

## Brasenose College – Risk Assessment – Covid-19

<b>Premises / location:</b>	Brasenose College sites	<b>Assessment carried out by:</b>	M Hill	<b>Assessment date:</b>	Draft v1 7 <sup>th</sup> May 2020 Draft v2 12 <sup>th</sup> May 2020 Reviewed 26 <sup>th</sup> May 2020 Amended 7 <sup>th</sup> Sept 2020
<b>Description of premises and activities being assessed:</b>	This risk assessment covers the hazards of Covid-19 associated risks and the control measures identified in relation to the premises and external grounds. It is primarily aimed at assessing the risks to staff and students' health and safety. This risk assessment should be viewed in conjunction with individual departmental assessments.				

Significant hazards	Who may be harmed and how?	Existing control measures in place	Further actions required	By whom and by when?	Completion date?
Covid-19	Anyone on College premises. May contract Covid-19 which could lead to illness, serious ill health or death	<p><b><u>Hand Washing and Personal hygiene</u></b></p> <p>Tissues and enough bins provided. Hand washing facilities with soap and water in place. This includes all areas of the college including accommodation blocks.</p> <p>Stringent hand washing taking place. Employees, Students and Visitors encouraged to wash their hands regularly</p> <p>Signage in place throughout to encourage hand washing</p> <p>Cleaning stations at each site entrance</p> <p><a href="https://www.nhs.uk/live-well/healthy-body/best-">https://www.nhs.uk/live-well/healthy-body/best-</a></p>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Sanitising stations at each entrance to our sites</p>		

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		<p><u>way-to-wash-your-hands/</u></p> <p>Drying of hands with disposable paper towels or air dry</p> <p>Gel sanitisers in any area where washing facilities not readily available</p> <p>Regular checks completed on supplies to ensure that that supplies are adequate.</p> <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straightaway.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Employees using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser</li> </ul>			
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		<p>before putting a face covering on, and after removing it.</p> <ul style="list-style-type: none"> <li>• When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.</li> <li>• Change their face covering if it becomes damp or if they have touched it.</li> <li>• Continue to wash their hands regularly.</li> <li>• Change and wash face coverings daily.</li> <li>• If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.</li> </ul>			
		<p><b><u>Cleaning</u></b></p> <p>Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, toilets and public areas using appropriate cleaning products and methods.</p> <p>Cleaning chemicals used have been checked with the suppliers and are effective at removing viruses from surfaces including Coronavirus.</p>	<p>Checks will be carried out by line managers to ensure that the necessary procedures are being followed.</p> <p>Employees responsible for the sanitisation of their own workstations. College to provide appropriate wipes</p> <p>See Housekeeping risk assessment for further control measures in place for cleaning.</p>		

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		<p><b><u>Social Distancing</u></b></p> <p>Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by Public Health England</p> <p>All areas where a social distance of 2m cannot be maintained face coverings will be worn to help prevent the spread of the virus.</p> <p>Managers to take steps to review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Redesigning processes to ensure social distancing in place.</p> <p>Conference calls to be used instead of face to face meetings.</p> <p>Ensuring sufficient staggered rest breaks for staff. Social distancing also to be adhered to in canteen area and smoking area. Separate kitchen risk assessments are in place for the management of persons in the kitchen/seating area</p> <p>Lecture rooms, library area and learning spaces will be organised to allow for social distancing of 2m</p>	<p>Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.</p> <p>Line Management to enforce and monitor.</p> <p>Signage and use of e-noticeboards (is now the time to install at lodge, and our annexes?)</p> <p>Larger teams to be split up and move into empty Conference rooms to make social distancing easier.</p>		

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		between each person.			
		<p><b><u>PPE</u></b></p> <p>Public Health guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings.</p> <p>In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours unless PPE is required as part of departmental risk assessment</p> <p>Face coverings/masks to be worn by staff in face-to-face roles or where social distancing cannot be adhered to</p> <p>PPE provided for anyone who delivers first aid including a visor and face mask</p> <p>All contractors entering the site (s) will always be required to wear a face covering in line with government guidance. This includes the inhouse electricians.</p>	Encourage all to wear face covering if they wish		
		<p><b><u>Symptoms of Covid-19</u></b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace, they will be sent home and advised to follow the stay at</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees.</p> <p>Line managers will offer support to staff who are affected by Coronavirus or have a family member</p>		

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	<p>home guidance.</p> <p>Reminders and signage will be placed around the sites.</p> <p>All students instructed to stay in rooms if they suffer from any symptoms</p> <p>Oxford University have our own testing service in place to ensure quick and accurate results can be provided.</p> <p>See isolation document on college website</p> <p>Line managers will maintain regular contact with staff members during this time.</p>	affected.		
	<p><b><u>Mental Health</u></b></p> <p>Management will promote mental health &amp; wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p><a href="https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/">https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</a></p>	Regular communication of mental health information support.		
	<p><b><u>Travel</u></b></p> <p>Follow FCO travel advice whether planning to travel or returning to the UK</p> <p><a href="https://www.gov.uk/foreign-travel-advice">https://www.gov.uk/foreign-travel-advice</a></p>			

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		<p>All persons to limit their use of public transport as much as reasonably practicable</p> <p>Additional car parking provided at the sports ground and very limited parking on Radcliffe square</p>			
		<p><b><u>Access and Egress</u></b></p> <p>Stop all non-essential visitors</p> <p>Monitor site access points to enable social distancing either by increasing to reduce congestion or decreasing to enable monitoring</p> <p>Sole entry point at main site at lodge and exit only via High Street</p> <p>Require all workers to wash or clean their hands before entering or leaving the site</p> <p>Allow plenty of space (two metres) between people waiting to enter site and whilst on site</p> <p>Use of quads grassed areas to aid circulation</p>	<p>Installation of 2m designation throughout sites</p>		
		<p><b><u>Lifts</u></b></p> <p>Student, visitors and employees will be asked to take the stairs wherever possible. Where this cannot be adhered to, there will be 1 person per lift rule</p>			
		<p><b><u>Office and library areas</u></b></p> <p>The college will look to reduce contact with others</p>			

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		<p>by:</p> <ul style="list-style-type: none"> <li>• Reviewing layouts and processes to allow people to work further apart from each other;</li> <li>• Using floor tape or paint to mark areas to help workers keep to social distancing;</li> <li>• Only where it is not possible to move workstations further apart, arranging for people to work side-by-side or facing away from each other rather than face-to-face;</li> <li>• Only where it is not possible to move workstations further apart, using screens to separate people from each other;</li> <li>• Managing occupancy levels to enable social distancing; and</li> <li>• Avoiding the use of hot desks and spaces and, where not possible cleaning and sanitising workstations between different occupants, including shared equipment.</li> </ul>			
		<p><b><u>Waste potentially contaminated with Coronavirus</u></b></p> <p>All waste that has been in contact with the relevant person, including used tissues, and masks if used, should be put in a plastic rubbish bag and tied when full. The plastic bag should then be placed in a second bin bag and tied and disposed of as hazardous waste in line with normal infection prevention control policies and procedures.</p>			
		<p><b><u>Contact with persons suffering from coronavirus – shift patterns and travel to work</u></b></p>			

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		<p>The college will:</p> <ul style="list-style-type: none"> <li>• As far as possible, where staff are split into teams or shift groups, fix these teams or shift groups so that, where contact is unavoidable, this happens between the same people.</li> <li>• Minimise the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face-to-face.</li> </ul>			
		<p><b><u>Contractors</u></b></p> <p>All contractors expected to complete the Contractor Checklist</p> <p>Contractors only allowed on site if the work cannot be completed at another time outside the current pandemic.</p> <p>Contractors instructed to keep two metres away from all other persons at all times. Where this is not possible, a distance of one metre + (one metre with risk mitigations) will be adhered to.</p> <p>Contractors provided with handwashing facilities.</p> <p>Contractors supervised at all times.</p>			

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		<p><b><u>Ventilation</u></b></p> <p>All windows and doors will be kept open wherever possible to increase ventilation. Fire doors will not be propped open.</p> <p>Air conditioning checked to ensure that it meets the guidance laid out by the HSE and does not present an additional hazard</p>		
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