

# Risk Assessment

|       |             |
|-------|-------------|
| Date: | 23 May 2020 |
|-------|-------------|

|                 |            |                   |    |              |  |
|-----------------|------------|-------------------|----|--------------|--|
| Assessors Name: | Philip Law | Reference Number: | 01 | Review Date: | Ongoing – as per government guidance updates |
|-----------------|------------|-------------------|----|--------------|--|

|              |                  |            |  |           |  |       |  |
|--------------|------------------|------------|--|-----------|--|-------|--|
| Endorsed By: | Ray Ohoro (ESBG) | Signature: |  | Position: |  | Date: |  |
|--------------|------------------|------------|--|-----------|--|-------|--|

|                           |                        |
|---------------------------|------------------------|
| Description of assessment | Coronavirus (COVID-19) |
|---------------------------|------------------------|

|         |   |
|---------|---|
| Details | Students who needs to visit the College to collect their belongings from their student rooms. |
|---------|---|

| Identified Hazards   | Who may be affected        | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures   | Additional Control measures required  | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|----------------------|----------------------------|---|---|----|----|---|---|-------------------|-----------------|-------------------------------|---|---|----|
|                      |                            | S   | L | R  | RR |   |   |                   |                 | S                             | L | R | RR |
| Catching / Spreading | Students, staff and public | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>Welfare facilities will contain suitable levels of soap and antibacterial gel.</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> </ul> | <p>Everyone should use PPE as appropriate. This may include gloves and face masks.</p> <p>Students should advise the Porters' Lodge ahead of their visit.</p> <p>They should sign-in and sign-out at the Porters' Lodge.</p> <p>Students should go direct to their rooms and not wander around the Domus. This visit should be as brief as possible.</p> <p>Once on the Domus staff should not leave temporarily (to visit a local shop or other place) and return again.</p> | Staff/Students    | On Going        | 5                             | 1 | 5 | M  |

# Risk Assessment

| Identified Hazards                  | Who may be affected        | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures   | Additional Control measures required   | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|-------------------------------------|----------------------------|---|---|----|----|---|--|-------------------|-----------------|-------------------------------|---|---|----|
|                                     |                            | S   | L | R  | RR |   |  |                   |                 | S                             | L | R | RR |
| Catching / Spreading<br>(continued) | Students, staff and public | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>Everyone is reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>A cleaning schedule will be implemented ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</li> <li>Everyone will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature.</li> <li>Everyone who discloses that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</li> <li>Staff will fill-in a 'self-declaration' form to advice the College of their Covid-19 situation.</li> </ul> | <p>Staff/students will be encouraged to clean all surfaces with which they have contact before they use them ie wipe down keyboards, desktops, door handles, handrails etc</p> <p>Students must strictly observe the social-distancing guidelines.</p> <p>Students and anyone who has travelled with them to sign-in at the P/Lodge as part of our track and trace regime.</p> <p>Students and anyone who has travelled with them to read and understand the 'Site Rules' associated with their visit.</p> |                   |                 | 5                             | 1 | 5 | M  |

# Risk Assessment

| Identified Hazards   | Who may be affected | Risk Level before control measures<br>S x L = R |   |    |    | Existing control measures  | Additional Control measures required  | To be actioned by | Completion date | Final Risk level<br>S x L = R |   |   |    |
|----------------------|---------------------|---|---|----|----|--|---|-------------------|-----------------|-------------------------------|---|---|----|
|                      |                     | S   | L | R  | RR |  |   |                   |                 | S                             | L | R | RR |
| Student travel plans | Students and public | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>We will ask students to inform us if they are planning to visit the Domus.</li> <li>We will provide relevant government guidance in line with this. Currently this is to avoid public transport wherever possible.</li> </ul>   | <p>Allow plenty of time.</p> <p>Park up outside the P/Lodge upon arrival and contact the Porters to let them know you are here.</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible.</p> | Staff/Students    | Ongoing         | 5                             | 1 | 5 | M  |
| Lack of awareness    | Everyone            | 5   | 3 | 15 | H  | <ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around Domus.</li> <li>Students should be aware of the current guidance, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> </ul> | <p>Students will be encouraged to ask questions about the virus and how it might affect their specific working pattern.</p>   | Staff/Students    | Ongoing         | 5                             | 1 | 5 | M  |

## Guidance Notes

# Risk Assessment

|                 |                   |   |    |    |    |    |
|-----------------|-------------------|---|----|----|----|----|
| <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

|                  |            |            |  |       |             |
|------------------|------------|------------|--|-------|-------------|
| Assessor 1 name: | Philip Law | Signature: |  | Date: | 24 May 2020 |
|------------------|------------|------------|--|-------|-------------|

|                  |  |            |  |       |  |
|------------------|--|------------|--|-------|--|
| Assessor 2 name: |  | Signature: |  | Date: |  |
|------------------|--|------------|--|-------|--|

