

Woolf Institute COVID-19 Risk Assessment

No	Risk Area	Consequences	Likelihood	Gross Risk	Mitigation	Likelihood	Net Risk	Review
I	<p>Staff, Student or Researchers are exposed to COVID-19 from contact with others outside the Institute who have been exposed to infection due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	Potential risk of infection to individual Institute staff, students, and researchers	likely	4	<ul style="list-style-type: none"> All staff must complete a Health Declaration Form and Employee Work Environment Questionnaire before being approved to work in the building. In the event that a member of staff believes they have come into contact with someone infected, or contracted the virus, they must inform their Line Manager immediately. Staff should not return to work at the building if a member of their household has fallen ill, or if they have come into contact with someone who has a confirmed case of COVID-19. If the staff member becomes aware of a family or household member having COVID-19 whilst they are at work an 'Ill-Health at Work Form' must be completed and the member of staff sent home. Staff members should request a COVID-19 test as soon as possible from their closest medical centre. Please consult the following website for more information: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ Results of COVID-19 tests must be shared with Line Managers as soon as possible. They must self-isolate for 14 days and follow government and NHS guidelines Staff will not be allowed to return to work at the Institute building until they have completed the required isolation period, submitted a COVID-19 Return to Work Form and Health Declaration Form to their Line Manager for review. Only when staff receives Line Manager approval are they allowed to return to the Institute building. 	Unlikely	2	
			Moderate	3		Moderate	3	
			Gross	12		Net	6	

	Suspected case of COVID-19 infection present within the Institute:	Potential risk of infection to Institute staff, students and researchers	Possible	3	<p>If any member of staff develops COVID symptoms (such as a high temperature or a persistent cough) while at work, they will be advised to:</p> <ul style="list-style-type: none"> • Inform their Line Manager immediately and complete an 'Ill-Health at Work Form' • Return home as soon as possible whilst avoiding touching any objects of surfaces when leaving the building. • Request a COVID-19 test as soon as possible from the closest medical centre. Please consult the following website for more information: https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-an-antigen-test-to-check-if-you-have-coronavirus/ • Results of tests must be shared with their Line Manager as soon as possible. • The Line Manager in conjunction with the Director of Services and Administration will review the 'Ill-Health at Work Form' and take appropriate action. This may be requiring all staff to return home and a deep clean of the building taking place. • Staff who have come into close contact with suspected infected individuals should work from home for 14 days. Anyone who develops symptoms during the 14 day isolation period must inform their Line Manager immediately and follow the above processes. 	Possible	3	
			Major	4		Moderate	3	
			Gross	12		Net	9	
3	General travel, including foreign travel, conferences, and seminars.	Potential risk of infection to Institute staff, students and researchers	Likely	4	<p>All staff, students and researchers will be advised as follows:</p> <ul style="list-style-type: none"> • Travel on behalf of the Institute is prohibited until after the next review on 11 September 2020. • Employees should hold video-conferencing meetings wherever possible. • If you must travel, do not use public transport unless no alternative option exists. • All travel which does not include travelling to and from work but is for work purposes must be approved in advance by Line Managers. • PPE must be used where advised when travelling by public transport or where a 2m social distance cannot be maintained. • Where an individual has recently returned from an area outside of the current prescribed air bridges, they must work from home for 14 days and unless they become ill and need to take sick leave as a result. • All persons to limit their use of public transport. Where travel is essential, cycle, walk or use a private car, or similar type of transport that allows social distancing. • All employees are to adhere to current government guidelines and restrictions at all times. 	Unlikely	2	

COVID-19 Staff Information Pack produced by Services and Administration Team, Woolf Institute. Last reviewed September 2020. Next review date January 2020. Any questions, errors or omissions identified on this document should be directed to ar936@cam.ac.uk and ech64@cam.ac.uk.

			Moderate	3		Moderate	3
			Gross	12		Net	6
4	Access / egress to the Woolf Institute Building.	Potential risk of infection to Institute staff, students and researchers	Likely	4	<p>The Institute will implement the following measures:</p> <ul style="list-style-type: none"> All employees and students who wish to work in the building must submit a completed Health Declaration Form in advance to the Management Team for approval. All extremely clinically vulnerable persons will not be allowed to return to work until at least January 2020. No visitors will be allowed to visit the Institute until this Risk Assessment has been reviewed. All visitors will be turned away at reception, unless pre-booked and relate to building maintenance or accessing office files. No conferences, seminars or meetings will be held within the building until further notice. Log all contractors to site at the front entrance before entering the building, including asking them to sign to say they do not have any COVID-19 symptoms at present Ask all contractors to site to bring and wear a mask/face covering/visor and require them to regularly hand sanitise and wipe down surfaces. Monitor site access points to enable social distancing. This will include floor markers, reduced access to shared facilities, such as the kitchens, bathrooms, and other communal spaces. Increase cleaning or remove common 'touch points', including card readers, photocopiers, and door handles. Use door stops to minimise transmission of germs through door touch plates Require all workers to thoroughly wash or clean their hands before entering or leaving the Institute. Lifts should be used only when no other option is available and when used, should only be utilised by one person at a time. Lift buttons should be regularly cleaned. Allow plenty of space (two metres) between people waiting to enter the Institute. Allow only one individual in the foyer at any one time in order to maintain good social distancing. Regularly clean common contact surfaces in reception, office, access control and delivery areas, including photocopier, screens, telephone handsets, desks, with particular focus during peak flow times. (i.e. 9 a.m. and 5 p.m.) 	Possible	3
			Moderate	3		Moderate	3
			Gross	12		Net	9

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5	Poor hygiene by building users	Potential risk of infection to Institute staff, students and researchers	Possible	3	<ul style="list-style-type: none"> Instruct all staff to wash hands thoroughly and regularly, supply and advise to use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS. Cleaning and sanitisation stations are established throughout the building, including one in the stairwell in front of the door entrance on each floor. Please consult the plans as outlined in this pack. If you are unsure about any of the information provided, please contact the Services and Administration team as soon as possible for assistance. Staff to avoid touching face/eyes/nose/mouth with unwashed hands and cover cough/sneeze with a tissue then throw it in the bin. Single packs of tissues are available from the Services and Administration Team. Only one staff member permitted to use the kitchen at a time. Staff should sanitise their hands before and after using the kitchen and wipe down surfaces, cupboard and door handles. Staff should have their own cutlery, plates, bowls, glasses and mugs for personal use. Alternatively they may use disposable items which must be thrown away in the kitchen bins after use. The dishwasher is not to be used. Tea towels are not to be used. All cutlery, plates, bowls and cups should be kept in individual offices and not in the kitchen. Regularly clean the hand washing facilities and check soap and sanitiser levels The Institute will provide extra supplies of soap, hand sanitiser and paper towels and ensure these are securely stored. Only one person may use bathrooms at a time. Two may use lower level bathrooms at a time but alternate cubicles will be closed off. Staff should indicate their presence by leaving their access badges on the hooks provided outside each bathroom. Disposable antibacterial wipes will be available in toilet facilities so that staff may clean door handles, toilet seats and door plates during and after use. Toilet lids should be closed before the toilet is flushed to prevent spread of harmful particles Masks must be worn in toilet areas to prevent the spread of infection. 	Possible	3	
			Major imp	3		Minor	2	
			Gross	9		Net	6	

6	Shared kitchen facilities: potential exposure from large numbers of persons	Potential risk of infection to Institute staff, students and researchers	Possible	3	<ul style="list-style-type: none"> Staff are encouraged to bring in packed lunches where possible that minimise the use of the kitchen area. Staff should be asked to bring pre-prepared meals and refillable drinking bottles from home, where possible. Staff will be required to use specific cutlery and crockery and not to share it with colleagues. This cutlery and crockery must be washed up by individual staff members and retained in their office so that they cannot be used by other colleagues. Disposable cutlery and plates can also be used but must be thrown away immediately after use. Food waste must not be placed in office bins, but directly in kitchen general waste bins immediately. Staff should wear a mask when using shared facilities such as the kitchen. Masks should be regularly washed to maintain hygiene levels at all times. For the time being staff will be encouraged to take their breaks away from the kitchen area. No more than one person should use the kitchen facilities (microwave/sink/fridge/kettle/cupboards) at a time. Staff will be encouraged to take breaks outside the Institute on the grass and benches, observing social distancing at all times. Staff will be required to sanitise their hands prior to using the kitchen facilities. Hand cleaning facilities or hand sanitiser will be available at the entrance of any room where people eat and should be used by staff, students and researchers when entering and leaving the area Staff must put all rubbish straight in the bins provided. Staff should clean down any surfaces touched within kitchen areas after use using antibacterial wipes. Used wipes should be placed straight in the general waste bin and hands sanitised thereafter. Windows and doors to be opened and remain open (weather and security permitting) throughout the day to keep the kitchen well-ventilated. 	Possible	3	
			Moderate	3		Minor	3	
			Gross	9		Net	6	
7	Taking / accepting deliveries - contact with materials and persons (driver)	Potential risk of infection to Institute staff, students and researchers	Possible	3	<p>Staff, students and researchers will be advised that they should:</p> <ul style="list-style-type: none"> Maintain 2m social distancing when accepting materials Encourage delivery and collection of items from the main foyer reducing the need for face to face interaction. Open and leave open the main entrance door, where possible, to minimise contact with door handles, plates and glass by delivery drivers. Use hand sanitiser and wipes available in the foyer to clean hands and surfaces when bringing parcels/post into the building. 	Unlikely	2	

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					<ul style="list-style-type: none"> If possible, minimise contact with packages and post, leaving them for up to 72 hours before handling and opening. Dispose of packaging as soon as possible. 			
			Minor	2		Negligible	1	
			Gross	6		Net	2	
8	Working within 2 metres of colleagues	Potential risk of infection to Institute staff, students and researchers	Likely	4	<ul style="list-style-type: none"> Always consider if the task can be performed differently without having to breach the 2m social distancing rule Staff must limit face to face working and work facing away from each other when having to work in closer proximity Dynamic risk assessments will be completed to identify if there is a safer way of completing the task Staff must not share offices Individuals working together must not share equipment. All equipment to be thoroughly cleaned prior and after using it. All windows and doors must be open to ensure adequate levels of air-circulation No more than one person will be permitted to occupy space which does not benefit from a window or door providing outside air circulation. Access to these rooms should be restricted and use kept to an absolute minimum. Staff needing to work less than two meters apart will be required to wear a mask Hands and surfaces must be regularly sanitised 	Possible	3	
			Moderate	3		Moderate	3	
			Gross	12		Net	9	

9	Inadequate level of hygiene supplies and team knowledge regarding COVID-19 reactive protocols	Potential risk of infection to Institute staff, students and researchers	Possible	3	<ul style="list-style-type: none"> Hygiene stations to be monitored daily by senior team members, primarily the Services and Administration Team, with assistance from other Management Team members. All staff to receive a briefing from their Line Manager prior to returning to work in the building, which advises them of the new protocols established to protect their health, safety and wellbeing. Staff will be required to report any hygiene supply shortages to their Line Manager as soon as possible Staff will be required to report any illness or COVID-type symptoms to their Line Manager as soon as reasonably practicable, following onset. First Aiders and Management Team to be briefed on new COVID-19 proactive and reactive protocols so that effective and immediate action takes place. Line management to monitor compliance with new protocols and ensure that their direct reports are familiar with procedures. Any issues to be reported back immediately to the Management Team so that action can be taken to remedy any inadequacies or inconsistencies. Establish a good supply chain with cleaning company to ensure hygiene supplies can be replenished within a reasonable time-frame and reactive deep cleans can be carried out swiftly. 	Unlikely	2	
			Major	4		Moderate	3	
			Gross	12		Net	6	

		Likelihood				
		1 Rare	2 Unlikely	3 Possible	4 Likely	5 Almost Certain
Consequences	5 Catastrophic	5 Moderate	10 High	15 Extreme	20 Extreme	25 Extreme
	4 Major	4 Moderate	8 High	12 High	16 Extreme	20 Extreme
	3 Moderate	3 Low	6 Moderate	9 High	12 High	15 Extreme
	2 Minor	2 Low	2 Moderate	6 Moderate	8 High	10 High
	1 Negligible	1 Low	2 Low	3 Low	4 Moderate	5 Moderate