

SELWYN COLLEGE COVID-19 RISK ASSESSMENT – Version 12

Site/Location: ALL COLLEGE AREAS

Activity/Situation:

**WORKING SAFELY DURING THE COVID 19 PANDEMIC:
RISKS OF TO STAFF, FELLOWS, STUDENTS, GUESTS, VISITORS
AND CONTRACTORS IN CONTRACTING AND
TRANSMISSION OF COVID-19.**

**This risk assessment considers preparations for Michaelmas term
2021 and the changes introduced in the Government’s
Autumn/Winter 2021 Plan (Plan A)**

Reference No. COVID/1

Version: 12

Date of this Assessment: 21/09/2021

Date of last Assessment (version 10): 26/07/2021

Next Review: This risk assessment will be reviewed following any further significant changes to government guidance (<https://www.gov.uk/coronavirus>), the introduction of the Government’s Plan B, or if there is a Covid-19 outbreak in College.

AREA OF CONCERN	WHO MAY BE HARMED AND HOW	RISK LEVEL	ARRANGEMENTS	FURTHER ACTIONS/CONSIDERATIONS
<p>1. RISK OF COVID-19 INFECTION BY STUDENTS, STAFF OR FELLOWS AT COLLEGE NOW THAT MOST LEGAL RESTRICTIONS HAVE BEEN LIFTED</p>	<p>All students, staff and fellows</p>	<p>H</p>	<ul style="list-style-type: none"> • Focus on most important/effective measures in higher risk areas and individual responsibility instead of mandated College policies, in line with Government guidance. • The Sidgwick and Ramsay Murray gates have been opened during daytime hours. • Enhanced Covid-19 cleaning regime retained. • Retention of protective screens in Porters’ Lodge, Bar and Served. • The University student asymptomatic testing programme continues for the Michaelmas Term and is strongly recommended. • Regular use (typically twice per week) of lateral flow tests is recommended for staff and fellows who are asymptomatic, and for students to supplement the University asymptomatic testing programme. • Mandatory isolation of anyone with symptoms or testing positive, (and any others in a student household or a close 	

			<p>contact unless fully vaccinated).</p> <ul style="list-style-type: none"> • Student survey to determine vaccination status. • While vaccination cannot be enforced, students, staff and fellows are strongly encouraged to take up both vaccination invitations and booster vaccination (where relevant) unless personal circumstances dictate otherwise. • Updated Covid-19 Isolation and Testing guidance (September 2021) provided for students in isolation as a result of suspected Covid-19 symptoms, positive test, being in contact with someone with Covid-19, or contact by NHS Test & Trace. Isolation is no longer required for contacts of those testing positive if they are fully vaccinated or have one of a number of government-specified other exemptions. • The following hierarchy of mitigations should be considered for meeting indoors: <ul style="list-style-type: none"> ○ Ventilation ○ Social distancing ○ Face coverings (see section 3. below) 	
<p>2. RISKS TO THOSE IDENTIFIED AS 'CLINICALLY EXTREMELY VULNERABLE' OR 'CLINICALLY VULNERABLE'</p>	<p>Any fellows, staff or students in this category.</p>	<p>H</p>	<ul style="list-style-type: none"> • Anyone in either of these categories should follow standard government guidance: https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/19-july-guidance-on-protecting-people-who-are-clinically-extremely-vulnerable-from-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 	

			<p>(OH) if further advice needed.</p> <ul style="list-style-type: none"> 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. 	
3. VENTILATION, SOCIAL DISTANCING, FACE COVERINGS	All College community.	H	<p>Offices and work areas:</p> <ul style="list-style-type: none"> Heads of Departments with teams will review their risk assessments which should consider how they will manage staff workloads, rotas, ventilation, social distancing, and use of shared spaces. Open windows to ventilate offices and work areas. In colder weather small window openings will still ventilate a room. The College community is expected to adapt their clothing according to the weather. Reducing room capacity or the duration of use of an area where ventilation is limited. Frequent breaks outside of multi-occupied rooms are advised to refresh air quality. Encourage breaks in outdoor areas (weather permitting). A degree of social distancing may need to be considered in higher risk areas such as smaller crowded spaces where ventilation is compromised. Student enquiries dealt with via telephone/video calls where possible, or otherwise by appointment, to reduce numbers in buildings and contact with staff. Screens for those working face-to-face or close to each other in open plan offices. Distancing and face covering policies in the Bartlam Library and Chapel defined separately. Where ventilation and/or distancing are adequate, face coverings may be removed by agreement of those in the room. Where ventilation and/or distancing is inadequate, face coverings are strongly recommended. 	

			<ul style="list-style-type: none"> The need for face coverings to be worn in areas where people are only passing through briefly, e.g. servery, porters' lodge, has been removed. <p>Student accommodation:</p> <ul style="list-style-type: none"> Windows in gyms, communal toilets, corridors and stairwells should be open for ventilation. Windows in student rooms should be opened as often as possible. Extraction fans in shared gyms, showers, toilets and bathrooms should be switched on. 	
4. PEOPLE DISPLAYING SYMPTOMS OF COVID-19, EITHER AT COLLEGE OR AWAY FROM IT	Students, Staff, Fellows or Guests who are scheduled to attend a College event	H	<ul style="list-style-type: none"> Updated student Isolation and Testing guidance (September 2021). Students to follow guidance for their relevant scenario. If out of College and experiencing any symptoms, students should return to their room immediately, avoiding all possible contact with others. Students/resident Fellows should advise the Porters via email that they are experiencing Covid-19 symptoms. Staff, visitors or contractors not in College must not come to College if they have Covid-19 symptoms. If someone in their household has Covid-19 symptoms they may only come to College if they have been fully vaccinated. Staff, visitors or contractors experiencing symptoms when in College should leave immediately and go home, advising their line manager or head of department by phone or email (staff). Staff, students and Fellows experiencing Covid-19 symptoms should arrange to have a University-provided (or public) PCR test as soon as possible. If you are a student with symptoms or have tested positive, stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically 	<ul style="list-style-type: none"> Regularly review and align procedure with current Government advice.

			<p>extremely vulnerable with whom you continue to share a household.</p> <ul style="list-style-type: none"> • In emergency or if symptoms worsen and you are unable to cope without medical support call NHS111. • Visitors who have booked to attend a scheduled event in College should advise their host if they are experiencing Covid-19 symptoms in advance and must not visit the College. • These instructions should be communicated to visitors at the time of booking/confirmation of an event or by College host. 	
5. LACK OF ADEQUATE CLEANING	<p>Resident students Fellows Staff Visitors Guests Conference delegates Contractors</p>	H	<ul style="list-style-type: none"> • Unused or closed areas will be deep cleaned before reopening using sanitisation gun. • Retained enhanced Housekeeping cleaning regime (refer to separate document) concentrating on hand contact points and shared surfaces e.g. door handles, handrails etc. • Weekly cleaning of student en-suite bathrooms reinstated. • Staff to place all non-essential items in enclosed cabinets, cupboards or drawers to facilitate cleaning by Housekeeping staff. • Students to do their own washing up in gyp rooms as soon as possible after use and leave surfaces clear of personal belongings to assist Housekeeping staff in cleaning/sanitising surfaces. • Local cleaning in multi occupancy areas to supplement cleaning by Housekeeping staff. Anti-bacterial wipes/towels/spray provided. • Where sharing equipment is unavoidable, sanitise before and after use. • Contractors to sanitise their immediate work areas before leaving. 	

			<ul style="list-style-type: none"> • Housekeeping staff will wear the following PPE - disposable gloves, type II disposable surgical face mask and disposable plastic apron - at all times when cleaning. • Staff will dispose of used PPE in black bags. • When full, black bags will be double bagged, securely tied and disposed of in the general waste stream. • Black bags are also used to dispose of general rubbish and used cleaning materials. • Maintenance staff, Catering staff, IT staff and Porters will also follow Covid-19 infection control measures when entering households and buildings to reduce transmission risks. 	
6. HAND HYGIENE	Resident students Fellows Staff Visitors Guests Conference delegates Contractors	H	<ul style="list-style-type: none"> • Hand washing/sanitisation still encouraged. • Hand sanitising stations remain at entrances/exits and in meeting rooms where handwashing facilities are not available. • Notices displayed to encourage continued hand hygiene and correct handwashing technique. • Paper towels provided for drying of hands. <p>Follow hand washing guidance provided by NHS and PHE:</p> <ul style="list-style-type: none"> • <i>Wash hands thoroughly with soap and water for 20 seconds.</i> • <i>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</i> • <i>Put used tissues in the bin immediately and wash your hands afterwards.</i> • <i>Avoid touching face/eyes/nose/mouth with unwashed hands.</i> • <i>Wash your hands as soon as you get to work and when you arrive home, after you blow your nose, cough or sneeze, before you eat or handle food.</i> 	
7. ESSENTIAL VISITS TO STUDENTS WHERE THE	Applies to Catering staff	H	Delivery of Isolation Meals to student households – refer to protocol provided in Catering Covid-19 policy.	

<p>STUDENT HAS TESTED POSITIVE FOR COVID-19 OR SOMEONE IN THEIR HOUSEHOLD HAS, OR WHERE STUDENTS ARE ISOLATING AFTER ARRIVING IN THE UK.</p>	<p>Applies to Nurse & Maintenance staff.</p>	<p></p>	<p>Essential (emergency) visits to student rooms where student has tested positive:</p> <ul style="list-style-type: none"> • Consider reallocating the student while work is completed if necessary (dependent on availability of rooms.) • Before visiting students' rooms, staff should request internal doors are left open to minimise contact and windows are opened to ventilate rooms. • Sanitise hands when entering the staircase/hostel. • If the room is en-suite or a set, ask students to move to another area while work is completed. • Leave the room if a student refuses to move to an alternative area and report the matter to the Senior Tutor. • Maintain social distancing. • Sanitise hands again when leaving the staircase/hostel. • Emergency maintenance repairs taking more than 1 day to complete should be assigned to the same members of staff. • If possible, assign Maintenance teams to carry out work in the same areas to minimise contact. • Nurse to telephone students or use video conferencing instead of visits to students' rooms, where possible. 	
<p>8. FIRE SAFETY AND EVACUATION</p>	<p>All residents, staff, Fellows, contractors, visitors and guests on site</p>	<p>H</p>	<ul style="list-style-type: none"> • Weekly fire alarm tests, checks of fire extinguishers, disabled alarms, fire alarms, emergency lighting and fire doors will continue as normal; staff/contractors will wear PPE (gloves and face coverings) before entering buildings. • In the event of a fire alarm activation students in self-isolation must maintain 1m social distancing during evacuations AND when they reach the emergency assembly point. • Revised PEEPs (including the wearing of face coverings) in place for any resident students/staff/guests with disabilities who may need assistance to evacuate. 	

9. USE OF JCR & MCR	All students using these areas, staff and contractors who access these areas to work.	M	<ul style="list-style-type: none"> • The TV/Games Room and Computer Room in the JCR will remain closed. • The remaining areas of the JCR will reopen once cleared of student belongings and deep cleaned, with capacity that takes into account ventilation and ability to maintain social distancing. • The MCR will reopen reverting back from a study space to normal use. • Hand sanitising stations at entrances and signage. • All windows will be opened daily and should remain open. Students are expected to adapt their clothing according to the weather. • If room capacities, distancing and ventilation guidance is not adhered to, the availability of the MCR and JCR may be reconsidered. • Enhanced Housekeeping cleaning regime maintained including touch points. • Clear area policy - all non-essential items stored in enclosed in cupboards, cabinets and drawers to allow for easier cleaning and infection control. 	
10. USE OF THE COLLEGE GYM	Gym users Housekeeping staff who clean the gym	M	<ul style="list-style-type: none"> • The gym will re-open for Selwyn College members, with a maximum capacity of 6 persons at any time. • CO2 levels will be monitored and capacity may be adjusted. • The ventilation system has been set to supply fresh air and should not be adjusted. • Gym users must attend an induction before using the equipment. Sessions can be booked online. • Equipment should be wiped before and after use. • Ventilation and sanitisation reminder notices. 	
11. PROTECTIVE PERSONAL	Staff, student buddies or contractors who are	M	<ul style="list-style-type: none"> • Protocols for the use of PPE provided, dependent on role. 	

<p>EQUIPMENT (PPE):</p> <ul style="list-style-type: none"> • PPE used and disposed of incorrectly • Not wearing PPE when instructed. 	<p>given permission to enter areas for emergencies or essential tasks eg food deliveries.</p>	<p>M</p>	<p>Instructions for staff entering self-isolation areas:</p> <ul style="list-style-type: none"> • Enhanced levels of PPE (type II disposable surgical face mask, disposable gloves and disposable plastic apron) will be provided for persons required to enter staircases and rooms where students are in self-isolation (emergency visits only, routine works will be rescheduled). • PPE issue and PPE disposal stations (type II disposable surgical face mask, disposable gloves and plastic apron). • Dispose of used PPE (gloves, masks, aprons) in black bags. Black bags will be double bagged , securely tied and then disposed of in the general waste stream. • HoDs/Line Managers will supervise staff to check for correct PPE use and disposal. 	
<p>12. EVENTS IN COLLEGE</p>	<p>Conference delegates, guests and the College community</p>	<p>M</p>	<ul style="list-style-type: none"> • Conference delegates and guests to be provided with a copy of the 'Safe events at Selwyn College' protocol. • Safety measures in a generic risk assessment will apply for events of less than 100 people. • Where more than 100 persons are expected, a bespoke risk assessment will be completed. • Risk assessments will focus on appropriate ventilation, room capacity and social distancing. The use of face coverings will be strongly recommended where there is little ventilation and especially in smaller, enclosed spaces. • Larger rooms with good ventilation used in preference to smaller rooms where possible. • There are no restrictions for outdoor gatherings in College. 	
<p>13. MEETINGS AND SMALL GROUP TEACHING (collectively 'meetings')</p>	<p>Staff, Fellows and Students</p>	<p>M</p>	<ul style="list-style-type: none"> • Hand sanitiser provided. • Meetings will be in-person by preference, subject to mitigations being in place. • In-person meetings outdoors are encouraged whenever possible, including use of the marquee (October only). 	

			<ul style="list-style-type: none"> • Ventilation (open windows) and social distancing should be applied to in-person meetings indoors. • At indoor meetings and supervisions in Fellows' offices, bookable public rooms or College supervision rooms, face coverings are strongly recommended if ventilation and/or distancing is insufficient. It would be expected that if participants prefer face coverings to be worn, this will be respected. • Capacity signage in Fellows' rooms has been removed. • Rooms booked for formal meetings will be cleaned/sanitised before use. • Leaving a brief gap in which extra airing can take place between supervisions or meetings is recommended. • For informal, ad-hoc meetings held in areas which have not been booked, delegates are expected to carry out local cleaning of door handles, light switches, tables, chairs etc. with the cleaning materials provided. • The Meetings & Supervisions policy has been updated to reflect these changes. 	
14. USE OF STAFF ROOMS, STAFF KITCHEN & COPIER AREAS, STAFF CHANGING ROOMS, SHOWERS & TOILETS	All staff accessing these areas.	M	<ul style="list-style-type: none"> • Staggered start and finish times, staggered tea breaks/lunch times and to reduce congestion and contact. • Kitchens & copier areas (especially those on the 1st and 2nd floors of the Christopher Dobson Building without windows for ventilation) will continue to be used by one person at a time, unless staff are in the rooms very briefly. • Staff to undertake their own cleaning of shared fixed equipment e.g. printers, copiers, kettles, fridges etc. • Staff to regularly sanitise their workstations and shared equipment (eg copiers) before and after use. Cleaning materials and paper towels provided. • Waste bins with lids regularly emptied. • Regular checks by Housekeeping supervisors/team leaders 	

			<p>to ensure adequate supplies of soap, hand sanitiser and paper towels to dry hands.</p> <ul style="list-style-type: none"> • Wash hands before and after using the facilities. • Seating and tables in staff room reconfigured to maintain social distancing and reduce close face-to-face interactions. • Notices setting clear use and cleaning instructions for these areas to ensure they are kept clean, clear of personal items and that social distancing is achieved as much as possible. 	
15. FIRST AID PROVISION	Nurse, Qualified First Aiders and persons receiving first aid treatment.	M	<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 stream. 	
16. CONSULTATIONS WITH THE NURSE	Students, Fellows and Staff.	M	<ul style="list-style-type: none"> • In-person visits replaced with virtual and telephone consultations where possible. • Nurse to maintain 1m social distancing (as much as possible) from students and wear PPE (disposable gloves, type II disposable surgical face mask and disposable apron) for all in-person consultations. • Nurse visits to student rooms will be kept to an absolute minimum. 	

<p>17. PREVENTING CONTACT/VIRUS TRANSMISSION FROM CONTRACTORS AND THOSE CARRYING OUT REGULAR CHECKS</p>	<p>Students, Fellows and Staff.</p>	<p>M</p>	<ul style="list-style-type: none"> • Staff who appoint contractors must follow Covid-19 Control of Contractors procedure which requires contractors to provide their own Covid-19 risk assessment in advance of any work starting. • Staff must be satisfied that contractors' arrangements meet, at minimum, the College Covid-19 arrangements and standards, and the importance of adherence must be emphasised. • The Covid-19 induction for contractors must be completed before any contractor commences work. <p>Contractor inductions must include:</p> <ul style="list-style-type: none"> • Instructions not to attend if they have Covid-19 symptoms or are self-isolating. • Wear PPE according to their risk assessment. • Wipe surfaces in areas of work before leaving. • Wear a face covering when entering student accommodation. • Where routine compliance tests are completed in communal areas where students are in self-isolation, fresh PPE (type II disposable surgical face mask and disposable gloves) must be worn when entering each staircase/building. 	
<p>18. VISITORS</p>	<p>Visitors and College community</p>	<p>M</p>	<ul style="list-style-type: none"> • Visitors and unaccompanied visitors are permitted in the College grounds and to visit the Chapel, Served and Bar. • Ramsay Murray and Sidgwick gates will be open during the day. 	
<p>19. USE OF THE MARQUEE (OCTOBER ONLY)</p>	<p>Students, Fellows and Staff.</p>	<p>L</p>	<ul style="list-style-type: none"> • Ventilation, capacities and social distancing will be applied if the marquee is used as an indoor space with sides closed. • When at least 50% of the sides are open, the marquee may be treated as an outdoor space. 	

20. USE OF SMOKING AREAS	All smokers.	L	<ul style="list-style-type: none"> • Enhanced cleaning regime. • A separate smoking area is provided in Cripps Court for use by students resident in Cripps Court who are in self-isolation, but able to take daily exercise. 	
21. MANUAL HANDLING	Relevant members of staff	L	<ul style="list-style-type: none"> • Follow manual handling training and refresher training provided. • Ask for assistance when needed for two-person tasks. • PPE (face covering and gloves, where applicable) strongly recommended where social distancing for two-person tasks cannot be maintained. Consider minimising the period during which staff come into close contact with others. • Heads of Departments to review two-person tasks, issue guidance and provide training, including use of PPE and social distancing. • Staff training to be provided for donning and doffing PPE and safe disposal. 	