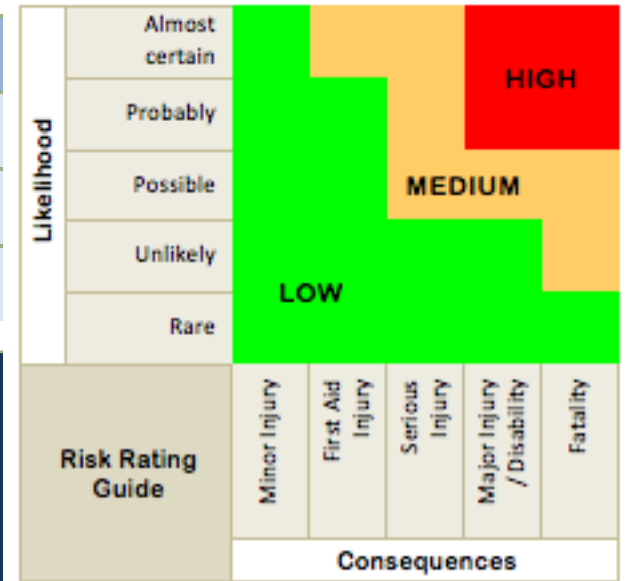


Health and Safety Policy General Risk Assessment Form

Detail			
Assessor:	Bart Ashton	Date: Sept 2020	Review Date: Oct 2020
Activity:	Catching Covid 19		
Location:	LMH	Assessment No: 4	

REMEMBER:

- Follow Up on Actions
- Communicate the Assessment to those affected and complete Employee Sign off, you may use the optional pages attached
- Review annually or sooner if required (remember to communicate changes)
- Keep Past Assessment for 3 years



Hazard	Potential Outcome		Precautions In Place	Risk Rating	Further Action Required	Responsible Person	Date Due
Something with the potential to cause harm	Who may be harmed	What injury may occur	Control measures already in place	H M or L	Additional precautions to control risk	Who will complete the action	Date should be realistic

Health and Safety Policy

General Risk Assessment Form

Hazard	Potential Outcome		Precautions In Place	Risk Rating	Further Action Required	Responsible Person	Date Due
Staff member bringing in virus	All	Fatality	Reduced staffing on site for agreed functions Remote working where effective Social distancing (2m rule) at all times in college to minimise risk of spread Surface hygiene and cleaning rules to minimise risk of spread Sanitiser stations and cleaning equipment provided Staff working in higher risk areas have PPE provided Academic work carried out in private studies Staff common room closed Meetings conducted on line wherever possible Socially distant Hall service and take aways available	Low	Review on site activities	PPG	Oct 20
Visitor bringing in virus from outside college	All	Fatality	Visitors restricted to outside areas of the college Students visiting to collect belongings have access and hygiene managed by the Lodge	Low			
Student bringing in virus from outside college	All	Fatality	Resident students arranged into Households to minimise any transmission outside a small group. Non resident students only permitted into the grounds, Lodge, library and Hall	Low			

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General Risk Assessment Form

Hazard	Potential Outcome		Precautions In Place	Risk Rating	Further Action Required	Responsible Person	Date Due
Contractors or delivery staff bringing in virus	All	Fatality	<p>Only agreed work taking place, mainly external.</p> <p>Where work has to take place in occupied buildings contractor rules in place, residents notified</p>	Low			
Person to person transmission of virus	All	Fatality	<p>Social distancing behaviour guidelines issued and managed by Welfare and Decanal teams for students</p> <p>Student agreement promoted to all students</p> <p>Cleaning service retained and being enhanced as staff and students return to site.</p> <p>In person meetings limited and carefully managed.</p> <p>All work spaces and practices risk assessed by department head with mitigation hierarchy:</p> <ul style="list-style-type: none"> • Avoid non necessary work on site <p>If on site</p> <ul style="list-style-type: none"> • Maintain social distance (>2m) • Limit face to face time • Maintain good hygiene • Face coverings worn in close settings • Outdoor or ventilated spaces better 	Medium	Review social distancing rules as guidance changes	Dean/ Welfare Fellow/ Bursar	When national guidance changes and/or at the beginning of term.

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General Risk Assessment Form

Hazard	Potential Outcome		Precautions In Place	Risk Rating	Further Action Required	Responsible Person	Date Due
Resident with covid 19 on site deteriorates	Sick patient, welfare team	Fatality	Welfare Team back up and access to PHE advice.	Low			
Staff member take virus home to others	Home sharers and family of staff	Fatality	<p>Members of staff with vulnerable people at home are encouraged to identify themselves.</p> <p>They have been encouraged not to come to work if it is not safe to do so.</p> <p>If they come to work, work for these people in higher risk situations is eliminated where possible. PPE in use.</p> <p>All social distancing measures above control the risk for all.</p>	Low			

Health and Safety Policy General Risk Assessment Form

Employee Sign Off	
Activity: Catching Covid 19	Assessment No: Covid 1

Name	Date	Initial	Review Date	Initial	Review Date	Initial	Review Date	Initial
Bart Ashton	April 20	BA						
Bart Ashton	June 20	BA						
Bart Ashton	Aug 20	BA						
Bart Ashton	Sept 20	BA	23 Sept 20	BA, AM				