

# Risk Assessment

Date:	30 June 2020
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Assessors Name:	Philip Law	Reference Number:	Students in College	Review Date:	Ongoing – as per government guidance updates
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Endorsed By:		Signature:		Position:		Date:	
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Description of assessment	Coronavirus (COVID-19) Considerations for Students living on, or visiting, the Domus
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Location Details	Domus-wide
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
<b>Catching / Spreading</b>	Students, staff, contractors and members of the public	5	3	15	H	<ul style="list-style-type: none"> <li>Public areas will contain suitable levels of soap and antibacterial gel.</li> <li>Use sanitising products each time you enter/leave a building/room/environment.</li> <li>Everyone will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Everyone should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</li> <li>Contact with personnel suspected of having caught COVID-19 will be avoided.</li> <li>Use virus-control stations where available.</li> </ul>	<p>Students must comply with prevailing advice concerning household groupings and social interactions. This advice is available on the College website: <a href="https://www.dow.cam.ac.uk/current-students/downing-during-covid-19">https://www.dow.cam.ac.uk/current-students/downing-during-covid-19</a></p> <p>Students to limit their time away from the Domus.</p> <p>Students whose work requires them to visit external sites should consider, in addition:</p> <p>Minimising transfer of items e.g., bags/books, to and from their place of work.</p> <p>Changing and showering upon their return to the Domus.</p>	<b>Everyone</b>	<b>On Going</b>	5	1	5	M

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						<p>Students should comply with any infection control measures in place at the external site.</p> <p>Students should use PPE and face coverings as appropriate an in line with prevailing PHE advice.</p> <p>Keeping a record of everyone with whom they come in to contact.</p> <p>Students should familiarise themselves with self-isolation protocols and be prepared to self-isolate should they, or a member fo their household, displays symptoms of infection.</p> <p>When interacting with people outside the College, students should observe social distancing and comply with current advice on face coverings or additional measures.</p> <p>Students to ensure their household environment is maintained in a clean, orderly and hygienic condition. Please refer to the Residential Student Housekeeping protocol and direct any questions you may have to the Housekeeping Department.</p>					
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<p><b>Catching / Spreading</b> (continued)</p>	<p>Students, staff, contractors and members of the public</p>	<p>5</p>	<p>3</p>	<p>15</p>	<p>H</p>	<ul style="list-style-type: none"> <li>All are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>A cleaning schedule will be implemented throughout the site, ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</li> <li>In the event of developing symptoms (high-temperature or, new persistent cough or loss of smell or taste) students should telephone the Porters' Lodge for advice and support and follow the self-isolation protocol.</li> <li>Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</li> </ul>	<p>Ensure there are plentiful and adequate signage displayed to promote awareness.</p> <p>Remind fellow household members of the rules as necessary.</p> <p>Students should report any areas of concern to Housekeeping.</p> <p>Ask for assistance as necessary.</p> <p>Follow guidance when using shared facilities such as kitchens and washrooms.</p> <p>Maintain social-distancing minimum.</p> <p>Resident students should challenge anyone you encounter within your household space who is not part of your household group.</p>	<p><b>Everyone</b></p>	<p><b>On Going.</b></p>	<p>5</p>	<p>1</p>	<p>5</p>	<p>M</p>
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		S	L	R	RR					S	L	R	RR
<b>Student travel plans</b>	Students/the public	5	3	15	H	<ul style="list-style-type: none"> <li>Students should inform the Accommodation office if they leave College accommodation.</li> <li>Students should review current Government (both UK and destination) advice regarding the area / country that they are visiting.</li> <li>Students should ensure that they are informed of, and comply with, infection control measures in place in the destination area/ country.</li> </ul>	Note travel hierarchy: On foot or by bike. On motorcycle By car alone By car (shared) By bus/coach or train	<b>Everyone</b>	<b>On Going</b>	5	1	5	M
<b>Lack of awareness</b>	Students, staff, contractors and members of the public	5	3	15	H	<ul style="list-style-type: none"> <li>Students should regularly review the advice posted on the College website: <a href="https://www.dow.cam.ac.uk/current-students/downing-during-covid-19">https://www.dow.cam.ac.uk/current-students/downing-during-covid-19</a></li> <li>The latest public health information posters will be displayed in suitable places around College.</li> <li>The College will continually review new University and government advice and adapt its processes and policies accordingly.</li> <li>All visitors to the Domus are required to sign in and are required to review current advice at that point.</li> </ul>	Advice, and links to the University advice, is available on the College website: <a href="https://www.dow.cam.ac.uk/current-students/downing-during-covid-19">https://www.dow.cam.ac.uk/current-students/downing-during-covid-19</a> Students should ensure they regularly monitor their email and pay particular attention to those from College offices. The Porters' Lodge is always available for questions by telephone (01223 334800) or by email (porters@dow.cam.ac.uk)	<b>Everyone</b>	<b>On Going</b>	5	1	5	M

# Risk Assessment

## Guidance Notes

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

<b>SEVERITY</b>	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

# Risk Assessment

**Additional comments:**

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

<b>Assessor 1 name:</b>	Philip Law	<b>Signature:</b>		<b>Date:</b>	30 June 2020
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<b>Assessor 2 name:</b>		<b>Signature:</b>		<b>Date:</b>	
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# Risk Assessment

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.				
Employee name	Job description	Date	Employee comments/recommendations	Signature