


# Risk Assessment

Date:	16 February 2021
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Assessors Name:	Philip Law	Reference Number:	138	Review Date:	Ongoing – as per government guidance updates
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Endorsed By:	Ray Ohoro (EBSG)	Signature:		Position:		Date:	
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Description of assessment	Students living on or visiting the Domus. Coronavirus (COVID-19) – With particular consideration of the latest variants which exhibit high transmissibility.
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Details	<p>The HSE guidance states that the risk control hierarchy should be considered in all instances;</p> <p>Elimination – Work from home if this is a viable option. Substitution – Can you achieve the objective by some other means? Engineering Controls – Travelling alone by car is better than travelling by bus. Are there screens strategically placed at your workspace if required? Open windows/operate safe ventilation systems. Are there additional measures we should consider? Admin Control – Can you schedule your activities at a time when there is no else in your workspace? 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 workspace windows open!</p>
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# 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	Students, staff and public	5	4	20	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> <li>Open windows and doors in your room to promote good ventilation.</li> <li>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.</li> <li>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.</li> </ul>	<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>If you need to collect a key from the P/Lodge ensure that the rules relating to the Lodge are observed.</p> <p>Once on the Domus staff 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> <p>If you need to travel off-site for study etc you need to plan this carefully.</p> <p>Students whose work requires them to visit external sites should consider;</p> <p>Minimising the transfer of bags/books and the like to and from their place of work.</p> <p>Changing and showering upon their return to the Domus.</p>	Students	On Going	5	1	5	M

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		Catching / Spreading (continued)	Students, staff and public	5	4					20	H	<ul style="list-style-type: none"> <li>A further consideration is that the recent variants of the virus have proven to be significantly more easily passed on by carriers. Everyone should take additional measures to mitigate this risk.</li> <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 should they find they have a new, persistent cough and/or a high temperature and/or a loss or change in your sense of taste or smell.</li> <li>Everyone should take a test if they have symptoms, including minor symptoms. See <a href="https://www.cam.ac.uk/coronavirus/say-safe-cambridge-uni/report-symptoms-and-get-a-test">updated</a> university advice <a href="https://www.cam.ac.uk/coronavirus/say-safe-cambridge-uni/report-symptoms-and-get-a-test">https://www.cam.ac.uk/coronavirus/say-safe-cambridge-uni/report-symptoms-and-get-a-test</a></li> <li>Avoid sharing facilities such as tea points outside of your household.</li> </ul>	<p>Compliance with the infection control measures at their external sites.</p> <p>Everyone 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>Lunches may be booked with the Catering team.</p> <p>Everyone should display good examples of Covid-secure practice at all times. This helps to reinforce the message across our student community.</p> <p>When interacting with people outside your household you must observe good social-distancing practice.</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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					H	<ul style="list-style-type: none"> <li>There are support services available to all students who might be feeling in need of help.</li> </ul>									
Catching / Spreading (continued)	Students, staff and public	5	4	20	H	<ul style="list-style-type: none"> <li>Remind fellow household members of the rules as necessary. Students should report any areas of concern to Housekeeping. Ask for assistance as necessary. Follow guidance when using shared facilities such as kitchens and washrooms. Maintain social-distancing minimum. Resident students should challenge anyone you encounter within your household space who is not part of your household group</li> <li>Students should abide by the rules related to their household groups at all times.</li> </ul>	Certain areas of the Domus are allocated for exercise and student use.	Students	On Going	5	1	5	M		
Employee travel plans	Staff and public	5	4	20	H	<ul style="list-style-type: none"> <li>We will provide relevant government guidance in line with this. Currently this is to avoid public transport wherever possible.</li> <li>Students should review current Government (both UK and</li> </ul>	<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.</p>	Students	Ongoing	5	1	5	M		

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		Lack of awareness	Employees, client	5	4					20	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 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.</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> <li>The Porters' Lodge is always available for questions by telephone (01223 334800) or by email (porters@dow.cam.ac.uk)</li> </ul>	<p>Students should inform the Accommodation office if they leave College accommodation.</p> <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 Porters' Lodge.</p> <p>Advice, and links to the University advice, is available on the College website:  <a href="https://www.dow.cam.ac.uk/currents/tudents/downing-during-covid-19">https://www.dow.cam.ac.uk/currents/tudents/downing-during-covid-19</a></p> <p>Students should ensure they regularly monitor their email and pay particular attention to those from College offices.</p>

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## 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.

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**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:	16 February 2021
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Assessor 2 name:		Signature:		Date:	
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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