



# Westminster College

A resource centre for learning  
Serving the United Reformed Church

<b>Risk Assessment Number:</b>	College Wide – 20	<b>Issue No:</b>	1	<b>Issue Date:</b>	06.05.2020	<b>Review Date:</b>	Constant review (last: 14.02.22)
<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>	John Ellis – Interim Bursar			<b>Assessor Signature:</b>			
<b>Line Manager Name:</b>	Robert Pope – Acting 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>	<b>Controlled Risk Level</b>			<b>Further Controls Required</b>
				<b>L</b>	<b>S</b>	<b>Risk Level</b>	
<b>Spread of COVID-19</b>	General Mitigation	All people who are resident, student, visitors/guests or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li> <b>The UK remains in COVID-19 UK Alert Level 3</b> when the virus is in general circulation  <b>11 February 2022</b>            If you're fully vaccinated you will no longer need to take a COVID-19 test either before or after you arrive in the UK. You still need to complete a passenger locator form.            If you are not fully vaccinated you will need to take a pre-departure test. After you arrive, you will need to take a PCR test on or before day 2, but you will only need to quarantine if it's positive. You still need to complete a passenger locator form         </li> <li> <b>College is open</b> to all visitors.         </li> <li> <b>Accommodation</b> is open to all.         </li> <li> <b>Catering</b> operations open.         </li> <li> <b>Gatherings</b> are not limited in numbers, Lateral flow testing (48h prior event) and <b>face-coverings are strongly encouraged in College communal spaces and mandatory in Reception lobby.</b> </li> </ul>	<b>3</b>	x <b>2</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> <li>           Outbreaks of Covid-19 plan established to contain and preserve educational activities         </li> <li>           Lectures on-site maximum 30 students in Healey room         </li> <li>           Room Only basis or Breakfast on the go option         </li> </ul>

			<ul style="list-style-type: none"> <li>▪ <b>Teaching and Learning</b> – in-person mainly with some modules online, follow site guidance for each institution.</li> <li>▪ <b>Risk mitigation approach</b> to reflect College’s own assessment supported by clear <b>Outbreaks plan</b>: <ul style="list-style-type: none"> <li>○ <b>Face-coverings in indoor settings with 1m+ distancing</b> strongly encouraged for our Staff, Students and visitors.</li> <li>○ <b>Students and Staff strongly encouraged to get vaccinated</b></li> <li>○ Events will require individual <b>COVID-19 Risk Assessment</b>. Event’s organisers will be strongly encouraged to wear face coverings and use the <b>Trusted Trace platform</b> for visitors to gain entry to College certifying that they are symptom-free, with a negative test or fully UK vaccinated (2 weeks after second dose).</li> <li>○ <b>Sanitisation cleaning regime</b> with multiple <b>sanitisation stations</b> in various points in the College will be available.</li> <li>○ <b>NHS QR Code on display</b> for all visitors including casual staff to check-in.</li> <li>○ <b>NHS Test and Trace</b> is strongly encouraged</li> <li>○ <b>Regular rapid Lateral Flow testing regime twice a week</b> at home or with university for students</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>▪ ‘Leave door and windows opened on departure’, poster in bedrooms</li> </ul>
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			<ul style="list-style-type: none"> <li>○ Any residents travelling to the UK <u>who are not fully vaccinated</u> are required by current national restrictions to quarantine for 10 days off-site before staying at the College. Others must take a PCR test before and after travelling, remain in isolation until test in UK confirms negative.</li> <li>▪ <b>Regular and clear communication to students and Staff</b> to be maintained</li> <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 at risk.</li> <li>▪ College Critical Management Team (CMT) reviewed measures above and were in support of the risk mitigation in place.</li> <li>▪ The Operation Team will continue its meeting on fortnightly basis to review any potential logistics issues. The Ops team will interrogate all updates from the Government to ensure the College acts in a timely manner.</li> <li>▪ Staff and Contractors will wear PPE as dictated by the tasks being undertaken, protocols in place in College and government advice.</li> </ul>				
	Those people displaying	All members of the College	<ul style="list-style-type: none"> <li>▪ <b>The College continues to take a cautious approach because COVID-19 remains a serious health risk</b> that anyone</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	

	symptoms of COVID-19		<p>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.</p> <ul style="list-style-type: none"> <li>▪ <b>7-day self-isolation</b> period will only apply to College staff and members <u>who are not fully vaccinated</u> and have been in close contact with individuals confirmed as a positive case or in contact with Omicron variant. Fully vaccinated staff should conduct LFT and, if negative, continue as normal. If positive, they should isolate for 7 days (returning to work after negative LFT on day 6 and 7)</li> <li>▪ <b>Close-contact</b> are defined as someone living in the same household or in contact for more than 15 minutes less than 2m apart.</li> <li>▪ 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 <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</li> </ul>				
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			<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> <ul style="list-style-type: none"> <li>Confidential list of suspected and confirmed cases is kept by the Health and Safety Officer to ensure due process to Staff, Students and other visitors' safety is preserved at all times.</li> </ul>				
Handwashing	All people who are resident, or are allowed to enter the College site to work.	<ul style="list-style-type: none"> <li>Hand washing facilities with soap and water in place.</li> <li>Stringent hand washing taking place for at least 20 seconds.</li> <li>Drying of hands with paper towels.</li> <li>Use of alcohol-based hand sanitiser if hand washing facilities are not available.</li> <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>	<b>1</b>	x <b>3</b>	<b>= 3</b>	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 College site to work.	<ul style="list-style-type: none"> <li>Normal cleaning regime currently in place with particular attention given to communal areas including toilets, Library and Lobby/entrance focusing on areas of high contact (door handles etc.).</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>		
Social Distancing	All people who are resident, or are allowed	<ul style="list-style-type: none"> <li>All encouraged to maintain <b>1m+ social distancing when both are wearing face coverings</b> wherever possible, including</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>		

		to enter the College site to work.	<p>while arriving at and departing from work, while in work and when travelling around the College site (internally only).</p> <ul style="list-style-type: none"> <li>▪ The Dining Hall is now available for gatherings, drinking and eating during Staff breaks and lunch, social distancing recommended.</li> <li>▪ <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.</li> <li>▪ <u>Stay over rooms</u> will be cleaned in the absence of its occupant after room was ventilated for 20 minutes minimum.</li> <li>▪ Glass windows to be kept shut in Reception to maintain distancing.</li> <li>▪ Offices cleaned and sanitised weekly at the week-ends</li> <li>▪ College meetings conducted by video conferencing or in person or both.</li> <li>▪ Meals - a queuing system will continue to be used for meals collection.</li> </ul>				
	Underlying health conditions	Those individuals (students or staff) that are “clinically extremely vulnerable” or “clinically vulnerable individuals”	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ When on site, they are strongly encouraged to stay 1m+ away from others and to wear a mask.</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 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>▪ Kitchen is open.</li> <li>▪ Social distancing measures plus face covering whilst cooking, prepping and serving other people.</li> <li>▪ Meals will then be provided, table by table, screens at servery and plate covers in place.</li> <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>▪ 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.</li> <li>▪ <b>Respect room maximum capacity</b> at all times unless other mitigation is applied (i.e. Trusted Trace).</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	
	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> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	• Restrictive service in the Library

			<ul style="list-style-type: none"> <li>Mobile phones noted to be major hand/mouth contact risk – use should not be shared and very limited at work.</li> </ul>				
	Shared office areas	All staff and SMs that have to share office or work areas	<ul style="list-style-type: none"> <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> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	
	Shared staff rooms	All staff that have to share a tearoom	<ul style="list-style-type: none"> <li>During break periods avoid breaking social distancing in the same area at the same time</li> <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>Sanitisation stations in meeting rooms.</li> <li>Staff gatherings socially distanced in large space or outdoors.</li> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	
	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"> <li>Maximum numbers posted on the door to each room to ensure 1m+ social distancing.</li> <li>Seating and tables rearranged to maintain spacing and reduce face-to face interactions.</li> <li>Maintain 1m+ if both wearing face covering if screens not available.</li> <li>No more than two people in Offices or small-shared spaces at once and three in larger ones (i.e. Reception and Hospitality hub).</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	For areas where regular meetings take place, use floor signage to help people maintain social distancing.

			<ul style="list-style-type: none"> <li>Ventilate thoroughly for 20 minutes minimum every 60 minutes.</li> <li>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>Continue using remote working tools to avoid in-person meetings</li> <li>Food consumption only outside or in well-ventilated rooms, ideally in larger rooms if available as allowing the safest distancing of 1m+ with highest capacity and not face to face (horseshoe lay-out favoured if possible).</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 only carry out the 'look, listen and feel' procedure to check for normal breathing, once checked if person symptom-free. 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>1</b>	<b>x 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>▪ Fire alarm testing to continue as per usual guidelines (Tuesday at 9am).</li> <li>▪ Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain social distancing.</li> <li>▪ In the event of a fire alarm activation all those in College would be expected to evacuate as normal, using their nearest fire escape route.</li> <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>	<b>1</b>	x <b>3</b>	<b>= 3</b>	
	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> </ul>	<b>2</b>	x <b>3</b>	<b>= 6</b>	

			<ul style="list-style-type: none"> <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>				
	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"> <li>▪ Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating residents.</li> <li>▪ Hospitality department 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 strongly encouraged (i.e. Library, Reception, Corridors, Dining Hall, landings and toilets).</li> <li>▪ Wearing of face coverings in meetings lasting over 15 minutes is strongly encouraged with regular ventilations.</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>	<b>2</b>	x <b>3</b>	<b>= 6</b>	No current risk of running out of PPE but constant review of our stock levels of PPE

	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> <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>▪ Managers are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	
	Deliveries to site	Reception staff and all other staff that	<ul style="list-style-type: none"> <li>▪ Where possible and safe, having single workers load or unload vehicles.</li> <li>▪ Maintaining social distancing plus face-covering when inside.</li> </ul>	<b>1</b>	x <b>3</b>	<b>= 3</b>	

		accept deliveries.	<ul style="list-style-type: none"> <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>▪ 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	Staff risk problems and pain from prolonged use of computers	<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> </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</li> </ul>

	<p>working from home</p>	<p>improperly set up, including back injuries, shoulder injuries and RSI in the wrist and 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>	<ul style="list-style-type: none"> <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>				<p>screens available to those working from home.</p> <ul style="list-style-type: none"> <li>▪ Encourage staff to take regular breaks in which they step away from the computer</li> <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>
	<p>Home-office environment</p>	<p>Staff may become uncomfortable if temperatures are too hot or too cold if rooms are stuffy or noisy.</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> <li>▪ Staff to return progressively to the workplace over the summer.</li> </ul>		x	=	<ul style="list-style-type: none"> <li>▪ Ask staff to self-assess their workstations at home separately from workspace</li> </ul>




		Clutter can form a trip hazard or a fire risk.					
	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>Regular 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>Manage Zoom meetings into sessions of a maximum of 60 minutes including a 5-minute break minimum.</li> </ul>	3	x2	= 6	<ul style="list-style-type: none"> <li>Be aware of particularly demanding circumstances and monitor staff's physical and mental health during these times.</li> </ul>

**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 or in their absence the Bursar.

<p style="text-align: center;"><b>TRAVEL TO SITE – VEHICLES</b></p> <ul style="list-style-type: none"> <li>The sharing of vehicles is not recommended</li> <li>Clean the inside of van cabs with antibacterial wipes at the start and end of every day</li> </ul>	<p style="text-align: center;"><b>WORKING ON SITE</b></p> <ul style="list-style-type: none"> <li>Agree site attendance (including date and time) and a brief scope of work with your supervisor before attending site.</li> <li>Ensure that you work in accordance with <b>the Lone Working Policy</b> specifically:             <ul style="list-style-type: none"> <li>keep your mobile phone on you <b>at all times</b> to maintain contact with your supervisor &amp; <b>Channel 2 on the radio</b>.</li> <li>contact your supervisor for advice if you feel the conditions at the workplace are in anyway unsafe</li> </ul> </li> <li>Practise and promote frequent handwashing, or use alcohol-based hand sanitiser</li> <li>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</li> <li>Do not congregate in numbers</li> <li><b>Wash your hands</b> before eating, drinking, smoking or vaping</li> </ul>	<p style="text-align: center;"><b>SITE EXIT</b></p> <ul style="list-style-type: none"> <li>Clean all tools at the end of the day</li> <li>On leaving the vehicle, clean the outside of the vehicle, including handles and doors, and thoroughly wash your hands for <b>20 seconds</b> once indoors</li> <li>Ensure you remove any rubbish from the cab that could be harbouring the virus</li> <li>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</li> </ul>
<p style="text-align: center;"><b>KEY MESSAGES</b></p> <ul style="list-style-type: none"> <li><b>Cough or sneeze into a tissue and dispose of immediately</b></li> <li><b>Wash your hands frequently</b></li> <li><b>If you feel unwell stay at home, avoid social interactions and follow self-isolation guidelines</b></li> </ul>	<p style="text-align: center;"><b>RESIDENCES - Reducing the risk of exposure</b></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 <b>minimum two metre separation</b> 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;"><b>DYNAMIC RISK ASSESSMENT: Take 5 Safety Checklist</b></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;"> <div style="margin-right: 10px;">  </div> <div> <ol style="list-style-type: none"> <li><b>1. Stop</b> – think about the risk of exposure to Covid-19 associated with the job</li> <li><b>2. Look</b> – identify any hazards arising from a failure to maintain social distance and hygiene</li> <li><b>3. Assess</b> – consider the risk arising from a failure to maintain social distance and hygiene</li> <li><b>4. Control</b> – implement suitable control measures to maintain at least a two metre separation and achieve high standards of hygiene</li> <li><b>5. Monitor</b> – be vigilant as the work task is undertaken to ensure social distance and hygiene controls are maintained throughout</li> </ol> </div> </div>		