



## COVID-19 RISK ASSESSMENT 2021-22

### POLICY

We hold the safety, health and wellbeing of the college community as a top priority during the coronavirus pandemic, alongside our responsibility towards wider society. At the same time, we are committed to the college's central calling to offer formation in community. With this in mind, we undertake regular assessments of the risk posed to the college community from the potential impact of the COVID-19 virus. We list below the controls we are currently operating 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), as well as from scientific studies, in particular the ZOE COVID Study in association with King's College London.

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 regularly.

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

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](mailto:sophie.davis@trinitycollegebristol.ac.uk) or 0117 9680233).

**As a higher education provider**

There are no longer restrictions on the approach to teaching and learning in higher education as a result of COVID-19. There is no requirement for social distancing or other measures within in-person teaching. We are therefore able to shape our courses without restrictions to face-to-face provision.

In line with all other settings, we continue to conduct risk assessments for our particular circumstances. We seek to implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level. We have contingency plans to deal with any identified positive cases of COVID-19 or outbreaks (see College Outbreak Plan).

We will continue to make efforts to reduce the risk of transmission where possible, but we will not put in place measures which limit the teaching and learning outcome for students, or significantly limit the wider activities we offer.

### **As a place of work**

We will continue to identify and implement the range of measures required to comply with government guidance for safe workplaces, based on an assessment of our risks and requirements. By adhering to infection prevention measures we can expect to help stop the spread of COVID-19 and other respiratory illnesses, including influenza.

This includes (but is not limited to):

- minimising contact with any individuals who are required to self-isolate by ensuring they do not attend the College facilities
- ensuring everyone is advised to clean their hands thoroughly and more frequently
- ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach
- utilising outdoor space, where possible.

### **As a theological college serving the Church of England and other churches**

As Christians we believe that everyone is known and loved individually by God and that as many members of one body we are called to be responsible to and for one another, respecting the more vulnerable whose suffering is our suffering. With the end to legal restrictions, we are being asked to take greater personal responsibility around COVID-19. It is in the light of this that we draw up our risk assessment.

As a body responsible to the Church of England for training women and men to lead Christian worship, we follow the Church's guidance regarding the practice of worship.

### **As a place of social interaction**

The government still recommends wearing face coverings in crowded and enclosed spaces where we come into contact with people we don't normally meet. Wearing facemasks reduces both the risk of catching COVID and the chance of passing it on to other people. The prevalence of the Delta variant means that transmission is now easier. Even one mask in a group of people can reduce the risk of COVID spreading, thereby giving some protection to self and others.

The wearing of face coverings is recommended therefore where we are meeting with larger numbers of people from outside the college community in confined spaces.

Vaccines are strongly encouraged because studies show that they have successfully weakened the link between the number of cases and hospitalisations and deaths, with fewer people getting seriously ill with COVID-19.

## **PRACTICE**

**HAZARD 1:** Spread of the virus between community members by aerosol/droplet transmission or surface transmission.

**THOSE AFFECTED:** Staff, students, student families, contractors, and visitors

**CONTROLS:**

### *General*

- There are clear records of who is in which classes, groups, and sessions.
- There are temporary limitations on non-college community members entering the college.
- The number of people able to assemble in specific rooms is limited to certain maximums notified in the room.
- Where people gather for longer periods of time a more generous arrangement is made for the spacing of seats.
- Students and staff are asked 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 moving along the corridors.
  - open windows in rooms to provide good ventilation and especially when larger groups are present.
- Lectures are also available virtually for people who are clinically extremely vulnerable, people shielding and people self-isolating.
- Our dedicated cleaning team follow schedules of work to ensure toilets are cleaned regularly (with marked-up records for users to see). Regular touchpoints (including door handles) are sanitised frequently. Toilets are also provided with sanitiser wipes for self-use.

- Toilets are provided with notices promoting the 'catch it, bin it, kill it' approach to respiratory hygiene.
- In order to ensure consistency of message and to avoid confusion, community communications concerning COVID-19 practice are 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 the Dining Room to the maximum allowed to maintain a measure of social distancing.
- Four tutor groups will be in the Chapel according to a rota, including the group responsible for leading worship, and four groups in the Dining Room.
- Masks are no longer required in public worship, though an area is reserved in the Dining Room for those who are more comfortable wearing face coverings.
- Service books or handouts are not provided.
- Communion is taken in one kind by wafer with careful distribution practices followed by the president and helpers. The wine is taken by the president alone.
- The Chapel must be well ventilated.
- Hand sanitiser is provided at the entrance to Chapel and for any involved in administration of Communion.

### *Catering*

- The majority of the community can gather for lunch in the Dining Room, though provision is made for those who wish to take their lunch elsewhere.
- Face coverings must be worn when collecting food which is served from the servery (with staff following hygiene precautions).
- While most people can sit at tables next to each other, there are places available for those who feel more comfortable sitting further apart.
- 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 posted in student kitchens.
- Rooms used for eating meals, including the Dining Room, must be well ventilated.
- Hand sanitiser is provided at the entrance to the Dining Room.

### *Lectures*

- Most modules are delivered in person though some may be delivered virtually. Details are given on the academic timetable. All lecture rooms are equipped to enable remote access via Zoom for those who cannot access in person.
- Numbers permitted in the lecture rooms are regulated according to the size of the rooms and in accordance with comfortable spacing stipulations.

- The two largest lecture rooms have air handling units in operation to draw in and circulate fresh air. The college is exploring the possibility of installing an air handling unit in the third lecture room also.
- Windows should be opened in LR3 and LR4 to encourage good ventilation, particularly when larger numbers gather, and if conducive in LR1 and LR2, bearing in mind that the AHUs will provide sufficient ventilation. (Windows should be closed after classes or meetings to maintain the security of the premises.)
- It is no longer considered necessary for the lecturer to speak from behind a protective screen. *[This is being checked with faculty]*
- Lecture rooms are cleaned daily or twice daily depending on weight of use.

#### *Library and studies*

- The library is accessible during college opening hours.
- There will be a limit on numbers allowed in the library at any one time. Details will be posted at the entrance to the library.
- Hand sanitiser is available at the entrance to the library and in the library. No books should be touched without first having used hand sanitiser.
- Windows should be opened to ensure good ventilation (and closed for security reasons).
- To mitigate the effects of reduced access, the college has invested in a larger provision of e-books.
- Student study rooms are generally shared. Students are expected to agree their preferred mode of practice with those with whom they share their room. Good ventilation is always recommended. The wearing of face coverings should be decided between room occupants. The college will allocate the sharing of rooms to occupants who wish to wear masks, if requested.
- For full-time residential students without studies, space is made available in the Clifton Building for hot-desking (LR5), except during DL residential weeks, and in the lower library.
- 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 regularly and at least once daily.

#### *Arrangements for staff*

- Staff may work from home if their work permits them. We encourage colleagues, however, to come in at intervals to facilitate natural communication and community belonging.
- Staff are required to undertake a separate risk assessment regarding their workspace with their line manager where the room is shared.

- Staff who have higher contact with students and other college users should ensure that they are adequately protected. There is a protective screen in the reception area.
- Staff are free to ask those who enter their rooms to wear a mask for the time being while we all become more accustomed to living with the pandemic.
- 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*

- Students and staff are asked to keep the invitation to others from outside the community to a minimum for the time being and until further notice.
- Provision of services to conferences and external groups is restricted for the time being and subject to separate risk assessment. This is under regular review.

#### *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.
- In that the Carter community is larger than the average household, Carter residents should agree acceptable protocols governing their life together.
- Enhanced provision of cleaning services to Carter continues. Kitchens and bathrooms are cleaned regularly to minimise the risk of transmission, and in particular, after use by those who have tested positive or are displaying COVID-19 symptoms.
- Carter and satellite residents should consult HE [guidance for households with possible or confirmed COVID-19 infection](#).
- The College will ensure that appropriate cleaning supplies and clear instructions are provided to residents in our managed accommodation. It is likely that where households follow good practice to minimise transmission, the overall risk of transmission will be reduced. This requires focusing on the three main routes of transmission - close-range, airborne, and surface contact - with routine measures that include: ensuring regular fresh air of common areas; frequent handwashing using soap and water; limiting the use of sharing surfaces or objects where feasible; and frequent cleaning of shared surfaces.
- The [College and University Business Officers](#) have issued a checklist for students living in shared accommodation to help minimise the risk of coronavirus transmission. This checklist includes practical advice on cleaning, food hygiene, and visitors among other aspects of co-living. The guidance also provides advice on how to minimise transmission within shared accommodation, where someone has suspected symptoms or tests positive. Our students and visitors are encouraged to follow this advice.

#### *Families*

- Families are welcome back in college following the period of legal restriction. Children should be supervised at all times.

- The weekly programme during term-time of providing support to spouses through College Kids has had to be suspended for the foreseeable future due to the increased possibility of the spread of the virus from children to students.

#### *Student-led events, social gatherings and sporting activities*

- Restrictions on social gatherings are lifted, including social activity organised in the Badger's Pouch. Organisers are required to complete a risk assessment which must be approved by the Operations Manager. All standard hygiene and safety measures must be followed (adequate space, ventilation, hand-sanitising, cleaning after the event).
- Sports teams must complete a separate risk assessment as normal for approval by the Operations Manager.

#### *Physical ill health or vulnerability*

- Staff or students for whom it is advisable to shield others are asked to consult their line manager or tutor and identify ways of accessing work or study activities remotely. See below for clinically extremely vulnerable people.
- 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 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 college closure. If necessary, we have the capacity to switch seamlessly to online provision without interrupting our core activities. See our College Outbreak Plan.

#### *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 currently not permitted to enter college buildings.
- Physical interaction between college and nursery staff is kept to a minimum.
- Other nursery staff are required to conduct most 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: Infection of clinically extremely vulnerable people.

THOSE AFFECTED: People who are CEV or who are shielding CEV people

CONTROLS:

*General*

- All people who are clinically extremely vulnerable (CEV) or are shielding them should notify Sophie Davis so that we can ensure that appropriate provision is made for them.
- Though there will be few people who are clinically extremely vulnerable or shielding them, the college takes seriously its responsibility to care for their safety. It is for this reason that we are continuing to operate with a certain degree of caution while we chart the trajectory of the pandemic. The measures taken to control the spread of the infection and to mitigate its impact are particularly important for CEVs and those shielding.
- People who are CEV are advised therefore, as a minimum, to follow the same guidance as everyone else. CEV people may wish to think particularly carefully about the additional precautions they can continue to take. Further information can be found in [guidance on protecting people who are CEV from COVID-19](#).
- Online provision of all lectures and most worship services is available.
- Meal refunds will be made available for extended periods of absence from lunches to help in the purchase of food for meals elsewhere.
- Individual cases will be monitored to help access to tutor groups and ASEP.

HAZARD 3: 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 seek to ensure that as much community fellowship as possible is enabled at all times without compromising on safety precautions. This is the most effective way of creating an environment in which people can sustain good mental health.
- Now that we have the opportunity to come into college the potential for cases of mental ill-health to go unnoticed or unreported is significantly reduced.
- 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 ([mel.lucas@trinitycollegebristol.ac.uk](mailto:mel.lucas@trinitycollegebristol.ac.uk)) who can point students to specialist help where needed for mental health concerns.
- There is a designated student representative for mental health concerns.
- The college chaplains are available by appointment and the number of them has recently been increased.
- The college can also point students to qualified counsellors. They should first speak to their personal tutor or to Helen Johnson, the tutor responsible for pastoral welfare ([helen.johnson@trinitycollegebristol.ac.uk](mailto:helen.johnson@trinitycollegebristol.ac.uk)).
- 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 and 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 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 4: Potential for increased exposure to domestic abuse.

THOSE AFFECTED: Students and staff and associated families.

CONTROLS:

*General*

- Our domestic abuse policy is available to be read on the intranet under general policies.
- 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 needing to access lectures online. Their personal tutor or line manager will be advised of cases and asked to remain in regular contact.