

SELWYN COLLEGE

HEALTHY WORKPLACE – OVERALL COLLEGE RISK ASSESSMENT COVERING COVID-19, INFLUENZA ('FLU') AND OTHER COMMON RESPIRATORY INFECTIONS – Version 13 Approved by College Council on 24/05/2022



Selwyn College Cambridge

This risk assessment considers current government and NHS guidance and applies to students, fellows, staff, visitors, guests, conference delegates and contractors.

Reference No. COVID/1

Version: 13

Date of this Assessment: 24/05/2022

Date of last Assessment: (version 12): 21/09/2021

Next Review: This risk assessment will be reviewed in the event of further significant changes to government or College guidance in response to Covid-19 and/or other respiratory diseases.

AREA OF CONCERN	RISK LEVEL	CONTROL MEASURES IN PLACE
1. PREVENTION OF COVID-19, FLU OR OTHER COMMON RESPIRATORY INFECTIONS	H	<ul style="list-style-type: none"> • Vaccines remain the most important and effective way of protecting yourself and others from becoming seriously ill from Covid-19 and influenza. • Students, staff and fellows are strongly encouraged to take up all Covid-19 vaccinations (including boosters) and flu vaccinations offered to them, unless personal circumstances dictate otherwise. • For more information about vaccinations available, when you should have them and how to book an appointment or find a walk-in vaccination site see: https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/ • Regular testing for Covid-19 is also strongly encouraged.
2. ACTIONS IN THE EVENT OF SYMPTOMS OR A POSITIVE TEST	H	<ul style="list-style-type: none"> • If you have symptoms it is recommended that you take a test for Covid-19. • If you have tested positive, or have symptoms of Covid-19 or other respiratory diseases, the guidance is as follows: <u>Staff and Fellows:</u> <ul style="list-style-type: none"> • If you are symptomatic and/or have tested positive, or do not feel well enough to go to work or carry out normal activities stay at home and telephone your line manager. Try to work from home if you can. • Avoid contact with other people until you no longer have symptoms or until you no longer feel unwell. • If you have taken a test and tested positive for Covid-19, it is recommended that you avoid contact with others for 5 days after the day you took your test, which is when people are most infectious.

- Either way, you are advised to stay away from those who are at higher risk of getting seriously ill. Refer to current government guidance for people with symptoms of a respiratory infection including Covid-19

Students and resident Fellows:

- Minimise contact with other people while you test positive or have symptoms. Consider remaining in your room and asking friends/colleagues to get food and other essentials for you.
- If you have taken a test and tested positive for Covid-19, avoid contact with others for 5 days after the day you took your test, which is the time when people are most infectious.
- The following actions will reduce the chance of passing on your infection to others:
 - wearing a well-fitting face covering made with multiple layers or a surgical face mask
 - avoiding crowded places such as public transport, large social gatherings, or anywhere that is enclosed or poorly ventilated
 - taking any exercise outdoors in places where you will not have close contact with other people
 - wash your hands frequently with soap and water for 20 seconds or use hand sanitiser after coughing, sneezing and blowing your nose and before you eat or handle food; avoid touching your face.
- You are advised to stay away from those whose immune system means that they are at higher risk of serious illness, despite vaccination.

Contractors and other visitors

- Contact your College host to reschedule your visit.

Students, staff, Fellows, conference guests and visitors who are scheduled to attend a College event:

- You are asked not to attend the event if you have had a positive test for COVID-19, or are experiencing symptoms of COVID-19, flu, or other common respiratory infections.
- Symptoms of Covid-19, flu or common respiratory infections include (this list is not exhaustive):
 - a continuous cough
 - high temperature, fever or chills
 - loss of, or change in, your normal sense of taste or smell
 - shortness of breath
 - unexplained tiredness, lack of energy
 - muscle aches or pains that are not due to exercise
 - not wanting to eat or not feeling hungry
 - headache that is unusual or longer lasting than usual
 - sore throat, stuffy or runny nose
 - diarrhoea, feeling nauseous, or being sick.

<p>3. MITIGATING THE RISK OF TRANSMISSION IN THE COLLEGE</p>	<p>H</p>	<p>The principal recommendation is to maximise ventilation in offices, work spaces, supervisions and meeting/function rooms:</p> <ul style="list-style-type: none"> • Use larger spaces for meetings and supervisions; always allocate the largest room available and use the whole space to increase the distance between occupants. • Try to timetable meetings with ‘ventilation gaps’, to allow a fresh air supply into the space (purging) while rooms are vacant. • Avoid meetings or work with others in a room that has no obvious source of outdoor air, or has become ‘stuffy’. • Open windows and doors (excluding fire doors) in work spaces when staff arrive for work, when setting up meeting rooms before delegates arrive and in rooms booked for supervisions before supervisees arrive. • Leave windows and doors open while spaces are occupied and afterwards where possible, being mindful of security aspects when the building is not occupied. • Maximise air flow when draughts are not a concern. Both high and low level windows should be opened together (where available). • In rooms with more than one window, these should be opened together to increase air flow. • In winter months or inclement weather when draughts are a concern, open high level windows only; incoming air will be warmed as it flows into the room. • In cooler months windows only need to be opened slightly to deliver the same air flow as wide open windows in warmer weather. • Frequent breaks outside of multi-occupied rooms are advised to refresh air quality. • Encourage staff/students/conference delegates to leave work areas for break times and lunch (with windows open) to allow for purging. Encourage breaks in outdoor areas (weather permitting). • Continued CO₂ monitoring. Mitigations implemented in areas where high readings are recorded, such as reduced occupancy, social distancing, or taking frequent breaks to reduce the time areas are occupied. • Staggered start and finish times, staggered tea breaks/lunch times to reduce congestion and contact in the staff room and in changing rooms. • Kitchens & copier areas without windows for ventilation (especially those on the 1st and 2nd floors of the Christopher Dobson Building) should be used by staff as briefly as possible. • Mechanical ventilation systems are maintained in line with manufacturers’ instructions. • Where possible, set ventilation systems to use a fresh air supply and not recirculating indoor air. • The Local Exhaust Ventilation (LEV) system in the Maintenance Workshop is tested/serviced every 14 months to extract dusts, mists, gases, vapour or fumes out of the air to prevent them from being breathed in.
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- Air conditioning systems, air handling units and ductwork are regularly cleaned and serviced (*Refer to the Ventilation Risk Management Procedure (RMP) for further details.*)

Student accommodation:

- Windows in communal area (gyms, toilets, corridors and stairwells) should be opened for ventilation.
- Windows in student rooms should be opened as often as possible to refresh the air.
- Extraction fans in gyms, showers, toilets and bathrooms should always be switched on when rooms are in use.
- Extraction fans are inspected for functionality and cleaned.
- Students are encouraged to report any extraction fans which are not working to the Maintenance Department: <https://maintenance.sel.cam.ac.uk/>

Use of College vehicles:

- Like buildings, enclosed vehicles can also be high-risk for spreading Covid-19 and other respiratory infections.
- A protocol for using College vehicles is shared with authorised drivers of College vehicles and passengers.

Ventilation is the most effective mitigation against transmission in enclosed spaces. Where this is not fully possible, then:

- Maximise the distance between people in a room or space
- You may wish to consider wearing a face covering

4. CLEANING AND SANITISING

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- Enhanced Housekeeping cleaning regime introduced at the time of the Covid-19 pandemic retained in all internal and external areas (*refer to separate document*) concentrating on anything that is frequently touched by lots of people e.g.:
 - Doors, bannisters, handrails, handles, handrails, light switches, control panels and switches for machinery
 - Common areas - toilets, changing rooms, gyms, corridors, lifts, door handles.
 - Taps, kettles, fridges, toasters, microwaves and cupboards, dispensers
 - Shared equipment e.g. hand tools.
- Waste bins with lids regularly emptied.
- Weekly cleaning of student en-suite bathrooms by Housekeeping staff.
- Clear area policy:
 - All non-essential items stored in enclosed in cupboards, cabinets and drawers.
 - Students asked to do their own washing up in gyms as soon as possible after use and leave surfaces clear of personal belongings.
- Contractors sanitise their immediate work areas before leaving.
- Black bags to dispose of general rubbish and used cleaning materials.

Personal hygiene:

- All members of the College community should follow basic rules of good hygiene which will help to protect you and others from Covid-19, flu and other respiratory infections.
- Cover your nose and mouth when you cough and sneeze. Use tissues whenever possible
 - Coughing and sneezing increases the number of particles released by a person, and if an infected person coughs or sneezes without covering their nose and mouth, it will significantly increase the risk of infecting others around them.
 - By covering your nose and mouth, you will reduce the spread of particles carrying the virus.
- Put used tissues in a bin.
- **Wash or sanitise your hands.**
 - Hands touch many surfaces and can become contaminated with viruses and other germs. Once contaminated, hands can transfer these to your eyes, nose or mouth. From there, the germs can enter your body and infect you.
 - Washing or sanitising your hands removes viruses and other germs, so you are less likely to become infected if you touch your face.
 - Use soap and water to clean your hands for a minimum of 20 seconds. Paper towels are provided for drying of hands.
 - Use hand sanitiser regularly throughout the day when soap and water are not available.
 - Hand sanitiser continues to be provided in key places and rooms around the College.

5. EVENTS IN COLLEGE	H	<ul style="list-style-type: none"> • Safety measures identified in this overall College risk assessment will apply for events of less than 100 people. • Where more than 100 persons are expected, a bespoke risk assessment for that event will be completed. • Risk assessments will focus on appropriate ventilation, room capacity and social distancing, as well as reminders to attendees that they should not attend if they have symptoms or have tested positive for Covid-19. • Use larger rooms with good ventilation in preference to smaller rooms where possible. • Typically, events will only go ahead where there is sufficient ventilation, but optional social distancing and use of face coverings may help to increase mitigation in some circumstances. • Conference delegates and guests to be provided with a copy of the latest version of 'Safe events at Selwyn College' protocol.
6. PEOPLE AT GREATER RISK OF RESPIRATORY DISEASES (formerly 'clinically extremely vulnerable')	H	<ul style="list-style-type: none"> • There is no longer separate guidance for people previously identified as clinically extremely vulnerable, although it is recommended that anyone with underlying health conditions takes care to avoid routine coughs, colds and other respiratory viruses. • People who are at higher risk from COVID-19 and other respiratory infections include: <ul style="list-style-type: none"> ○ older people ○ those who are pregnant ○ those who are unvaccinated ○ people of any age whose immune system means they are at higher risk of serious illness ○ people of any age with certain long-term conditions • If you have not yet received the COVID-19 vaccine, it is recommended that you get vaccinated. Also consider a flu vaccine. • To maintain this high level of protection it is also recommended that you get a booster vaccine for COVID-19 when offered. • You should continue to follow the same guidance as the general public on staying safe and preventing the spread of Covid-19. • Agreement on a case-by-case basis what arrangements need to be put in place for students, including option of remote learning away from College if clinically necessary. • Senior Tutor to identify any fellows in these categories and agree arrangements on a case-by-case basis, including the option to teach online. • Individual risk assessments and arrangements for any staff in these categories. Refer staff to Occupational Health (OH) if further advice is needed. • If staff in these categories cannot work from home, they may be offered the option of alternative work to enable them to maintain social distancing.

		<ul style="list-style-type: none"> There is separate guidance for people who have been informed by the NHS that they are at highest risk of becoming seriously unwell.
7. ESSENTIAL (EMERGENCY) VISITS TO STUDENTS' OR FELLOWS' ROOMS (where a student/fellow has symptoms or tested positive for Covid-19)	H	<ul style="list-style-type: none"> Before entering students'/Fellows' rooms, staff should establish whether or not the student or Fellow has symptoms or has tested positive for Covid-19, e.g. by knocking on the door and asking the question before entering. Knowing this will allow staff to assess risk and take increased precautions (increased ventilation, increased distance, face coverings, PPE etc.) Whether or not the student or Fellow has symptoms or tested positive, staff should request internal doors and windows are opened to provide ventilation (ideally in advance where possible). Sanitise hands when entering the staircase/hostel. Maintain social distancing. Consider wearing a face covering. Sanitise hands again when leaving the staircase/hostel.
8. CONSULTATIONS WITH THE COLLEGE NURSE/WELFARE OFFICER	M	<ul style="list-style-type: none"> In-person visits may be replaced with virtual and telephone consultations where medically appropriate and practical. Nurse to maintain social distancing from students and wear PPE where the Nurse considers appropriate. Nurse visits to student rooms will be minimised. Nurse will check if the student is experiencing any Covid-19 or similar respiratory symptoms.
9. USE OF THE COLLEGE GYM	M	<ul style="list-style-type: none"> Gym users must attend an induction before using the equipment. The gym remains a bookable space: https://www.sel.cam.ac.uk/current-members/room-bookings, restricted to a maximum capacity of 6 persons at a time. CO2 levels will be monitored and the capacity may be adjusted. Equipment should be wiped before and after use. Ventilation and sanitisation reminder notices.
10. CONTRACTORS	M	<ul style="list-style-type: none"> Staff who appoint contractors must follow the Control of Contractors risk management procedure which requires contractors to provide their own risk assessment for Covid-19, flu and other respiratory diseases in advance of any work starting. Staff must be satisfied that contractors' arrangements meet, at minimum, College arrangements and standards. An induction must be completed with contractors before any work commences.

<p>11. FIRE PREVENTION, FIRE DRILLS AND EMERGENCY EVACUATIONS (from a Covid-19 and respiratory illness perspective)</p>	<p>M</p>	<ul style="list-style-type: none"> • Weekly fire alarm tests, checks of fire extinguishers, disabled alarms, fire alarms, emergency lighting and fire doors continue as normal. • In the event of a fire alarm activation, students with Covid-19 or another respiratory disease should maintain social distancing during evacuations and when they reach the emergency assembly point. • Revised PEEPs in place for any resident student/member of staff/guest with disabilities who may need assistance to evacuate.
<p>12. FIRST AID PROVISION (from a Covid-19 and respiratory illness perspective)</p>	<p>M</p>	<ul style="list-style-type: none"> • First aiders should follow St John Ambulance Covid-19 first aid advice: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ Training is recorded. • All first aiders will have access to PPE (type II disposable surgical face mask, disposable gloves, eye protection). • First aiders will provide injured persons with a type II disposable surgical face mask. • College Nurse provides training on 'donning and doffing' and disposal of contaminated materials. All training is recorded. • Wash hands thoroughly after contact with injured persons with soap and water or alcohol-based hand gel. • Double bag clinical waste in black bags and place in the general waste.