# ROBINSON COLLEGE COVID-19 Working Safely Risk Assessment

<table>
<thead>
<tr>
<th>Risk Assessment Number:</th>
<th>Issue No:</th>
<th>1</th>
<th>Issue Date:</th>
<th>10 July 2020</th>
<th>Review Date:</th>
<th>Constant review</th>
</tr>
</thead>
</table>

## Description of Task:
(what is to be done)

General routines, policies and provisions to be in place in advance of students return for Michaelmas Term. The assessment is written on the assumption that provisions will be in place. Where previously agreed provisions need to be updated/changed, this is noted.

## Frequency of task or date and time of event:

Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID Secure” workplace.

## Additional Information to be read:
Documents consulted (guidance, policies, legislation, ACOP):

- HASAW Act 1974
- Management of Health and Safety Regulations 1999
- PPE Regulations 2002
- Workplace (Health, Safety & Welfare) Regulations 1992
- College Health, Safety and Welfare Policy – as approved by the College Council Mar 2020

## Assessor Name:
Nick Milne – Domestic Bursar

## Assessor Signature:

## Reviewer:
Bill McKim – H&S Adviser

## Reviewer Signature:

## HODs Review:
At HODs meeting 18 June 20 and w/c 22 June 2020 and Dec 2020

## College Officers Review
At CO meeting 29 June 20

## H&S Committee Review:
At H&S Committee meeting 08 July 2020

Published with credit to and acknowledgement of the model developed by Newnham College.
**Levels of Risk Methodology:**

**Risk Matrix Findings:**

\[
\text{LIKELIHOOD} \times \text{SEVERITY} = \text{RISK LEVEL}
\]

<table>
<thead>
<tr>
<th>LIKELIHOOD OF HARM CATEGORIES</th>
<th>SEVERITY OF HARM CATEGORIES</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>SLIGHT HARM (1)</td>
</tr>
<tr>
<td>UNLIKELY (1)</td>
<td></td>
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<tr>
<td></td>
<td>MODERATE HARM (2)</td>
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<tr>
<td>LIKELY (2)</td>
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<td></td>
<td>EXTREME HARM (3)</td>
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<tr>
<td>VERY LIKELY (3)</td>
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</tr>
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**Risk Assessment Action Plan based on the Risk Level**

<table>
<thead>
<tr>
<th>Risk Level</th>
<th>TOLERABILITY: guidance on necessary action and timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low risk</td>
<td>These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.</td>
</tr>
<tr>
<td>Low</td>
<td>No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.</td>
</tr>
<tr>
<td>Medium</td>
<td>Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</td>
</tr>
<tr>
<td>High risk</td>
<td>Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently. It might be necessary to consider suspending or restricting the activity. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences.</td>
</tr>
<tr>
<td>Very high risk</td>
<td>These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.</td>
</tr>
<tr>
<td>Hazards/ Areas/ Processes</td>
<td>Who may be harmed and how?</td>
</tr>
<tr>
<td>---------------------------</td>
<td>-----------------------------</td>
</tr>
</tbody>
</table>
| Spread of COVID-19        | All people who are resident plus Staff, Senior Members and visitors/contractors that are allowed to enter the College site to work. | • Currently the College is closed as Level B Yellow is in force and therefore not open to any visitors or guests with only essential staff / key workers on site each day. This is expected to continue through the vacation and into Lent term. No residential conference or B&B activity is permitted.  
• Every Fellow and staff member received a copy of this risk assessment. Also published to website.  
• All students to receive regular communication to include Information about College Services, Do’s and Don’ts, Disciplinary Provisions,  
• Staff returning to work from furlough, or a longer period of time away from work, to be informed of any operational changes, or new areas of risk at the start of their shift by their HOD. Induction Briefing.  
• A list of Staff who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept by the HR Team through usual absence reporting.  
• A list of Resident Fellows and Students who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept by the Head Porter and shared with the relevant individuals to ensure no one is put at risk.  
• COVID EMT remains Dom. Bursar, Sen Tutor, College Nurse, Head Porter, Housekeeping Manager, Head of | 2 x 3 = 6 | • Signage, protection measures and distancing markings to be refreshed. HODs |

V6.1 As at 4 December 2020
COVID – self reporting, self-Isolation (SI) and household-isolation (HI) procedures are already in place as outlined in the Coronavirus Action Plan. The Coronavirus Staff Member Isolation Plan is also in place.

• The End of Michaelmas Term Arrangements are in place and will be reviewed and updated as new information of guidance is received.

• The College Officers meet weekly or as necessary to interrogate all updates from the Government and the University to ensure the College acts in a timely manner.

• HODs and/or the EMT will meet as frequently as required to implement action. EMT currently meeting daily.

• Social distancing measures are in place and notices drawing people’s attention to these measures.

• Staff and contractors will wear appropriate PPE as dictated by the tasks being undertaken (based on a risk assessment).

• Sanitisation stations are sited around the entrances to accommodation staircases and hostels and to communal areas.

• Providing signage at entrances to the College to remind the public, staff, students and contractors to maintain social distancing.

• Providing signage on rights of way (one-way systems).

• The Domestic Bursar (or a member of the EMT in the absence of the D.B.) will ensure the Housekeeping Manager, IT Manager and Facilities Manager are informed of all residents who are self-isolating (SI) or household-isolating (HI) to prevent access to these rooms.
<table>
<thead>
<tr>
<th>Those people displaying symptoms of COVID-19</th>
<th>All members of the College</th>
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<tbody>
<tr>
<td>• The Coronavirus Action Plan and the Staff Member Isolation Plan follow the government guidance that anyone who displays symptoms such as a continuous cough and high fever are to self-isolate for 10 days and not return to work until symptoms have fully cleared.</td>
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<tr>
<td>• On ‘people displaying symptoms of covid-19’ – a test should be organised. The procedure is outlined in the COVID-19 What to do if you get sick</td>
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<tr>
<td>• The 14-day self-isolation period for those in contact with symptomatic individuals within a household also applies to all staff and members of the College (if a test is completed for the symptomatic individual resulting in a negative result, those in isolation due to contact can stop their period of self-isolation.</td>
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<tr>
<td>• The Coronavirus Action Plan has information sheets which are emailed (or given within a self-isolation pack if issued) to the resident students that have to self-isolate.</td>
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<td>• The College Nurse and Head/Duty Porter maintain regular contact with the students during any period of self-isolation and update the EMT as required.</td>
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<td>• Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.</td>
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<td>• Supporters are coordinated by the SHI Support Coordinator and also keep in regular contact.</td>
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<tr>
<td>• Dedicated outdoor space is available for Exercise</td>
<td><strong>2 x 3 = 6</strong></td>
</tr>
<tr>
<td>Social Distancing</td>
<td>All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work.</td>
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<td>-------------------</td>
<td>---------------------------------------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>• All members to maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally and externally). See COVID-19 Face Masks in College Policy.</td>
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<td></td>
<td>• Staff from different households cannot “car share”.</td>
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<td>• Staff that can, will remain working from home wherever possible.</td>
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<td></td>
<td>• All Fellows to continue working from home and teaching remotely unless “in-person” teaching is possible socially distanced in their rooms or in a teaching rooms see Supervision Bookings Policy - Fellows and Students</td>
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<td></td>
<td>• Staff rotas and the College Operational Level escalated or reduced as per College COVID-19 Resurgence Contingency Plan, UoC Resurgence Plan and the UK COVID alert level changes.</td>
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<td></td>
<td>• Departmental rotas will be planned to enable consistent cohorts working together as possible, separated breaks are in place, varying start and finish times, all to avoid bottle-necks and crushes as far as possible.</td>
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<td></td>
<td>• Gatherings may not exceed the stipulated guidance in terms of the number of people and must employ the 2m distancing rule. See Gatherings in College policy.</td>
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<td></td>
<td>• Dining for all College users will be socially distanced to 1m (ventilation and other protective measures to be in place) with limited seating in place to prevent large gatherings. Take-away options will continue to be available.</td>
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<td></td>
<td>• Non urgent two person jobs that can wait, will wait until the social distancing is lifted. If a job is urgent (and will not take longer than 15 minutes) the appropriate PPE will be worn.</td>
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</table>
**NB:**
“Household rooms” includes student households and rooms; Fellows rooms – shared or exclusive.

- Jobs that may take longer than 15 minutes will be discussed between the Facilities Manager, Head Porter and Domestic Bursar to agree action.
- Maintenance/IT staff go into “household rooms” only to carry out mandatory compliance work (fire alarm testing/room checks) or essential maintenance/fault resolution work. “Household PPE” to be worn. Resident occupant to withdraw.
- Porters go into “household rooms” to carry out fire risk checks and in response to calls. “Household PPE” to be worn. Resident occupant to withdraw.
- Housekeeping staff go into “household rooms” and communal areas to clean. “Household PPE” to be worn. Resident occupant to withdraw.
- Staff are informed of all those in SI or HI and informed NOT to enter unless in an emergency situation and then “Full PPE” should be worn.
- College meetings continue to be conducted by video conferencing. Any face to face meetings should be socially distanced and face masks must be worn if duration is greater than 15 minutes.
- Zoom Account allocation is in place to enable non-account holders to utilise the system.
- IT support provided remotely for Staff and Fellows to minimise contact.
- Catering areas strictly closed to anyone not in those teams; kitchen and food service team working contact areas segregated as far as possible.
- Social distancing queuing system to be used for any “waiting” situation that may arise.
<table>
<thead>
<tr>
<th>Handwashing</th>
<th><strong>All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work.</strong></th>
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<tbody>
<tr>
<td></td>
<td>• Hand washing facilities with soap and water in place. All communal toilets to be open and available for use.</td>
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<td></td>
<td>• Stringent hand washing taking place for at least 20 seconds.</td>
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<td></td>
<td>• Drying of hands with paper towels in all communal facilities.</td>
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<td></td>
<td>• Use of alcohol-based hand sanitiser if hand washing facilities are not available.</td>
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<td></td>
<td>• Notices posted reminding all working and living in College to:</td>
</tr>
<tr>
<td></td>
<td>✓ Wash hands frequently</td>
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<tr>
<td></td>
<td>✓ Use hand-sanitiser frequently where handwashing facilities are not available</td>
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<tr>
<td></td>
<td>✓ Cough or sneeze into a tissue or your elbow</td>
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<td></td>
<td>✓ Dispose of tissues in a waste bin</td>
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<tr>
<td></td>
<td>✓ Avoid touching your eyes, nose and mouth.</td>
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**1 x 3 = 3**  
- Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams. **HODs**  
- Signage to be refreshed. **JA**

<table>
<thead>
<tr>
<th>Access needs</th>
<th><strong>Any individuals with disabilities who may find their accessibility is affected by COVID-19 precautions or measures</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Staff to be briefed to ensure that Hearing Impaired and Vision Impaired people are not disadvantaged by measures put in place which may significantly reduce their ability to have a conversation or understand what is being communicated</td>
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<tr>
<td></td>
<td>✓ Protection/Perspex screens reduce the audibility of spoken words or cannot be seen</td>
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<td></td>
<td>✓ Face masks prevent the ability to lip read</td>
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<td></td>
<td>✓ Social distancing may be problematic if individuals are quietly spoken or VIPs cannot see the queue</td>
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<tr>
<td></td>
<td>✓ On-line video or audio calls/meetings may also present difficulty if signal is poor.</td>
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<tr>
<td></td>
<td>• Staff to be aware that other physical or mental disabilities may also make it difficult for individuals to engage with COVID-19 protection measures and therefore adopt empathetic and helpful demeanours.</td>
</tr>
</tbody>
</table>

**1 x 3 = 3**
| Mental Health & Stress | All members of College | - Staff access to MHFA and HR and as assessed, may have referral to CU Counselling Service.  
-HODs briefed on how to be of help and assistance to staff as need be.  
-Students have access to Tutors, College Nurse, Counselling Service as per college procedures https://www.robinson.cam.ac.uk/college-life/student-information-and-welfare/mental-health-resources.  
-Students who may suffer difficulties as a result of the conditions in force and/or the requirement to isolate may contact their Tutor with a view to discussing permission to study at home. University and College rules are in place to enable this. |
| Underlying health conditions | Those individuals (students or staff) that may have increased susceptibility to infectious disease (ISID) | - As determined by the UK alert level, those who have been formally advised by their medical clinicians not return to College to work or live, should have alternative remote working arrangements made for them. Alternatively their situation should be reviewed under the Staff Coronavirus Policy.  
- Those students who have had advice of their increased susceptibility but are able to return to College to work or live, are asked to take extra care in observing social distancing. Where home working is required or necessary, this should be considered subject to University and College procedures.  
- Those who have had advice of their increased susceptibility but cannot work from home, should be offered the option of the safest available on-site roles and/or accommodation, enabling them to stay 2m away from others.  
- Risk assessment should be completed for all such individuals. |
Cleaning

All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work.

- “Enhanced” hygiene cleaning regime defined and set out for staff to follow. Issued by Housekeeping Manager and updated as required.
- Enhanced cleaning of all communal areas including toilets, focusing on areas of high contact (door handles, light switches, handrails etc.) to reduce the transmission by touching contaminated surface.
- Frequent cleaning of work areas and equipment between uses, using usual cleaning products issued by Hkeeping.
- Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements.
- Clearing workspaces and removing waste and belongings from the work area at the end of shift.
- Sanitisation of all hand tools, controls, machinery and equipment after use, especially those used by multiple users.
- Staff cleaning a space after a known or suspected case of COVID-19 must refer to and follow the specific guidance issued by the Housekeeping Manager.
- Housekeeping to clean shared bathrooms and kitchens in households daily Mon-Fri or as frequently as possible.
- Residents expected to clean their own private areas including en-suite bathrooms and to tidy up and clean-down after themselves in communal areas.
- Residents expected to empty their own bins and recycling to central collection points.
- Housekeeping clean rooms as time allows. Once rooms are vacated for the holidays, there will be a programme of intense cleaning of areas that could not be accessed during term.
| Student households, kitchens and bathrooms | All staff cleaning these areas and those using these areas if not cleaned correctly. | • Reference - Information for Colleges on COVID-19.  
• Limited number of people sharing household facilities to reduce contamination/risk and reduce numbers in event of HI. Principle is that shared bathrooms should be at a level of 3:1 (half normal HMO standards) as far as possible and shared kitchens should be limited on a judgement call in accordance with the m² of the kitchen area. Where necessary, additional space is set aside as dining space.  
• MCB rooms are all in use. Staircases are divided between the two kitchens on each staircase.  
• See Household Plan 2020/21 Michaelmas, Graduate Rooms 2020 and Undergraduate Rooms 2020.  
• Enhanced cleaning regime to be put in place for communally shared bathrooms and kitchens. Signage in shared areas setting clear use and cleaning guidance to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.  
• Student rooms may have fridges provided they are registered. No cooking equipment apart from kettles. | 1 × 3 = 3 | • Households Plan 2020/21 to be reviewed for Lent Term. **NM Done**  
• G staircase households to be reviewed. **NM Done** |

| Provision of Catering | All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work. | • The College will continue to follow the Food Standard Agency’s (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  
• The College will stress the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas. Staff should wash their hands for 20 seconds, especially after being in a public place, blowing their nose, coughing or sneezing.  
• Staff uniforms and aprons will require daily washing. | 1 × 3 = 3 | • Continue to review government and PHE guidance and their impact on collegiate dining norms and the re-opening of the Red Brick Café Bar normal operation. **NM/KB On going** |
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| - Frequent cleaning and disinfecting of objects and surfaces that are touched regularly will be undertaken more frequently than might have been in pre-COVID days.  
- Frequent cleaning/sanitisation to include queue/access routes, doorways, stair handrails, light switches, etc.  
- Risk Assessment will take account of guidance [https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy#shops-4-1](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/the-visitor-economy#shops-4-1)  
- Signage reminding people of handwashing and social distancing measures will be displayed in all catering areas.  
- A good queuing system is in place to ensure social distancing in the queue.  
- Hand sanitiser available at entrance of the GR/Hall serveries/RBCB.  
- In-dining service in place to the extent that the Operational Level allows – distance set 1m with no face to face settings. Takeaway option to continue with disposable containers and cutlery offered with take away food  
- Excess furniture cleared to prevent gatherings and allow for social distancing in these areas when they re-open.  
- Track & Trace policy/system is in place with appropriate signage to incorporate QR Scan code of signing-in.  
- For catering deliveries – see Deliveries. |   |

|   | Consider opportunity for Household Formals to be undertaken. **NM/KB** |
| Shared equipment/tools | All staff that have to share equipment / tools. | - Shared tools and equipment to be cleaned after each use to minimise the spread of the virus, with special attention to keyboards, fixed phone handsets and printer/photocopier keypads.  
- Mobile phones noted to be major hand/mouth contact risk – use should not be shared. Reviewed and can be shared but must be sanitised between users. | 1 × 3 = 3 * |
| Shared office areas | All staff and Fellows that have to share office or work areas. | - Staff/Fellows who can will continue with working from home where possible.  
- As appropriate new shift patterns are in place to avoid cross-over between individuals.  
- Self-cleaning regime is in place for those that have to share a space (provide cleaning materials as required).  
- Clear signage with guidance to be displayed.  
- Housekeeping cleaning once/week.  
- Other staff needing to enter shared offices should maintain social distancing and wear PPE as appropriate. | 1 × 3 = 3 * |
| Shared staff tearooms. | All staff that have to share a tearoom | - Staggered start and end times and tea break periods are in place to avoid large numbers of people being in the same area at the same time.  
- Maximum numbers permitted are posted on the door to each room to ensure social distancing is maintained.  
- Reconfigured seating and tables (where possible) maintains spacing and reduced face-to-face interactions.  
- Hand sanitiser provided in tea rooms.  
- Staff meetings held outdoors or in well-ventilated rooms whenever possible. | 1 × 3 = 3 * |
| Shared staff changing rooms / showers | All staff accessing these areas. | • Limited the number of people sharing these facilities.  
• Provided notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.  
• Introduced enhanced cleaning of all facilities regularly.  
• Only provide paper towels as opposed to hand-driers in handwashing facilities. |
| --- | --- | --- |
| Fellows working in College | All Fellows, their invitees and staff cleaning these areas. | • Fellows control access to their rooms & where shared, will manage a booking system between them.  
• As possible, Fellows and their invitees, should use dedicated entrances.  
• Fellows’ tutees (and others they invite) entering households of which they are not members are required to wear face masks and use sanitisation stations upon entering. They should not use any of the household facilities.  
• Only Fellows to have use of communal toilet facilities set aside for them. Paper towels as opposed to hand driers installed with handwashing facilities.  
• Cleaning materials available in Fellows rooms to enable inter-meeting sanitisation. |
| 1 | × 3 = 3 | • |
| Use of social areas e.g. JCR, MCR and SCR. | All people who are resident plus Staff, Senior Members and visitors that are allowed to enter these areas. | • Maximum numbers permitted posted on the door to each room to ensure social distancing is maintained.  
• Reconfigured seating and tables (where possible) to maintain spacing and reduce face-to-face interactions.  
• Provided hand sanitiser in rooms or in communal areas/corridors adjacent.  
• SCR beverage station with self sanitisation materials.  
• Track and Trace system in use in shared social spaces  
• Provision of additional cleaning materials to enable local sanitisation  
• Sanitisation between users procedures required for all high-touch games apparatus |
| Use of meeting rooms. | All people who are resident plus Staff, Senior Members and visitors that are allowed to enter these areas. | • Maximum numbers permitted posted on the door to each room to ensure social distancing 2m is maintained.  
• Reconfigured seating and tables (where possible) to maintain spacing and reduce face-to-face interactions.  
• Only essential participants should attend meetings and should maintain 2m separation throughout.  
• Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.  
• Providing hand sanitiser in meeting rooms or in communal areas/corridors adjacent.  
• Holding meetings outdoors or in well-ventilated rooms whenever possible.  
• Using remote working tools to avoid in-person meetings.  
• Cleaning materials in rooms for inter-meeting sanitisation by users at start and end of meeting.  
• Where the meeting lasts longer than 15 minutes, even with 2m distancing, face coverings to be worn. |

\[1 \times 3 = 3\]  
Consider creation of study groups’ space for up to 15 as per legislative exemption. **NM/KB**
<table>
<thead>
<tr>
<th>Library</th>
<th>All people who are resident plus Staff, Senior Members and visitors that are allowed to enter these areas.</th>
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<tbody>
<tr>
<td></td>
<td>• Signage posted on the entrance door about numbers permitted, social distancing and face coverings.</td>
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<tr>
<td></td>
<td>• Chairs and desks re-configured – with one chair per desk, no face to face arrangements. Numbers limited to a maximum of 32 in the Main Library, this may be increased as/when deemed safe to do so.</td>
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<tr>
<td></td>
<td>• Hand sanitiser (wall-mounted) along with Virucidal cleaner and tissue to be provided at the entrance/exit.</td>
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<td>• Cleaning materials provided for use at the self-issue terminals, computers and printer.</td>
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<td>• Extra cleaning of high touch areas by housekeeping staff and expectation that all belongings be removed from desks overnight (book reservation slips removed) to allow for the thorough cleaning of desks in the early morning.</td>
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<tr>
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<td>• Lift only for use by staff and those with access needs.</td>
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<td>• Induction information is available on the library webpages.</td>
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<td>• Online journal access recommended rather than the use of print copies.</td>
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<td>• Personal devices to be recommended for searching iDiscover and noting classification numbers.</td>
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<td>• Information and encouragement to set personal devices up for printing to college printers and thus reduce the use of shared computers.</td>
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<td></td>
<td>• Law Library management to include social distancing at all times along with the wearing of face coverings, reduced numbers of chairs in Teaching Room 2 and 3, hand sanitiser on entry/exit and cleaning materials for the computer. Students will be encouraged to access journals online.</td>
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<tr>
<td></td>
<td>• Librarian to take keys home rather than using the Porters Lodge twice daily to collect and deposit keys.</td>
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</tbody>
</table>
| Gardens and open spaces on College estate | All people who meet and use the garden areas and Garden Staff | Members may use gardens alone or with members of their existing household apart from the lawns of 2 Sylvester Road to sit and relax  
Up to 6 people from different households may meet, but retaining 2 metre social distancing.  
Permitted sports include tennis, croquet, cricket and Frisbee (though NOT in College gardens).  
Use of grounds for supervisions is as per Garden Spaces use - COVID-19 Risk Assessment. | 2 x 3 = 6 | ✓ |
| Other College Activity | All members and others involved in the activities | All activity (e.g. Choir, use of music practice spaces, chapel) reviewed and risk assessed in respect of in-person activity, volume/density of participants, duration, location, etc and appropriate control measures put in place.  
There will be no College entertainment events held. | 2 x 3 = 6 | ✓ |
| Administrative College Gatherings e.g. Occupancy Agreement signing, Matriculation, College Officers briefings. | All members and others involved in the activities | All activity reviewed and risk assessed in respect of in-person activity, volume/density of participants, duration, location, etc and appropriate control measures put in place.  
As appropriate, social distancing (2m or 1m if permitted where mitigations can be made) will be maintained.  
Queue systems will be in place as required.  
One way systems will be in place as required.  
Appropriate PPE will be worn in accordance with the risk assessment.  
Use of temporary Perspex screens. | 2 x 3 = 6 | ✓ |
| Student formal activity – RCSA/MCR Freshers Week | All members and others involved in the activities | • All activity reviewed and risk assessed in respect of in-person activity, volume/density of participants, duration, location, etc and appropriate control measures put in place.  
• As appropriate, social distancing (2m or 1m if permitted where suitable arrangements can be made) will be maintained.  
• Use of outdoor spaces reviewed and assessed.  
• Queue systems will be in place as required.  
• One way systems will be in place as required.  
• Appropriate PPE will be worn in accordance with the risk assessment.  
| | | |

| Student Social/other activity | All members and others involved in the activities | • No student bops will be held until further notice  
• RCSA to monitor type, frequency and volume of usage of JCR and to manage accordingly.  
• MCR to monitor type, frequency and volume of usage of MCR and to manage accordingly.  
• Activity by clubs and societies reviewed and risk assessed in respect of in-person activity, volume/density of participants, duration, location, etc and appropriate control measures put in place. See https://www.robinson.cam.ac.uk/college-life/student-information-and-welfare/student-documentation-raven | 2 × 3 = 6 |
| Conference activity | • Conference activity restricted to day meetings based in CWB only, subject to the Alert Level restrictions.  
• Risk assessments to be carried out by organisers in advance of their event being allowed to be held.  
• Rules for delegates/attendees to be in place and communicated to all with expectation of adherence clearly set out.  
• Capacities to be calculated on basis of social distancing guidance in place.  
• Staff in contact with delegates will wear “Household PPE”.  
• Temperature checking routine only to be applied to staff and delegates working in the CWB. Not generally required of College staff and members unless PHE guidance so requires. Only if necessary and/or accepted by client.  
• No private functions expected for the time being due to social distancing restrictions. |
| Functions | • All first aiders should have access to Household and/or Full PPE as required.  
• CPR/AED: First aiders should not carry out the 'look, listen and feel' procedure to check for normal breathing. Instead, they should simply look for ‘the absence of signs of life and the absence of normal breathing’.  
• At least Household PPE should be worn if possible and compression-only CPR should be carried out until the Ambulance arrives.  
• Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.  
• All waste to be double bagged and disposed of via the Housekeeping (bio-hazard bags). |

1 x 3 = 3

2 x 3 = 6
### Fire Safety

| All people who are resident plus Staff, Senior Members and contractors and visitors that are allowed to enter the College site | - Normal fire alarm testing to continue as per normal policy.  
- Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain social distancing.  
- In the event of a fire alarm activation all those in College would be expected to evacuate as normal, using their nearest fire escape route.  
- In the event of a fire alarm activation the Duty Porter will investigate the cause (as per normal) but if entering a student room will be advised to wear a face mask and gloves and to immediately wash hands afterwards. A list of all rooms in which any students were SI or HI will be kept up to date in the Porters Lodge.  
- PEEP's to be reviewed to see if they can be dealt with whilst maintaining social distancing. If not possible, appropriate PPE will be needed for both the individual with the PEEP and those people assisting them. |

| Manual Handling | Members of staff or students moving items around. | - Plan and assess before lifting, removing any obstructions. Use handling aids or mechanisation where possible so this can be done by one person.  
- Work within safe limits – know your physical ability and don’t lift more than can easily be managed.  
- Avoid lifting from floor level, or above shoulder height, especially heavy loads.  
- Adopt a stable position – feet apart with one leg slightly forward to maintain balance; use bent hips and knees rather than fully flexed back.  
- Push rather than pull.  
- Ask for assistance when needed – appropriate PPE will be required where social distancing cannot be maintained. |

| | 1 | \( \times \) | 3 | = | 3 | • |
## Personal Protective Equipment (PPE)

All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work.

- “Full PPE” constitutes face mask, face visor, gloves, gown and apron.
- “Household PPE” constitutes face mask, gloves and apron.
- “Appropriate PPE”, will be determined as a result of risk assessment of the specific situation/task/locations, etc.
- Housekeeping Manager/Nurse providing stocks of PPE for essential staff and first aiders.
- Regular reminders given to staff that wearing PPE is not a substitute for good hand washing or social distancing.

### Housekeeping Manager/Nurse providing stocks of PPE for essential staff and first aiders.

As PHE guidance requires or College Council determines, all College members, including staff and students will be required to wear face masks when in any communal or non-exclusive area in College. See COVID-19 Face Masks in College Policy.

| 2 | 1 | 2 |

## Stress

People are unable to maintain a clear separation between work and home. RSI may be more likely in stressful situations.

All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work.

Those working from home

- It is acknowledged that the current situation is placing a stress on all members of staff, Fellows and students both personally and professionally.
- Staff working from home/outside normal College working, are not to be pressured to review and respond to emails outside their normal working periods, unless notified of an emergency via phone.
- Home workers should regulate their breaks
- Ensure that staff take full allowance of annual leave.
- Regular calls/meetings with line manager, which can be used to address prioritisation, levels of work, and working hours.
- Engage with colleagues across the University and in College in their regular social and support events.
- Encourage staff to take part in welfare events.
- Similarly staff to be understanding with students.

| 3 | 2 | 6 |

V6.1 As at 4 December 2020
| Home-office environment. Temperature regulation. Ventilation. Noise. Trip hazards/fire risk from clutter. | Those working from home | • Home office is likely to have appropriate heating, lighting and ventilation for standard conditions in the control of the user.  
• Staff may need to store some extra materials at home, but this is unlikely to exceed one box, and should be manageable within the domestic context.  
• Working from Home policy in place incorporating risk assessment template. | ![1 x 1 = 1] |  

| Display screen equipment. Prolonged use of poorly set DSE can lead to Problems & pain inc. back & shoulder injuries & RSI in the wrist and hands. Headaches/sore eyes can also occur, e.g. if the lighting is poor. | Those working from home | • Staff to self-assess their DSE - [https://intranet.robinson.cam.ac.uk/IT/workstationra.php](https://intranet.robinson.cam.ac.uk/IT/workstationra.php)  
• Workstation includes separate keyboard, mouse and display screen.  
• Workstation is located away from windows to avoid glare.  
• Staff member has self-assessed the workstation and has obtained an appropriate chair.  
• Standard light levels are appropriate for office use, and can be controlled further if desired.  
• Staff members offered regular eye tests.  
• Stress reduction measures outlined above in place.  
• Staff to take regular breaks in which they step away from the computer.  
• Staff to follow University guidelines at home - [https://www.safety.admin.cam.ac.uk/system/files//hsd116p.pdf](https://www.safety.admin.cam.ac.uk/system/files//hsd116p.pdf) | ![2 x 2 = 4] |
<table>
<thead>
<tr>
<th>Contractors</th>
<th>All people who are resident plus Staff, Senior Members and contractors that are allowed to enter the College site to work.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Where site visits are required, site guidance on social distancing and hygiene should be explained to contractors on or before arrival.</td>
</tr>
<tr>
<td></td>
<td>• Encourage visits via remote connection/working where this is an option.</td>
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<td></td>
<td>• Limit the number of contractors on site at any one time.</td>
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<tr>
<td></td>
<td>• Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.</td>
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<tr>
<td></td>
<td>• Maintain records of all visitors, via the signing in process which is set so as to preclude the need for contractors to enter staff working areas (e.g. maintenance office).</td>
</tr>
<tr>
<td></td>
<td>• All contractors attending the College site are to provide the relevant Head of Department with their COVID-19 specific Risk Assessment before arriving on site or beginning works and subsequently to comply with this risk assessment.</td>
</tr>
<tr>
<td></td>
<td>• Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.</td>
</tr>
</tbody>
</table>

\[1 \times 3 = 3\]
| Deliveries | Porters Lodge staff and all other staff that accept deliveries. | • Service Yard access is controlled and gates are kept shut. Delivery personnel to contact receiving department to arrange collection.  
• When possible pre-arrange delivery times to minimise person-to-person contact during deliveries and agree drop off points.  
• Where possible and safe, having single workers load or unload vehicles.  
• Maintain social distancing.  
• Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.  
• All items to be handled wearing gloves or after handling the individual concerned to wash their hands well.  
• Discourage all non-College related deliveries.  
• Items that can be wiped over with antibacterial wipes or washed should be.  
• All external unnecessary packaging to be removed asap and disposed of to the external bin.  
• The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is very low.  
• While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.  
• Cleaning should be in line with food hygiene practice and the environmental controls set out in the HACCP policy.  
• Staff should continue to follow existing risk assessments and safe systems of working. No additional precautions need to be taken. | 1 x 3 = 3 |