



Homerton College, Cambridge, Risk Assessment Form

Department or activity under assessment: **Return to Work/College Risk Assessment – Covid19**

Activity or Task	List the significant hazard(s). ¹	Describe what could go wrong – that is, say who might be hurt and how. ²	Is the risk high, medium or low? ³	Please list the control measures which will reduce the likelihood of this happening. ⁴	Suggest here any further actions which may be beneficial. Say who will carry them out and by when. ⁵
Ensuring College is Clean and Safe	Likelihood of spread of Covid19 increased	Staff and students, Fellows, visitors and contractors at risk of contracting Covid19 by not having and maintaining a clean environment and not having clear operating guidelines in place	Medium	Return to work/College guidelines to be produced and shared with all staff Return to work/College guidelines encourage frequent handwashing and hand sanitizing. Signage displayed in washroom facilities and above sanitizer stations Housekeeping team to deep clean all reopening College areas including offices, corridors, toilets, high footfall areas Housekeeping maintaining a strict cleaning regime including enhanced cleaning for high footfall and busy areas Return to work/College guidelines include observation and adherence to social distancing measures	Return to work/College guidelines to be regularly updated and made available to all staff via e mail, intranet, notice boards
Travelling to Work/College	Likelihood of spread of Covid19 increased	Staff, Fellows, visitors and contractors at risk of contracting Covid19 if they do not follow Government guidelines on safe travel to and from work	Low	Continue to work from home where it is possible to do so Travel alone and by foot or cycle if possible. If you drive ensure you wash hands before and after your journey or use hand sanitizer. If you must use public transport observe social distancing where possible, avoid face to face contact, where a face mask, wash hands before and immediately after travel and use hand sanitizer.	Return to work/College guidelines to be regularly updated and made available to all staff via e mail, intranet, notice boards

				Avoid touching your face especially eyes, ears, nose and mouth.	
Working Safely	Likelihood of spread of Covid19 increased Minimising risk to vulnerable workers	Staff and Fellows with underlying health conditions or who belong to vulnerable groups being unnecessarily exposed to risk of Covid19	Medium	Continue to work from home where it is possible to do so – especially those workers in vulnerable groups Ensure support and regular communication is provided to those working from home Minimise the amount of people required to physically be in the work area at any one time Rearrange office spaces and work areas to incorporate social distancing measures – consider barriers and screening where appropriate Stagger start, break and finish times Minimise face to face interactions Conduct online meetings wherever possible via Zoom, Teams etc Where in person meetings are unavoidable - maintain social distancing, avoid sharing pens or other objects, ensure meeting rooms are well ventilated, wash hands before and after meetings and use hand sanitiser Minimise unnecessary travel around the College and always adhere to social distancing measures Wash hands frequently and use hand sanitisers regularly If contractors or work colleagues must visit the College – limit the number of visitors, ideally have a copy of the College guidelines available prior to the visit for visitors to read and adhere to, all visitors to sign in and out at Porters Lodge, observe social distancing at all times, minimise visit length Continue to adhere to the return to work guidelines produced by the College and comply with any changes In the event of a fire or other emergency please leave the building at the nearest Fire Exit. Please make your way to the Fire Assembly Point maintaining social distancing as far as is reasonably practicable. If you are involved in the provision of assistance to others in an emergency please pay particular attention to sanitation measures immediately afterwards including washing hands.	HOD's and Line Managers to liaise with team members to agree requirements for home working. HOD's and Line Managers to continually review safe working practices in line with Government guidelines and implement changes where required Return to work/College guidelines to be regularly updated and made available to all staff via e mail, intranet, notice boards

Explanatory notes:

- ¹ Hazards are activities which contain actual or potential elements of danger. Eliminating hazards by the use of an alternative work method should always be your first consideration.
- ² Please explain how an accident, incident or health condition could arise. All events which are '**reasonably foreseeable**' must be considered.
- ³ How likely is this event to occur? Is there a low, medium or high probability? When a 'high risk' activity is identified a further more detailed task/site specific risk assessment may be required. Examples of high risk activities are: working in a confined space e.g. a sewer or working at heights e.g. on extendable ladders.
- ⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant College policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are '**reasonably practicable**' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.
5. IF THE CONTROL MEASURES LISTED DO NOT SEEM ADEQUATE FOR THE RISK YOU ARE FACING DO NOT START THIS TASK – SPEAK TO YOUR SUPERVISOR.

Important! It is essential to check regularly that the control measures specified in this risk assessment are actually being used in practice. All control measures should be reviewed regularly to ensure their effectiveness. Any specialist emergency or first aid procedures should be specified here.

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here:

Is special monitoring (e.g. hearing test, hand-arm vibration, eye test, and health surveillance) required? If so, please enter details in the end column 'Suggested Further Action' - the University Occupational Health Service may be able to offer the service you require.

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection, safety footwear? You must ensure that any PPE specified is suitable for the purpose and compatible with all other PPE issued and needing to be worn. Each item of PPE needing to be worn to mitigate against the hazards that have been listed should be specified in the control measure column.

Please complete this section to confirm that this constitutes a reasonable and proportionate assessment of risk.

Name of assessor:	Signature:	Date:	Name of supervisor:	Signature:	Date:
Gary Sharp	<i>Gary Sharp</i>	25/06/2020			

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant legislation. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

Reviewed by (name)	Signature	Date	Indicate changes here