

Risk Assessment

Date:	08 February 2021
-------	------------------

Assessors Name:	Philip Law	Reference Number:	03 'A'	Review Date:	Ongoing – as per government guidance updates
-----------------	------------	-------------------	--------	--------------	----------------------------------------------

Endorsed By:	Ray Ohoro (EBSG)	Signature:		Position:		Date:	
--------------	------------------	------------	--	-----------	--	-------	--

Description of assessment	Students Who Need to Visit the Domus to Collect Belongings From Their Accommodation Coronavirus (COVID-19) – With particular consideration of the latest variants which exhibit high transmissibility.
---------------------------	-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Details	<p>Students Who Need to Visit the Domus to Collect Belongings From Their Accommodation</p> <p>The HSE guidance states that the risk control hierarchy should be considered in all instances;</p> <p>Elimination – Don't visit the Domus if you can avoid it. Substitution – Is there some other means by which you can achieve your goals other than a visit? Engineering Controls – Travelling alone by car is better than travelling by bus. If you need help, ensure they are from your 'bubble'. Admin Control – Can you schedule your visit at a time when there is no else in your accommodation? PPE – The use of PPE is acceptable but only after the four preceding considerations have been exhausted.</p> <p>The Govt message is Hands, Face, Space.</p> <p>We also advocate 'ventilation'; keep your accommodation windows and doors open!</p>
---------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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
										S

Risk Assessment

Catching / Spreading	Students, staff and public	5	4	20	H	<ul style="list-style-type: none"> Welfare facilities will contain suitable levels of soap and antibacterial gel. Everyone will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Everyone should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. Open windows and doors in your room to promote good ventilation. If you need to meet with someone this should be arranged so as to ensure Covid-safety. The best option is via Zoom/Team. If this is not practical a meeting outside or with lots of space between you, within a well ventilated room and using face masks are last resorts. Bear in mind that there are a lot of asymptomatic carriers. Just because someone appears fit and healthy does not mean they are not carrying and able to spread the virus. 	<p>Everyone should use PPE as appropriate. This will include gloves and face masks. Face masks should be worn whenever there is a likelihood of coming into contact with someone. You may prefer to wear them at all times when moving around the Domus.</p> <p>Visits must be arranged in advance with the Porters' Lodge.</p> <p>If you need to collect a key from the P/Lodge ensure that the rules relating to the Lodge are observed.</p> <p>You should go direct to their destination and not wander around the Domus.</p> <p>Once on the Domus you should not leave temporarily (to visit a local shop or other place) and return again.</p> <p>You should consider any particular hazards which apply to you and your work environment and mitigate same. You can seek advice on any aspect of this.</p>	Staff/Students	On Going	5
----------------------	----------------------------	---	---	----	---	--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------	----------	---

Risk Assessment

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
Catching / Spreading (continued)	Students, staff and public	5	4	20	H	<ul style="list-style-type: none"> Everyone is reminded to not touch their eyes, nose or mouth if their hands are not clean. A cleaning schedule will be implemented ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. Everyone will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. Should anyone disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance. 	<p>Visitors will be encouraged to clean all surfaces with which they have contact before and after they use them ie wipe down keyboards, desktops, door handles etc. Particular care with 'high-touch points' is required.</p> <p>Everyone should display good examples of Covid-secure practice at all times. This helps to reinforce the message across the College community.</p> <p>We acknowledge that some people will be fearful of returning to the Domus. You should discuss any concerns you have with your tutors.</p>			5	1	5	M
Employee travel plans	Staff and public	5	4	20	H	<ul style="list-style-type: none"> We will ask employees to inform us if they are planning to visit the Domus. We will provide relevant government guidance in line with this. Currently this is to avoid public transport wherever possible. 	<p>Walking and cycling is encouraged.</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy vehicles where possible, cycle or walk. Any persons who travel with you should be from your household.</p>	Students	Ongoing	5	1	5	M

Risk Assessment

Lack of awareness	Employees, client	5	4	20	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around Domus. Students will be issued with 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. We will continually adopt and review new government / WHO guidance as and when it is available. 	<p>Students will be encouraged to ask questions about the virus and how it might affect their specific working pattern.</p> <p>If you have to take delivery of items from couriers/postal workers you should take account of the risk of infection from this.</p> <p>If you feel that additional measures such as one-way systems, more hand wash stations, better signage, floor markings etc should be considered please speak to the P/Lodge.</p>	Staff/Students	Ongoing	5	1	5	M

Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10

Risk Assessment

	1	1	2	3	4	5
		1	2	3	4	5
LIKELIHOOD						

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

SEVERITY	
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 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
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:	08 February 2021
------------------	------------	------------	--	-------	------------------

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

