Risk Assessment:	COVID-19 (Novel Coronavirus) College Risk Assessment		
Site:	All Properties	**Date of This Assessment:**	20/11/2020
Location:	All Properties	**Risk Assessment No:**	CV-19
Revision No:	JF03		
Group:	Operations & Health & Safety	**To Be Reviewed On:**	01/2021

About this Risk Assessment:

Working together to reduce the spread of COVID-19

Clear, concise and actionable communication and fostering a shared collaborative approach across the College community are key to ensuring adherence to measures that are designed to protect against the spread of COVID-19 at St Catharine's, as summarised by this Risk Assessment.

This document applies to all students (residential and non-residential), staff, Fellows, visitors and contractors. It describes the steps that the College shall take in order to reduce the risk of the spread of COVID-19, using the appointed Health & Safety Manager and other competent persons to ensure the effective implementation of changes to activities and infection prevention and control measures throughout College. Where the control of infection requires further changes to arrangements in College, this Risk Assessment shall be reviewed and updated to address these changes. College will also develop supplementary risk assessments for any specific departmental activities that are not addressed within this assessment.

N.B. There is no requirement for the College to notify the Health and Safety Executive if a member of the College community contracts COVID-19. Diseases are not reportable under the Safety, Health and Welfare at Work (Reporting of Accidents and Dangerous Occurrences) Regulations 2016. COVID-19 is, however, reportable under the Public Health (Infectious Diseases) Regulations 1988 by a medical practitioner who becomes aware of or suspects an instance of such disease and such reports will be sent to Public Health England by the relevant practitioner.

Description of the Task:

Information within this assessment will be updated in line with guidelines published by Public Health England, the NHS, World Health Organisation and The Centres for Disease Control and Prevention.

Documents consulted (guidance, policies, legislation, Approved Code Of Practice):

- HASAW Act 1974
- Management of Health and Safety Regulations 1999
- PPE Regulations 2002
- Workplace (Health, Safety & Welfare) Regulations 1992
- Government Guidance
- PHE Guidance
- Working safely during coronavirus (COVID-19) guidance
- Guidance for Higher Education
- HSE
- PHE
- Test and Trace

Consequence					
	5	10	15	20	25
	4	8	12	16	20
	3	6	9	12	15
	2	4	6	8	10
	1	2	3	4	5
	Likelihood				

LIKELIHOOD	
1	Very unlikely 1:1,000,000
2	Unlikely 1:100,000
3	Fairly likely 1:10,000
4	Likely 1:1,000
5	Very likely 0.111111111

CONSEQUENCE	
1	Insignificant -no injury
2	Minor injuries requiring first aid
3	Medium injuries requiring further medical assistance – up to 3 days absence
4	Major injuries – over 7 days absence
5	Catastrophic - death

Total Risk Rating (Consequence x Likelihood)

17 – 25 UNACCEPTABLE	10-16 TOLERABLE	5-9 ADEQUATE	1-4 ACCEPTABLE
Stop activity and make immediate improvements	Look to improve within specified timescale	Look to improve at next review	No further action but ensure controls are maintained

Significant Hazard • Adverse Effects	**Person(s) Affected**	**Control Measures**	**Residual Risk Rating**		
			C	L	Total
Failure to identify the hazard and enable appropriate control measures to be implemented • Lack of management awareness and response resulting in the College not implementing actions recommended by authorities. • Lack of awareness of the seriousness of COVID-19 leading to a delay in the identification of symptoms of coronavirus, key actions and required control measures for prevention.	**St Catharine's College Community**	• In line with its business continuity planning, College has an Incident Control Group (ICG) which has been convened and leads the response to COVID-19. A Gold Team has been developed to oversee strategy and interface with collegiate University systems and a Silver Team which assists in creating and implementing process. • Any decisions to re-open St Catharine's College shall be in done in compliance with the University of Cambridge, government and public health advice. Key college personnel will also monitor updates to this advice and review this risk assessment accordingly. • The Health & Safety (H&S) Manager will ensure the College's occupational health and safety risk assessments and safety statement are updated as necessary. • The ICG shall ensure the wider College community is aware of the seriousness of COVID-19, seeking a high degree of community understanding, solidarity and discipline to enable the implementation of control measures (such as self-isolation, strict personal hygiene, coughing etiquette, self-monitoring, separation and social distancing measures) to delay and prevent spread. • The College shall take into account the latest information about individual risk factors of person(s) (e.g. older employees, presence of underlying medical conditions, BAME communities, etc.). • The HR Manager shall establish and issue a return to College process for Staff and Fellows to complete in advance of the return to work. This will be adapted for use with Students and will seek confirmation that the individual, to the best of their knowledge, has no symptoms of COVID-19 and also confirm that the individual is not self-isolating or awaiting the results of a COVID-19 test. **Training and Communications** • All College Community members will receive a copy of this Risk Assessment and be asked to confirm their understanding.	5	1	5

		• Specific training will be available to students, staff and Fellows. • The H&S Manager and HR Manager shall develop a training programme and matrix including whether components are recommended or mandatory and monitor training completion to enable the College to accurately assess the effectiveness of training. • A short communication document will be prepared and provided to all community members to advise them how College is operating to reduce potential transmission of the virus. This will be circulated by email, published on the website and repurposed for video and LCD screen content. • Accompanying short communication documents will be prepared to share in more detail how these operations affect arrangements in specific settings (e.g. Hall, gyp rooms/kitchens), which will be published on the College website and displayed in the relevant settings. • Relevant educational materials produced by the University of Cambridge, Cambridge City Council, WHO, NHS and others will be disseminated. • The College shall develop and communicate a policy around face coverings to include circumstances where wearing them is recommended or mandatory with government guidelines being the minimum requirement. • Signage will be displayed at the entrance to all relevant areas informing person(s) of the face covering requirements.			
Transmission of virus via person to person contact • Lack of social distancing may result in increased transmission of COVID-19 • Failure to self-isolate may lead to a delay in medical assistance if required and the spread of COVID-19 (should it be confirmed)	**St Catharine's College Community**	**Social distancing** • Development of social distancing plan to guide the College community on how to keep their distance. •St Catharines College students are participating in the weekly asymptomatic screening programme for COVID-19 provided by the University of Cambridge. All students living in college accommodation are provided with a test for infection with SARS-CoV-2, even if they show no symptoms. Further information on the Asymptomatic screening programme can be found here •In addition to the above bullet, The College is also part of a Test and Trace University- and College-wide initiative for all students, staff and Fellows, which can be accessed via Addenbrooke's Hospital Occupational Health on 01223 216767 (08:30 to 16:30 Mon–Thurs). •The College • Measures will be implemented to assist the College community adhering to social distancing, including physical barriers, line markings, one- way routes, signage, room capacities, etc. The College shall identify pinch points such as exits, entrances, toilets, frequently used doors, etc., and put in place additional measures at these points. Further advice can be found in the 'Enabling Social Distancing Risk Mitigation Plan'. • Working patterns shall be assessed to allow staff and Fellows to continue work remotely where necessary/appropriate. Further guidance can be found in the 'Support to Staff and Fellows Risk Mitigation Plan'. • Where social distancing guidelines cannot be followed in full, in relation to a particular activity, Heads of Department (HoDs) must carry out further risk assessments (with support of the H&S Manager) and decide if the activity needs to continue for the College to operate efficiently. Control measures may include a combination of:	5	2	10

		○ Keeping the activity time involved as short as possible ○ Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others) ○ Use of appropriate personal protective equipment (PPE) • Business trips and face-to-face interactions (events, meetings) should be reduced to the absolute minimum and, as far as is reasonably practicable, technological alternatives should be made available (e.g., telephone or video conferencing). • Consideration shall be made as to whether an in-person meeting or event is necessary or if it can be postponed. Where alternative arrangements are not possible, the College shall review capacity limits to restrict numbers of guests in line with the latest social distancing guidelines. • For necessary work-related trips, the use of the College van by multiple members of staff is not encouraged. The number of staff who share a vehicle – simultaneously or consecutively should be kept to a minimum as far is as reasonably practicable; for example, by assigning a vehicle to a fixed team (i.e. maintenance). **Self-isolation** • A plan is in place to enable, encourage and expect individuals potentially infected to self-isolate and alert others that spaces are being used for self-isolation. • The COVID-19 Asymptomatic Screening Team shall update relevant members of the College Community when individuals and/or households are moved in and out of isolation. • The latest protocols and guidance from the NHS shall be communicated. • The College shall establish a system for Hosts or Porters to record visitors to the College and its properties (as well as visits by staff to other workplaces). • Where students have been known to be self-isolating, maintenance and/or housekeeping staff shall work only in unoccupied rooms and with the prior authorisation of their line manager and the H&S Manager who will ensure appropriate assessment has been undertaken. • The HR Manager shall ensure all staff and Fellows understand and know how to report requirements to self-isolate due to COVID-19 and that all potential incidents are reported to the H&S Manager so the College can monitor the overall risk to the Community. • Staff and Fellows must make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing, self-isolate at home and contact their GP promptly for further advice if they display any signs or symptoms, report to HoDs (staff) and HR (Fellows) immediately if any symptoms develop during their shift. • Students are required to make themselves aware of the signs and symptoms of COVID-19 and monitor their own wellbeing. If a student believes they have symptoms of COVID-19 they must email Covid19@caths.cam.ac.uk. Students are also able to source advice and FAQs on self-isolation protocols on the Colleges website: https://www.caths.cam.ac.uk/FAQ. Students must identify two self-isolation supporters from outside their household and inform student services of their names and contact numbers.			

		• The HR Manager shall review and revise existing sick leave policies, amending and communicating as appropriate and in line with normal procedures. Further details can be found in the 'Self-isolation Mitigation Plan'. **Increased Ventilation** •Air conditioning systems will be subject to service and regular maintenance. • The College Community will be required to assist with fresh air circulation by way of opening windows (where this is possible). •The College has sourced air-sanitising purifiers which have been installed in key areas with limited fresh air intake and/or rooms which are frequently used by mixed groups of staff/students and fellows. In conjunction to this areas with limited fresh air circulation/intake shall be subject to capacity limits and exposure times. Anyone within the College Community shall be contacted if affected by these changes.			
Transmission of virus via surfaces • Contaminated fluid or droplets may land on objects and surfaces and be transmitted to person(s) touching the surface.	**St Catharine's College Community**	**Enhancing Hygiene** • Targeted cleaning protocols for all types of surfaces and material finishes shall be developed. For further details please see the 'Enhanced Hygiene Risk Mitigation Plan'. • A deep cleaning protocol will be developed to manage the risk of environments where COVID-19 are known to have been present. • The College will source sustainable supply of items such as hand sanitizers, gloves, etc., including PPE where it is needed. • Do-it-yourself cleaning options shall be available for staff to provide an added level of control over their immediate work environment. • Students shall be provided with clear guidance on keeping their households clean alongside sufficient cleaning equipment. • The College van should be provided with hand sanitisers and cleaning equipment. • Contractors and/or others visiting the College community will be provided with the advice set out in the pre-visit questionnaire leaflet for visitors and take into account public health advice around preventing the spread of COVID-19.	5	2	10
Enhanced threat to vulnerable persons(s) • People who are identified as clinically extremely vulnerable may be at high risk of serious illness if they catch coronavirus (COVID-19)	**St Catharine's College Community**	• The College shall identify members with Increased Susceptibility to Infectious Diseases (ISID) such as COVID-19 and also those with disabilities/impairments that are impacted by COVID-19 related social distancing measures. •The College will require all Staff and Fellows to complete a COVID-19 Return to Work Risk Assessment during the re-opening phase of St Catharine's College. Where possible vulnerabilities are identified, an individual risk assessment will be completed to identify and mitigate risks as far as reasonable practicable. The College shall use its Equality Impact Assessment Form to outlines risks that have been identified and what action the College shall take.	5	1	5

		• The College shall ask all students to self-declare and obtain letters from their GP advising of increased susceptibility. The College's Senior Tutor or College Disability Officer in conjunction with the DRC will then undertake individual assessments to establish any specific needs and whether these can be accommodated. • The College shall develop plans to support individuals with ISID. An ISID support team has been created to review individual circumstances and identify measures that can be put in place to support relevant members of the Community. Individual risk assessments must be carried out and medical advice maybe sought by way of GP or Occupational Health, after which a consultation will take place to discuss findings and measures. • The College will signpost anyone that requests further advice or support, such as employee assistance programmes and any other wellbeing resources the College has available. Counselling is available via the College's Welfare Officer.			
Hazards associated with unoccupied / low occupancy buildings • Legionella. Failure to flush hot and cold water outlets may lead to a build-up of bacteria found in water, due to properties becoming vacant or systems being flushed less due to lack of usage. Exposure can lead to Legionnaire's disease. • Failure to carry out weekly fire alarms checks could result in the outbreak of fire not being detected (if a fault developed in an alarm that had not been identified and/or made good) • Failure of emergency lights activating may result in people panicking and struggling in low light or the dark to navigate to a place of safety.	**St Catharine's College Community**	***Legionella*** • The Buildings & Services Manager will review the College's *Legionella* Risk Assessment periodically. Amendments of the *Legionella* Risk Assessment shall be made to reflect the current circumstances and the increase of water sampling requirements due to reduced/increased occupancy. • The Buildings & Services Manager has developed a plan to flush water outlets regularly in all areas of the College. • Reassurance testing will be undertaken to test potentially vulnerable aspects of the water services system: samples for *Legionella* analysis from services that incorporate bulk hot/cold water storage and showers. • The Buildings and Maintenance teams shall manage the supply of hot water to occupied properties in a controlled way prior to re-occupation. This will include a thermal disinfection process, to be logged for each property. • The H&S Manager shall monitor the effectiveness of *Legionella* control measures by way of audit against *Legionella* Safe Operating Practices, HSE L8 Legislation and College Policy. **Fire** • Weekly routine checks shall continue to be performed by Porters. • Additional routine service and maintenance by the Colleges appointed contractor shall be uninterrupted at any time. **Emergency Lighting** • Monthly routine checks by the College's appointed contractor shall continue to be uninterrupted. Matters arising shall be passed by the Head Porter to the Maintenance Manager for remedial actions. **Building Readiness** • Visual inspection of properties to take place prior to re-opening shall be co-ordinated and led by the Buildings & Services Manager.	4	1	4

• Requirement for repair works going unnoticed					
Undertaking maintenance works and housekeeping in an area where there is an increased risk of COVID-19 being present • Areas with increased risk of virus presence may lead to an employee contracting COVID-19	**St Catharine's College Community**	• The Maintenance team will attend only to works classed as an 'emergency priority' in occupied rooms where the occupant is self-isolating. (For the purposes of this document an emergency is defined as; a dangerous or serious situation that happens suddenly or unexpectedly and needs immediate action in order to avoid harmful results to a person or property). If the occupant of a room is self-isolating and a serious failure has occurred which presents a potential hazard to other occupants or rooms, the self-isolating occupant should be advised to move to the nearest adjacent occupiable room. The room should be isolated by external means if at all possible, i.e. switch off/turn off the source of the hazard (e.g. electricity, water). Suitable PPE (hazmat suit, masks, gloves) is available at the Porters' Lodge. • Advice must be sought from either the Buildings & Services Manager, Maintenance Manager, Health & Safety Manager or Operations Director prior to entry into a room where someone is known to be self-isolating or sick. *Note that the requirement will be to 'make safe' the potential hazard. This excludes a subsequent repair, unless it can readily be performed in one visit, such as turning power back on or reconnecting a service supply where there is a critical need. Critical areas of operation are: 1. Electrical (power supply) 2. Heating/hot water 3. Water hygiene 4. Communal lighting, including emergency lighting 5. Security – carpentry/ miscellaneous issues,. e.g. board up a broken window or insecure door where access cannot otherwise be limited. • Routine and urgent task requests will be addressed on a case by case assessment and the outcomes will dependent upon certain factors such as room occupancy, room purpose (communal, office etc).	5	1	5
Hazards associated with working from home Staff working from home, when not common can lead to a number of potential risks • Lone working • DSE and workspace • Stress and mental health (see below) • Fire and electrical • Slips trips and falls	**St Catharine's College Community**	• The College is supporting those Staff and Fellows who are working from home by providing and reviewing self-assessments to identify any areas of particular concern, and potential control measures for each of the risk areas. The self-assessment incorporates DSE guidance and assessment. The H&S Manager is reviewing the self-assessments and categorising actions in red amber green and prioritising high risk actions and will work with the IT team to address any high risk areas. • Home working risk training has been made available to all staff and Fellows via iHasco (the St Catharine's College online training portal). • Staff and fellows should discuss personal circumstances that may impact on their ability to work from home (childcare responsibilities, long-term health conditions etc.) with their HoD or the HR Manager. • HoDs are encouraged to keep in regular contact with their staff via Teams, email and/or phone calls, both individually and within their teams.	5	1	5

Impact of change to operations on mental health and wellbeing • Feelings of increased anxiety and stress • Safety of home setting due to risk of domestic abuse • Exacerbation of existing mental health conditions due to change in NHS services (such as reduced services and replacement of face to face appointments) • Increased sense of isolation and loneliness for students due to reduced amount of informal social interactions due to social distancing	**St Catharine's College Community**	• Staff and students can self-refer to the Welfare team. Staff and Fellows can also access HR support. All within the College Community have access to Welfare Hub for signposting to relevant support and resources. • The Senior Tutor will ensure clear and consistent communication with students regarding academic and welfare support available to them. • HODs will ensure clear and consistent communication from HoDs regarding expectations and developments to staff team. • HoDs shall be encouraged to provide regular contact with teams on an individual and group level including offering staff briefing/safe spaces circle. • All staff shall complete an assessment with their HOD/supervisor about returning to work in College, which will include worries and concerns about re-opening College. •The college shall continue to work alongside the University and in line with Government guidance in enabling students to return to sporting activities where possible. •The University allows students whose course of study can be done remotely to study from home for medical reasons, including those associated with mental health. Decisions about studying from home are informed by the student's tutor and welfare team, and must be signed off by the College Nurse or another suitable authority as well as receiving approval from the Senior Tutor. • A mental health risk assessment shall be carried out and communicated to the College Community in due course. • Students have access to online yoga classes via JCR and MCR during term-time. • Staff and Fellows have access to online circuit training and to other wellbeing activities via the College website. • Welfare Team, Tutors and JCR/MCR to provide range of opportunities to interact safely with peers to maintain social contact and meaningful relationships. •Students have been provided with safe spaces within College where they can socialise and interact with their household during periods of lockdown. These spaces will provide significant benefits for the emotional wellbeing of students as they will be able to have a change in external environment and have the chance to foster the social connections which are vital for individuals to thrive.	4	1	4
Hazards associated with premises access and travel • Travel to and from College may lead to greater risk of virus transmission • Public transport may be restricted in order to achieve social distancing on trains, buses, etc.	**St Catharine's College Community**	• For all journeys to and from College it is expected that the latest government guidelines shall be followed by all within the College Community. It is expected that journeys between College sites are made on foot or bike where possible. Staff and Fellows who are already using their own vehicles may use those to travel between sites for work purposes. • All College Community shall be asked to walk or cycle to College/accommodation wherever possible, and staff and Fellows will be reminded of the College cycle to work scheme. Details of the scheme can be obtained from the HR Manager via email at hr.manager@caths.cam.ac.uk. • The College Community should ensure they follow Government advice regarding public transport and, where applicable, conform to all PHE guidance while travelling (e.g. face coverings, social distancing, etc.). Government	5	1	5

• Risks may be increased for disabled Staff who may have reduced options for access		guidance is that individuals should try to reduce travelling on public transport. If they need to travel to work or make an essential journey, individuals should cycle or walk if they can. Before travelling on public transport, individuals should consider if the journey is necessary and, where possible, stay local. • HoDs shall be reminded in weekly HoDs meetings that the return to work risk assessment should be completed for every member of their team regardless of whether they have been working in College, remotely or been put on furlough. • The College is maximising provision of car parking spaces where possible.			
Exposure during provision of first aid • First aiders are at greater risk of catching Coronavirus if the patient has it, unless additional measures are taken	**St Catharine's College Community**	• The College has a first aider's policy which shall be revised and amended to reflect government guidance in providing first aid. The H&S Manager and College Nurse have communicated the changes to First Aiders. • First Aiders have been provided with guidance on giving cardiopulmonary resuscitation (CPR) from the Resuscitation Council UK. https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov • The College shall determine via the return to work assessment if a First Aider would like to highlight any factors that should be taken into account as part of their duties, which may affect their ability to assist when needed; for example, vulnerable workers with first aid responsibilities. • Specific additional guidance can be found: https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov	5	1	5
Re-opening College • Risk of COVID-19 spreading throughout the College Community due to the failure to follow control measures outlined within this risk assessment.	**St Catharine's College Community**	• This Risk Assessment shall be uploaded to iHasco and provided to the College community for review and confirmation of their understanding of the importance and agreement in following the control measures. The Risk Assessment and control measures shall be continuously monitored and measured for effectiveness and amended and communicated as necessary. It is a mandatory requirement that this Risk Assessment is read, and anyone maliciously or intentionally failing to comply with this instruction will be subject to disciplinary action. • The Communications Manager is overseeing communication of key messages to maximise clarity and consistency.	5	1	5

Original Assessors Name:	**Jemma Fortey**	**Assessor Signature:**		**Date:**	**20/11/2020**
Reviewed & Authorised by:	**Helen Hayward**	**Assessor Signature:**		**Date:**	**20/11/2020**