



COVID-19 RISK ASSESSMENT 2020-21

We hold the safety, health and wellbeing of the college community as a top priority during the coronavirus pandemic, along with our responsibility towards the wider community. At the same time, we are committed to the college's central calling to offer formation in community. With this in mind, we have undertaken an assessment of the risk posed to the college community from the potential impact of the virus and have introduced the controls listed below to manage the risk.

Guidance is drawn from the higher education sector (as an academic institution), from government advice to businesses (as a place of work), from the Church of England (as a training college recognised by the House of Bishops), and from general government briefings (as a place of social interaction).

Senior management responsibility for policy regarding Covid safety rests with the Principal, Sean Doherty, and the Executive Director, Andrew Lucas. Should you have questions which cannot be answered by others operating the procedures in place, please contact them through their EA, Sophie Davis (sophie.davis@trinitycollegebristol.ac.uk or 0117 9680233)

There is a general duty under our health and safety policy that we should each take care of our own safety and that of others and that we cooperate fully with the College to enable the College to carry out its responsibilities.

A hazard is anything that can cause harm. Risk is the chance that someone could be harmed by the hazard. We recognise that Covid-19 presents as a serious hazard that can cause widespread harm. The following statement records the controls we have in place to manage the risk posed by the hazard. The document will be reviewed on the publication of all relevant new guidance and in light of experience within the College setting and will be updated at least monthly.

The document is both our assessment of risk arising from Covid-19 and a checklist for ourselves to ensure we are following approved practice.

HAZARD 1: Spread of the virus between community members.

THOSE AFFECTED: Staff, students, student families, contractors, visitors.

CONTROLS:

General

- The college is not segmented for Covid-19 purposes but there are clear records of who is in which classes, groups and sessions.
- There are strict limitations on non-college community members entering the college.
- Mass movement around college is regulated by a one-way system of travel.
- College is open from 8.00am to 6.00pm each weekday and closed at other times (with occasional exceptions). This is to ensure that the buildings can be fully supervised by members of the facilities team, including cleaners. The College is closed at weekends (except where college events are planned, when they will be fully staffed).
- The number of people able to assemble in specific rooms is limited to certain maximums notified in the room.
- Notices are posted around the buildings reminding us all to
 - wash hands regularly and use hand sanitisers situated at entry points to different zones and main meeting areas around the College;
 - wear a mask when a 2m distance cannot be guaranteed, especially in corridors and common areas; and
 - open windows in rooms to provide good ventilation and especially when larger groups are present.
- Lectures are available virtually, with many also available in person with physical distancing close to 2m and other mitigations in place (see below under *Lectures*).
- Limitations are placed on student social gatherings in line with the government's rule of six, except in those situations which are designated by the College as formational and for which safety measures have been put in place. Those cases are currently community coffee and community lunch (see below under *Catering and Social gatherings*).
- Our dedicated cleaning team follow schedules of work to ensure toilets are cleaned three times a day (with marked-up records for users to see). Regular touchpoints (including door handles) are sanitised frequently. Rooms where people gather are sanitised after each use. Toilets are also provided with sanitiser wipes for self-use.
- In order to ensure consistency of message and to avoid confusion, community communications concerning Covid-19 practice are to be issued from the office of the Principal and Executive Director.

Worship

- Services are live streamed from the main chapel to the dining room and accessible elsewhere using the college YouTube channel.
- Places are limited in both the chapel and dining room to the maximum allowed to maintain social distance.
- Three tutor groups are rota-ed to be in the chapel, including the group responsible for leading worship; four groups are rota-ed to be in the dining room; other groups are rota-ed to access virtually.
- Masks must be worn during services in accordance with national guidance for worship.
- There is no congregational singing.

- Service books or handouts are not provided.
- Communion is taken in one kind by wafer with strict regulations about distribution followed by the president and helpers. The wine is taken by the president alone.

Catering

- The community no longer gathers as one for lunch in a central location as has previously been the normal practice.
- Instead, lunch is delivered in tiffin tins (or disposable boxes) to students and staff at certain fixed locations around college.
- There is an online ordering system in place of the previous sign-up board.
- Diners provide and are responsible for their own cutlery.
- Diners may eat on their own or in socially distanced groups. Staff follow normal guidelines for social interaction within the workplace and can eat in groups of up to six people from different households. To encourage formation in community, designated spaces are provided for groups of students larger than six to eat together, in accordance with higher education guidance, up to the maximum permitted in the space, so long as the College rules are followed regarding social distancing, ventilation of rooms, hand-sanitising, and sanitising of touchpoints following use.
- Tiffin tins must be washed and returned as directed for sterilisation by staff in the main kitchen.
- Community coffee has been reintroduced after a period of suspension to enable community formation to happen. It is strictly regulated in terms of numbers in any given space, social distancing, ventilation, the use of hand sanitiser before touching coffee or hot water flasks, and the use of students' own travel cups.
- Specific guidance on the use of student kitchens to ensure safe practice (in terms of numbers permitted in the rooms, use of equipment, and after-use cleaning, etc) is given by the Student Exec having been approved by the College.
- Evening meals are delivered to recipients (Carter residents, Dispersed Learners during DL residential weeks, and part-time ordinands) in pre-arranged locations. Provision for re-heating, as required, is made in student or staff kitchens.

Lectures

- Details of which modules are delivered virtually only and which in a blended format (in person and virtually) are available on the detailed academic timetable.
- Numbers permitted in the lecture rooms depend on the capacity of the rooms, which are set out at close to 2m distance.
- Three lecture rooms are kitted with the equipment to enable blended learning, including the dining room, LR1 and LR2. LR5 can also be used to receive live streaming.
- In addition to social distancing, the three main lecture rooms have air handling units in operation to circulate fresh air.
- Windows are to be opened to encourage good ventilation, particularly when larger numbers gather. (They should be closed after meetings to maintain the security of the premises.)

- Seating and tables are arranged to avoid face-to-face contact.
- The lecturer speaks either from behind a protective screen or whilst wearing a visor.
- Lecture rooms are sanitised after each use, ready for the next use.
- Normally, only two lectures happen at the same time and their start and end times are staggered to avoid traffic in the corridors.
- Rows in the lecture rooms should be filled starting from the one furthest from the entrance to the room.
- There is one module which is at capacity in LR1, that is L5 Biblical Studies. Students in the same household (Carter) are permitted to sit on the back row in seats at less than 2m distance.

Library and studies

- The library is only accessible during college opening hours.
- A maximum of 10 people is allowed in at any one time.
- Hand sanitiser is available at the entrance to the library and in the library. No books can be touched without first having used hand sanitiser.
- To mitigate the effects of reduced access, the college has invested in a larger provision of e-books.
- Students who are entitled to study rooms are generally provided with single occupancy rooms. Where rooms are large enough to permit social distancing of 2m and they have adequate ventilation, or members of the same household are students, shared arrangements are permitted.
- For full-time residential students without studies, rooms are made available in the Clifton Building for hot-desking (LR5 and 6), except during DL residential weeks, and the lower library. Student users should ensure that they sanitise their desk with the wipes provided after use.
- To help those students without studies to store their books and belongings, extra locker space has been provided in the Clifton Building.

Group meetings

- Meetings can happen in designated rooms where permitted maximums are posted in the room.
- The rooms are cleaned following use by timetabled groups.
- Those using the rooms for informal meetings are asked to use the wipes provided to sanitise touchpoints after use.

Arrangements for staff

- Provision for home working is made, and staff are asked to work from home if they can do so effectively and to arrange it with their line manager.
- Where possible, staff who normally share an office are given alternative desk space. If it is not possible, they are required to undertake a separate risk assessment regarding their workspace with their line manager.

- Staff who have higher contact with students and other college users should ensure that they are adequately protected. A protective screen has been installed in the reception area.
- Staff are free to ask those who enter their rooms to wear a mask, even if they can sustain a 2m distance.
- Staff are encouraged to keep their rooms well ventilated by opening windows, particularly when others visit their offices.
- Students wishing to visit staff offices are asked to book in advance by email or telephone. The staff member will advise whether a physical meeting is needed.

Visitors

- Provision of services to conferences, external groups and visitors is suspended for the time being. This will be reviewed again in the new year.

Onsite residential accommodation

- Carter and the satellite houses are treated as individual households. Others cannot enter these buildings other than for legitimate work purposes or by invitation.
- Carter residents, as with all households associated with the college, are subject to the government restrictions on meeting together with members of other households.
- In that the Carter community is larger than the average household, Carter residents are adopting protocols agreed with the College's management for their life together to ensure as Covid-secure an environment as possible.

Families

- One of the sad losses we are facing as we comply with good practice regarding the coronavirus is the limited ability to welcome spouses and children into college.
- The weekly programme during term-time of providing support to spouses through College Kids has had to be suspended for the foreseeable future.
- We are unable generally to receive children in college other than babes in arms.
- We want, however, to support the programme organised by Connect to help in the spiritual and practical formation of spouses during their time at college by offering space to gather for worship in the week.
- A licensed Zoom account has been allocated to Connect to facilitate online gatherings.

Student-led events, social gatherings and sporting activities

- Students should consult Sean Doherty or Andrew Lucas if they wish to arrange an event or social gathering at College.
- Social gatherings are subject to government guidance for normal social situations which requires that no more than six people from different households may meet together indoors or outdoors. This includes social activity organised in the Badger's Pouch.
- Certain social gatherings, however, namely community coffee and community lunch, are considered by the College to be part of students' educational experience to assist in the formation of community life and to encourage informal discussion of learning. In the

specific spaces designated for these purposes, the maximum permitted to meet together is the maximum number identified as necessary for social distancing in those spaces. All standard safety measures must be followed (social distancing, ventilation, hand-sanitising, sanitising touchpoints at the end of the gathering).

- Sports teams must complete a separate risk assessment based on government guidance for team sports and have it passed by the Head of Property and Facilities, Malcolm Bourne, before proceeding.

Physical ill health or vulnerability

- Staff or students for whom it is advisable to shield are asked to consult their line manager or tutor and identify ways of accessing work or study activities remotely.
- Anyone who feels physically unwell or displays possible symptoms of Covid-19 or is in contact with someone who develops Covid-19 symptoms must not come into college.
- They must follow public health guidance on self-isolation, book a test and inform the college of the result (via Sophie Davis).
- Students and staff are asked not to come into college if they are unwell, even if they have common cold symptoms.
- In the event of a case of Covid-19 in the college community, the relevant local health protection team will be informed, and their guidance followed.
- In the event of an outbreak of Covid-19 in the college community (defined as two or more confirmed cases within 14 days) we will work with the relevant public health authorities to determine who must be sent home or whether we need to enter a period of full college closure. If necessary, we have the capacity to switch seamlessly to online provision without interrupting our core activities.

Day nursery

- A separate comprehensive risk assessment is undertaken covering the activities of the nursery.
- The nursery operates in a separate building at some distance from the main college buildings.
- Nursery children are not permitted to enter college buildings.
- Physical interaction between college and nursery staff is kept to the absolute minimum. A member of the college kitchen staff has been temporarily seconded to the nursery and operates from within the nursery.
- Other nursery staff are required to conduct business with college staff by phone or video-call.
- The practice of students taking jobs in the nursery is suspended for the time being.

HAZARD 2: Onset of issues relating to impaired mental health.

THOSE AFFECTED: Students, student families, staff.

CONTROLS:

General

- Since formation in community is at the heart of the college's mission and purpose, we want to ensure that as much community fellowship as possible is enabled without compromising on safety precautions. This is the most effective way of creating an environment in which people can sustain good mental health.
- The opportunity to come into college significantly reduces the potential for cases of mental ill-health to go unnoticed or unreported.
- Students are encouraged to remain accountable to others for mutual support in their tutor groups and in prayer triplets.
- Each student has a designated tutor who is responsible for keeping in touch with them regularly and supporting them. This helps to ensure that any emerging mental health difficulties are identified early on and appropriate support offered.
- Each staff member has a designated line manager who is responsible for supporting them in a similar way.
- The college's specialist learning support tutor is Mel Lucas who can point students to specialist help where needed for mental health concerns (mel.lucas@trinitycollegebristol.ac.uk). There is also a designated student representative for mental health concerns.
- The college chaplains are available by appointment. We are seeking to extend the number and availability of chaplains. Further information will be given in October.
- A student pastoral team is also available.
- Students' families are encouraged to participate in the support network offered through the spouses' Connect group.
- The College has designated specific spaces at specific times for students to interact socially during community coffee and community lunch as part of their educational experience and to encourage social and individual wellbeing.
- Staff and students can meet together at other times in small groups within the rule of six for mutual support and encouragement.
- Staff members experiencing anxiety or other symptoms of mental ill-health should speak with their line manager who will work with them on an appropriate action plan. Line managers can seek advice from the Executive Director.

HAZARD 3: Potential for increased exposure to domestic abuse.

THOSE AFFECTED: Students and staff and associated families.

CONTROLS:

General

- A new domestic abuse policy is to be issued in October 2020.

- The opportunity to come into college significantly reduces the potential for cases of domestic abuse to go undetected or unreported.
- A record is kept of students and staff who are self-isolating or shielding or choosing to access lectures online. Their personal tutor or line manager will be advised of cases and asked to remain in regular contact.