancing	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> ▪ All encourage to maintain 1m+ social distancing when both are wearing face coverings wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally only). ▪ <u>Staff will return to work place progressively</u> over the summer. ▪ The Dining Hall is now available for gatherings, drinking and eating during Staff breaks, social distancing recommended. ▪ <u>Staff are to be informed of all residents in Self-Isolation</u> and informed NOT to enter unless in an emergency and then adequate PPE should be worn. ▪ <u>Stay over rooms</u> will be cleaned in the absence of its occupant after room was ventilated for 20 minutes minimum. ▪ Glass windows to be kept shut in Reception to maintain distancing. ▪ Offices cleaned and sanitised weekly at the week-ends ▪ College meetings conducted by video conferencing or in persons or both. ▪ Meals - a queuing system will continue to be used for meals collection, including calling by tables for events over 20 people. 	2	x 3	= 6	<ul style="list-style-type: none"> ▪ Consider staggering of visitors arrivals and working hours to limit arrivals or departures at the same time. ▪ High use doors e.g. to staircases may be wedged open where practicable to prevent accidental contact, where fire regulations, environmental and security conditions permit.

	Underlying health conditions	Those individuals (students or staff) that are “clinically extremely vulnerable” or “clinically vulnerable individuals”	<ul style="list-style-type: none"> Those who are “clinically extremely vulnerable” and “clinically vulnerable” can return to College to work when advised by their medical team it is safe to do so. When on site, they are strongly encouraged to stay 1m+ away from others and to wear a mask. 	1	x 3	= 3	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 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"> Kitchen open since Friday 25th June. Social distancing measures plus face-covering whilst cooking, prepping and serving other people. Meals will then be provided, table by table, screens at servery and plate covers in place. 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 require daily washing. More uniforms/aprons may be 	2	x 3	= 6	

			<p>required. Use of disposable aprons for all food handlers, cleaners and porters.</p> <ul style="list-style-type: none"> 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. Respect room maximum capacity at all times unless other mitigation is applied (i.e. Trusted Trace). 				
	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 and very limited at work. 	1	x 3	= 3	
	Shared office areas	All staff and SMs that have to share office or work areas	<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). Screens installed in all shared offices between desks to reduce risk of contamination if people must be on site) Clear signage with guidance No food consumption in shared offices or whilst doors are opened. 	2	x 3	= 6	
	Shared staff rooms	All staff that have to share a tearoom	<ul style="list-style-type: none"> During break periods avoid breaking social distancing 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 	2	x 3	= 6	

			<ul style="list-style-type: none"> Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to face interactions. Sanitisation stations in meeting rooms. Staff gatherings socially distanced in large space or outdoors. 				
	Use of meeting rooms, bedrooms 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"> Maximum numbers posted on the door to each room to ensure 1m+ social distancing. Additional door signage to record meeting rooms' occupancy and the departure time to allow the safe 72-hour quarantine prior to the cleaning regime, if less time available full PPE to be worn at all time (disposable mask, gloves and aprons). Seating and tables rearranged to maintain spacing and reduce face-to face interactions. Maintain 1m+ if both wearing face covering if screens not available. No more than two people in Offices or small-shared spaces at once and three in larger ones (i.e. Reception and Hospitality hub). Ventilate thoroughly for 20 minutes minimum every 60 minutes. Avoid sharing pens and or other objects. Providing hand-sanitiser in meeting rooms. Holding meetings outdoors or in well-ventilated rooms whenever possible Continue using remote working tools to avoid in-person meetings Food consumption only outside or in well-ventilated rooms, ideally in larger rooms if 	1	x 3	= 3	For areas where regular meetings take place, use floor signage to help people maintain social distancing.

			available as allowing the safest distancing of 1m+ with highest capacity and not face to face (horseshoe lay-out favoured if possible).				
	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"> Work and Emergency First Aid at Work certificates are all up to date. All first aiders should have access to PPE (face mask; disposable gloves; eye protection). 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 in a designated locker for 72 hours minimum. 	I	x 3	= 3	
	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"> Normal fire alarm testing to continue as per normal guidelines (Tuesday at 9am). 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 Manager or Hyline Security guard at 	I	x 3	= 3	

			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.				
	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. 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. 	2	x 3	= 6	
	Personal Protective Equipment (PPE)	All people who are resident, or are allowed to enter the College site to work.	<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 residents. Domestic Manager providing stocks of PPE for staff and first aiders. 	2	x 3	= 6	No current risk of running out of PPE but constant review of our stock levels of PPE

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

			<ul style="list-style-type: none"> ▪ Maintaining a record of all visitors, via the signing in process at Reception. ▪ 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. 				
	Deliveries to site	Reception staff and all other staff that accept deliveries.	<ul style="list-style-type: none"> ▪ Where possible and safe, having single workers load or unload vehicles. ▪ Maintaining social distancing plus face-covering when inside. ▪ 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). ▪ Items that can be wiped over with antibacterial wipes or washed should be. 	1	x 3	= 3	

			<ul style="list-style-type: none"> All external unnecessary packaging to be removed asap and disposed of to the external bins. <p>CATERING DELIVERIES:</p> <ul style="list-style-type: none"> 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. 				
	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 hands. Admin roles involve	<ul style="list-style-type: none"> Workstation includes separate keyboard, mouse and display screen. Workstation is located away from windows to avoid glare. Staff member has self-assessed the workstation and has obtained an appropriate chair and a wireless mouse. Standard light levels are appropriate for office use, and can be controlled further if desired. Staff members offered regular eye tests. Stress reduction measures outlined below. 	2	x2	= 4	<ul style="list-style-type: none"> Ask staff to self-assess their workstations Make keyboards, mice and display screens available to those working from home. Encourage staff to take regular breaks in which they step away from the computer

	<p>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>						<ul style="list-style-type: none"> Encourage staff 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
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"> Home offices are likely to have appropriate heating, lighting and ventilation for standard conditions. 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. Staff to return progressively to the workplace over the summer. 	1	x 1	= 1	<ul style="list-style-type: none"> Ask staff to self-assess their workstations at home separately from workspace 	
Stress	<p>The current situation is placing a stress on all members of</p>	<ul style="list-style-type: none"> Email to be checked only during working hours, unless notified of an emergency via phone. Ensure that staff take full allowance of annual leave. 	3	x 2	= 6	<ul style="list-style-type: none"> Be aware of particularly demanding circumstances and monitor staff 	


		<p>staff, both personally and professionally. Staff are unable to maintain a clear separation between work and home.</p>	<ul style="list-style-type: none"> ▪ Regular meetings with line manager, which can be used to address prioritisation, levels of work, and working hours. ▪ Engage with colleagues across the University, Federation and in College in their regular social and support events. ▪ Manage Zoom meetings into sessions of a maximum of 60 minutes including a 5-minute break minimum. 				<p>physical and mental health during these times.</p>
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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.

<p style="text-align: center;">TRAVEL TO SITE – VEHICLES</p> <ul style="list-style-type: none"> The sharing of vehicles is not recommended Clean the inside of van cabs with antibacterial wipes at the start and end of every day 	<p style="text-align: center;">WORKING ON SITE</p> <ul style="list-style-type: none"> 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: <ul style="list-style-type: none"> 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 	<p style="text-align: center;">SITE EXIT</p> <ul style="list-style-type: none"> 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
<p style="text-align: center;">KEY MESSAGES</p> <ul style="list-style-type: none"> 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 	<p style="text-align: center;">RESIDENCES - Reducing the risk of exposure</p> <p>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:</p> <p>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).</p>	
<p style="text-align: center;">DYNAMIC RISK ASSESSMENT: Take 5 Safety Checklist</p> <p>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:</p> <div style="display: flex; align-items: flex-start;">  <ol style="list-style-type: none"> 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 </div>		