

**SELWYN COLLEGE COVID-19 RISK ASSESSMENT – Version 10 – approved by College Council, 25<sup>th</sup> May 2021**

<p><b>Site/Location:</b> ALL COLLEGE AREAS</p> <p><b>Activity/Situation:</b>  <b>WORKING SAFELY DURING THE COVID 19 PANDEMIC:          RISKS OF TO STAFF, FELLOWS, STUDENTS AND          CONTRACTORS IN CONTRACTING AND TRANSMISSION OF          COVID-19.</b></p> <p><b>This risk assessment incorporates changes to Step 3 from 17 May 2021 of the government ‘Spring 2021 Roadmap out of Lockdown’.</b></p>	<p><b>Date of this Assessment:</b> 17/05/2021  <b>Date of last Assessment:</b> 26/01/2021</p>	<p><i>This risk assessment and safe working practices must be kept under regular review with government guidance</i>  <a href="https://www.gov.uk/coronavirus">https://www.gov.uk/coronavirus</a>  <a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#going-to-work">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do#going-to-work</a></p> <p><b>Next Review:</b> 15 June 2021 or following any further changes to the government Spring 2021 Roadmap out of Lockdown guidance (whichever is sooner).</p> <p>Any policy changes will be circulated and uploaded to the College website.</p>
		<p><b>Version:</b> 10  <b>Reference No.</b> COVID/1</p>

AREA OF CONCERN	WHO MAY BE HARMED AND HOW	RISK LEVEL	ARRANGEMENTS	FURTHER ACTIONS/CONSIDERATIONS
<p>RISKS TO THOSE WHO ARE IDENTIFIED AS “CLINICALLY EXTREMELY VULNERABLE” OR “CLINICALLY VULNERABLE”</p>	<p>Any Fellows, staff or students in this category.</p> <p><i>These include any of the conditions which have been identified by the government to place people at greatest risk of severe illness from COVID-19 who were “shielding”:</i>  <a href="https://www.nhs.uk/condit">https://www.nhs.uk/condit</a></p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>■ Tutors and Tutorial office will identify any students who are ‘clinically extremely vulnerable’ or ‘clinically vulnerable’</li> <li>■ Agreement on a case-by-case basis what arrangements need to be put in place for students, including option of remote learning away from College if clinically necessary</li> <li>■ Senior Tutor to identify any Fellows in these categories and agree arrangements on a case-by-case basis, including the option to teach online</li> <li>■ Individual risk assessments and arrangements for any staff in these categories.</li> <li>■ Refer staff to Occupational Health (OH) if further advice needed.</li> <li>■ Alternative remote working will be considered.</li> </ul>	

	<p><u><a href="#">ions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</a></u></p>		<ul style="list-style-type: none"> <li>■ Support provided by Heads of Departments.</li> <li>■ If staff cannot work from home, they may be offered the option of alternative work to enable them to maintain social distancing.</li> <li>■ Staff in this category will be reassigned different areas to avoid entering staircases/hostels where there identified are positive Covid-19 cases.</li> <li>■ The College will take into account specific duties for those with protected characteristics.</li> </ul>	
<p>MAINTAINING SOCIAL DISTANCING</p>	<p>All College community.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>■ All staff, students and fellows to follow Staff, Student or Fellows' applicable Covid-19 protocols as appropriate and follow the current version of the College Social Distancing and Face Covering Policy</li> <li>■ Keep to the left on all paving.</li> <li>■ Give way to others where paving narrows (follow signs).</li> <li>■ Give way to others walking down the stairs and exiting buildings and cycle sheds.</li> <li>■ Strictly no overnight visitors in student rooms.</li> <li>■ Where people from other households visit student households (up to maximum 6 people/2 households, whichever is greater), 2m distancing should be maintained wherever possible and rooms should be well ventilated.</li> <li>■ Staff who work in teams/shared offices encouraged to work on a roster for office and home working to reduce contact.</li> <li>■ Move workstations where necessary to maintain 2m social distancing.</li> <li>■ Reduce the number of entrances, implement one-way and give-way systems to maintain 2m distance.</li> <li>■ Floor markings, signage, barriers to manage queues, waiting areas and one-way, give-way systems.</li> <li>■ Encourage staff to provide their own refillable drinking bottles/keep cups.</li> <li>■ Student enquiries dealt with via telephone/video calls where possible, or otherwise by appointment, to reduce numbers in buildings and contact with staff.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Screens provided in reception/helpdesks areas for front facing staff and those working face to face or close to each other in open plan offices.</li> <li>■ Chairs in staff room rearranged to maintain social distance. Sofas removed.</li> <li>■ Encourage breaks in outdoor areas (weather permitting).</li> <li>■ Clear signage in all areas.</li> <li>■ Drop-off points and transfer areas implemented to pass items to others removing direct contact and facilitating social distancing.</li> <li>■ Students in study spaces required to observe a minimum of 2m distance between individuals and wearing of face coverings in line with social distancing and face covering policy.</li> <li>■ Ventilation assessments to determine maximum capacities in offices, study areas and function rooms.</li> </ul>	
MEETINGS AND SUPERVISIONS	Staff, Fellows and Students	H	<ul style="list-style-type: none"> <li>■ Meetings or supervisions may be held remotely or in-person – participants of each meeting may decide for themselves.</li> <li>■ In-person meetings and supervisions indoors are not limited to six people</li> <li>■ Social distancing and the capacity of each room must be observed and rooms should be well ventilated.</li> <li>■ Face coverings should continue to be worn at in-person meetings or supervisions indoors, unless all participants agree that it is not required. It would be expected that if one or more participants prefer face coverings to be worn, this will be respected.</li> <li>■ Meetings/supervisions should be held in well-ventilated rooms (open windows) or outside.</li> <li>■ Hand sanitiser provided in meeting/supervision rooms.</li> <li>■ Supervisors to carry out local cleaning of shared surfaces and frequently touched areas such as light switches, doors, tables, chairs etc. before supervisions. Cleaning materials provided.</li> <li>■ Allow 15 minutes between supervisions for cleaning.</li> <li>■ Maximum occupancy numbers posted on the door to each room.</li> </ul>	

<p>POOR HYGIENE PRACTICES AND LACK OF ADEQUATE CLEANING</p> <p>IN STUDENT COMMUNAL AREAS (GYPS, TOILETS, BATHROOMS SHOWERS (CORRIDORS, STAIRWELLS, etc.)</p>	<p>Resident students, Fellows, Staff and contractors permitted to enter the College.</p>	<p><b>H</b></p>	<ul style="list-style-type: none"> <li>■ Enhanced Housekeeping cleaning regime (separate document)</li> <li>■ Clean desk and clear area policies: <ul style="list-style-type: none"> <li>- staff to place all non-essential items in enclosed in cabinets or drawers.</li> <li>- students to do their own washing up as soon as possible after use and leave surfaces clear of personal belongings to assist Housekeeping staff in cleaning/sanitizing surfaces.</li> </ul> </li> <li>■ Avoid sharing equipment where possible.</li> <li>■ Where shared equipment is unavoidable, it must be sanitized by users before and after use.</li> <li>■ Local cleaning to supplement cleaning by Housekeeping staff.</li> </ul> <p>Anti-bacterial wipes/spray provided:</p> <ul style="list-style-type: none"> <li>- Staff, Fellows to wipe phones, keyboards, copiers, scanners, desks, desk supplies, etc.</li> <li>- Students to clean en-suite bathrooms, and shared surfaces in toilets/gyps.</li> </ul> <ul style="list-style-type: none"> <li>■ Housekeeping staff will not clean en-suite bathrooms.</li> <li>■ Closed bins for waste disposal.</li> </ul> <p><b>Covid-19 infection control procedure:</b></p> <ul style="list-style-type: none"> <li>■ Housekeeping staff will wear the following PPE - disposable gloves, face covering and plastic apron - at all times when cleaning.</li> <li>■ Staff will dispose of used PPE in black bags.</li> <li>■ When full, black bags will be double bagged, securely tied and disposed of in the general waste.</li> <li>■ Black bags are also used to dispose of general rubbish and used cleaning materials.</li> <li>■ Maintenance staff, Catering staff, IT staff and Porters will also follow the new infection control measures when entering households and buildings to reduce transmission risks.</li> <li>■ Housekeeping staff to adhere to the procedures in the new cleaning regime.</li> <li>■ Monitor and review cleaning regime; adjust as needed and re-train.</li> </ul>	
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<p>PEOPLE DISPLAYING SYMPTOMS OF COVID-19.</p> <p>THIS INCLUDES VISITORS WHO ARE BOOKED TO ATTEND A SCHEDULED COLLEGE EVENT.</p>	Students, Staff and Fellows.	<b>H</b>	<ul style="list-style-type: none"> <li>■ Must not leave room (for students) or home (staff, visitors and contractors) if they, or someone in their household has Covid symptoms</li> <li>■ Students to follow College isolation &amp; test guidelines for their relevant scenario. If out of College and experiencing any of these symptoms, go straight to your room, avoiding all possible contact with people and surfaces.</li> <li>■ Students/resident Fellows should advise the Porters via email that they are experiencing Covid-19 symptoms.</li> <li>■ Arrange to have a University-provided (or public) test as soon as possible</li> <li>■ Staff and contractors should advise their Head of Department if they are experiencing Covid-19 symptoms and should not attend College.</li> <li>■ Stay as far away from other members of your household as possible. It is especially important to stay away from anyone who is clinically vulnerable or clinically extremely vulnerable with whom you continue to share a household.</li> <li>■ In emergency or if symptoms worsen and you are unable to cope without medical support call NHS111.</li> <li>■ Visitors who have booked to attend a scheduled event in College should advise their host if they are experiencing Covid-19 symptoms in advance and must not visit the College.</li> <li>■ Instructions to visitors should be communicated to visitors at the time of booking/confirmation of an event or by College host.</li> </ul>	<ul style="list-style-type: none"> <li>■ Regularly review and align procedure with current Government advice.</li> </ul>
PERSONS RECEIVING NHS TEST, TRACK & TRACE NOTIFICATION	Staff or visitors contacted by the NHS.	<b>H</b>	<ul style="list-style-type: none"> <li>■ If you are contacted by the NHS: <ul style="list-style-type: none"> <li>• Avoid touching as many surfaces as possible.</li> <li>• Return home or to your room immediately.</li> <li>• Avoid contact with others.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>■ Consider RIDDOR reporting of COVID-19 cases:</li> <li>■ The College has an</li> </ul>

<p>WHILE ON THE COLLEGE SITE</p> <p><u>AND</u></p> <p>STAFF/FELLOWS EXPERIENCING COVID-19 SYMPTOMS WHILE AT WORK</p>		<b>H</b>	<ul style="list-style-type: none"> <li>■ If you are a member of staff and do not have your own transport: <ul style="list-style-type: none"> <li>• Maintain social distancing from others (in case you later learn that you have the virus).</li> <li>• Inform your Head of Department (telephone/text or in person but maintain a 2m distance)</li> </ul> </li> <li>■ The College will provide a room you can use while you make arrangements to return home to prevent any people contact and avoid possibility of spreading the virus.</li> <li>■ A door sign will be provided to prevent accidental access.</li> <li>■ Follow NHS guidance on contact tracing, self-isolation and get a test.</li> <li>■ For staff, do not return to work until the relevant period of self-isolation has been completed.</li> <li>■ Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.</li> <li>■ Accompanied visitors receiving a NHS notification while in College should immediately inform their host and leave the College as quickly as possible, and should avoid leaving via the Porters' Lodge.</li> <li>■ The College host must inform the Porters immediately if a visitor receives a NHS notification whilst in the College.</li> <li>■ Housekeeping staff will then disinfect all contact areas.</li> </ul>	<p>obligation to make a report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) only if:</p> <ul style="list-style-type: none"> <li>• an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.</li> <li>• a member of staff has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by exposure at work. This must be reported as a case of disease.</li> </ul>
<p>EMERGENCY VISITS TO STUDENTS' ROOMS WHERE THE STUDENT HAS TESTED POSITIVE FOR COVID-19</p>	<p>Applies to Nurse &amp; Maintenance staff.</p>	<b>H</b>	<ul style="list-style-type: none"> <li>■ Before visiting students' rooms, staff should advise/discuss what social distancing is possible and ask that all internal doors are left open to minimise contact and windows are opened to ventilate rooms.</li> <li>■ Hands should be sanitised when entering the staircase/hostel.</li> <li>■ Infection control procedure to be followed.</li> <li>■ If the room is en-suite or a set, ask students to move to another area while work is completed.</li> <li>■ Leave the room if a student refuses to move to an alternative area and report the matter to the Senior Tutor.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Maintain 2m social distancing.</li> <li>■ Sanitise hands again when leaving the staircase/hostel.</li> <li>■ Emergency maintenance repairs taking more than 1 day to complete should be assigned to the same members of staff.</li> <li>■ Consider reallocating the student while work is completed if it is to take longer than 1 day.</li> <li>■ If possible, assign Maintenance teams to carry out work in the same “households” to minimise contact.</li> </ul>	
VISITS TO STUDENT ACCOMMODATION TO DELIVER MEALS AND OTHER ESSENTIAL ITEMS.	Applies to Nurse, Porters, Catering Staff, Student Supporters.	<b>H</b>	<p><b>Follow infection control procedure:</b></p> <ul style="list-style-type: none"> <li>■ Sanitise hands before entering area.</li> <li>■ Put on a clean face covering, disposable gloves and disposable apron.</li> <li>■ Dispose of face covering, gloves and apron in black bags when leaving each household area.</li> <li>■ Follow procedure for safe use and disposal of gloves.</li> <li>■ Sanitise hands again when leaving the staircase/hostel.</li> <li>■ Bags used for delivering food are sanitized between deliveries.</li> <li>■ If possible, assign the same members of staff/supporters to work in the same “households”.</li> </ul>	
ESSENTIAL VISITS TO STUDENTS’ ROOMS & STUDENT ACCOMMODATION  <i>Visits to students’ room restricted to essential work and emergencies only.</i>	Applies to Nurse, Porters, IT staff, Catering staff & Maintenance staff.	<b>H</b>	<ul style="list-style-type: none"> <li>■ Before visiting students’ rooms, staff should: <ul style="list-style-type: none"> <li>- ask that all internal doors are left open to minimise contact and windows are opened to ventilate rooms.</li> <li>- ask students to vacate their rooms while work is completed.</li> <li>- leave the area if a student refuses to leave their room and report the matter to the Senior Tutor.</li> </ul> </li> <li>■ Identify any busy (higher risk) areas and try to minimise movement there.</li> <li>■ Cordon off an area where practical to prevent access and ensure 2m social distancing.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Sanitise hands before entering area and maintain social distancing where possible.</li> <li>■ Wear a face covering and disposable gloves, where possible. Follow procedure for the safe use and disposal of gloves.</li> <li>■ Sanitise hands again when leaving the staircase/hostel.</li> <li>■ Maintenance repairs taking more than 1 day to complete should be assigned to the same members of staff.</li> <li>■ Consider reallocating the student while work is completed if it is likely to take more than 1 day.</li> <li>■ If possible, assign Maintenance teams to carry out work in the same “households” to minimise contact.</li> </ul>	
USE OF JCR, MCR, GAMES/TV ROOM, COMPUTER ROOMS/AREAS	All students using these areas, staff and contractors who access these areas to work.	<b>H</b>	<ul style="list-style-type: none"> <li>■ The JCR is not expected to be safe enough to be re-opened given the nature of the space.</li> <li>■ The MCR will remain open as a study space, subject to continuous review.</li> <li>■ Ventilation assessment and provide as much ventilation as possible.</li> <li>■ Maximum occupancy calculated to allow 2m social distancing.</li> <li>■ Specified seating /excess chairs removed.</li> <li>■ Bean bags removed and replaced with chairs.</li> <li>■ Seating/social distancing reminder notices.</li> <li>■ Clear area policy implemented in all areas.</li> <li>■ All non-essential items stored in enclosed in cupboards, cabinets and drawers to allow for easier cleaning and infection control.</li> <li>■ Hand sanitising stations at all entrances/exits.</li> <li>■ Enhanced cleaning in all frequently touched areas, e.g. doors, door locks, phones, copiers, sinks, electrical equipment, surfaces, etc.</li> <li>■ MCR study space cleaned daily by Housekeeping.</li> </ul>	
FAILING TO COMPLY WITH GOVERNMENT AND COLLEGE	Staff, Fellows, Students, Guests, Visitors, Contractors.	<b>H</b>	<ul style="list-style-type: none"> <li>■ Clear College policies, reflecting government requirements and policies. This includes the staff, student and Fellow Covid protocols.</li> </ul>	



POLICIES AND GUIDANCE			<ul style="list-style-type: none"> <li>■ Consistent communication to College community on collective responsibility to adhere to policies for the benefit of all.</li> <li>■ Administrative staff may continue to work from home or in the office, but are encouraged to return to working at least some of their working time in the College – to be agreed with individual Heads of Department.</li> <li>■ Operational staff will continue to support students in College, but numbers will reflect current student numbers.</li> <li>■ Appropriate and proportionate approach to student and staff non-compliance, whether inadvertent or deliberate.</li> <li>■ While formal disciplinary processes and sanctions are a last resort, clarity in communications that they remain a possibility, consistent with wider inter-collegiate approach.</li> </ul>	
STAFF TRAVELLING TO WORK	All staff and non-resident Fellows.	M	<ul style="list-style-type: none"> <li>■ Use cars, bicycles, or walk where possible.</li> <li>■ Do not car share with others from outside of your household.</li> <li>■ Take precautions on public transport – mandatory face covering; travel outside peak hours if possible.</li> <li>■ Avoid touching eyes, nose and mouth.</li> <li>■ Wash/sanitise hands on arriving at College.</li> <li>■ Follow all government advice.</li> <li>■ HoDs will consider flexible working to accommodate off-peak travel.</li> </ul>	
POOR / LACK OF ADEQUATE HAND WASHING	All residents, staff, Fellows and contractors.	M	<ul style="list-style-type: none"> <li>■ Follow hand washing guidance provided by NHS and PHE:</li> <li>■ Signage, posters, emails as constant reminder to wash/sanitise hands and correct handwashing washing technique.</li> <li>■ Paper towels provided for drying of hands wherever possible. (Shared hand towels have been removed.)</li> <li>■ Use sanitiser frequently where handwashing facilities are not available.</li> <li>■ Hand sanitiser provided around the College site where hand washing facilities are not available.</li> <li>■ Waste bins with lids to contain germs.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Yellow bags for waste tissues and contaminated PPE.</li> <li>■ Regularly clean all hand washing areas, checking soap and sanitiser stocks and empty waste bins.</li> <li>■ Hand washing before and after eating; recommended on arrival and leaving places of work or study-bedrooms.</li> </ul>	
LACK OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUB-STANDARD PPE, PPE USED AND DISPOSED OF INCORRECTLY, OR NOT WEARING PPE WHEN INSTRUCTED.	All people who are resident. Staff, Fellows, Senior Members and contractors that are allowed to enter the College site to work.).	<b>M</b>	<ul style="list-style-type: none"> <li>■ PPE will be ordered centrally for most departments, using reputable suppliers to ensure manufacturing standards are met.</li> <li>■ All PPE must be approved by the College Nurse to ensure it is fit for purpose.</li> <li>■ Staff training for putting on/taking off provided by College Nurse.</li> <li>■ All training will be recorded.</li> <li>■ Protocols for the use of PPE provided by role.</li> <li>■ Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing.</li> <li>■ Enhanced levels of PPE (Face covering, disposable gloves and plastic apron) will be provided for persons required to enter staircases where students are in self-isolation</li> <li>■ Enhanced levels of PPE (Face covering, disposable gloves and plastic apron) will be provided for persons required to enter rooms where students are in self-isolation (emergency visits only, routine works must be rescheduled).</li> <li>■ Establish separate PPE issue and PPE disposal stations on all staircases. (Face covering, disposable gloves and plastic apron.)</li> <li>■ Dispose of used PPE (gloves, masks, aprons) in black bags. Black bags will be double bagged , securely tied and then disposed of in the general waste stream.</li> <li>■ HoDs to supervise staff to check for correct PPE use and disposal.</li> </ul>	<p>Consider testing programme and isolation for staff who are working/have recently worked on staircases/in hostels where there are confirmed/suspected Covid-19 cases.</p> <p>The College may need to increase/review uniform cleaning regimes.</p>
RE-OPENING OF THE BAR & RETURN OF FORMAL DINING	College community Accompanied visitors	<b>M</b>	<ul style="list-style-type: none"> <li>■ Groups in the bar will be limited to tables of 6, both indoors and outdoors.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Formal dining (formal hall) will be on tables of a maximum of 6 unless a single household of a larger number is dining together.</li> <li>■ Face coverings must be worn when entering internal areas (formal dining and bar areas) until seated.</li> <li>■ Seated service only for both formal dining and the bar.</li> <li>■ When the marquee is used as an alternative Bar, or for any serving of drinks, government 'hospitality' rules apply. Tables are limited to 6 people or 2 households maximum.</li> <li>■ Drinks/food will be served at seats in the bar and marquee, and there is to be no standing.</li> <li>■ Contact details will be collected for NHS Track &amp; Test purposes.</li> <li>■ Contact details kept for NHS Track &amp; Trace. Data will be destroyed after 21 days.</li> <li>■ Refer to separate Catering and Bar risk assessments for further details.</li> </ul>	
USE OF LIFTS	All lift users.	<b>M</b>	<ul style="list-style-type: none"> <li>■ Ensure lift inspection certificates are up to date.</li> <li>■ Enhanced cleaning regime for high touch surfaces e.g. panels/call buttons (refer to Housekeeping Cleaning Regime).</li> <li>■ Signage/policy provided inside and outside all lifts.</li> <li>■ Follow protocol for use of lifts and when waiting for lifts, maintaining social distancing.</li> <li>■ Recommendation not to use lifts unless necessary, and if it is necessary, only one user at a time.</li> </ul>	
SHARED EQUIPMENT AND TOOLS	All staff who have to share equipment or tools.	<b>M</b>	<ul style="list-style-type: none"> <li>■ Shared tools and equipment to be cleaned after and before each use to minimise the spread of the virus, with special attention to keyboards, PC screens, printers, copiers, kettles, fridges).</li> <li>■ Enhanced cleaning of shared fixed equipment e.g. printers, copiers, kettles, fridges etc.</li> <li>■ Mobile phones should not be shared.</li> </ul>	<ul style="list-style-type: none"> <li>■ Consider providing individual headsets for the Porters and any other members of staff who would normally share a phone.</li> </ul>
USE OF STAFF ROOM AND SHARED	All staff accessing these areas.	<b>M</b>	<ul style="list-style-type: none"> <li>■ Staggered start and finish times, staggered tea breaks/lunch times and remote working to reduce congestion and contact.</li> </ul>	

<p>KITCHENS/COPIER AREAS, CHANGING FACILITIES, SHOWERS AND TOILETS</p>			<ul style="list-style-type: none"> <li>■ Kitchen/copier areas restricted to use by 1 person at a time. Signage.</li> <li>■ New regime of regular wiping of desks and workstations, door handles and locks, toilet flush, toilet roll holders, telephones, keyboards and working objects with disinfectant and regularly disinfect common areas.</li> <li>■ Surfaces frequently touched should be cleaned more often.</li> <li>■ Sanitising spray and wipes provided in all areas (staff room, staff toilets, changing areas, showers and kitchen/copier areas) to be used by staff before and after use.</li> <li>■ Waste bins with lids; regular removal and disposal.</li> <li>■ Regular housekeeping checks by Supervisors/Team Leaders to ensure adequate supplies of soap, hand sanitiser and paper towels to dry hands.</li> <li>■ Fabric hand towels removed.</li> <li>■ Wash hands before and after using the facilities.</li> <li>■ Leave toilet doors open after use for ventilation.</li> <li>■ Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.</li> <li>■ Seating and tables in staff room reconfigured to maintain social distancing and reduce face-to face interactions.</li> <li>■ Reminder social distancing markers on floors/notices.</li> <li>■ Notices setting clear use and cleaning instructions for these areas to ensure they are kept clean, clear of personal items and that social distancing is achieved as much as possible.</li> </ul>	
<p>FIRST AID PROVISION</p>	<p>Nurse, Qualified First Aiders and persons receiving first aid treatment.</p>	<p><b>M</b></p>	<ul style="list-style-type: none"> <li>■ First Aid at Work certificates which expire in the first 9 months of 2021 have been renewed.</li> <li>■ Refresher training to be conducted during 2021.</li> <li>■ All qualified first aiders provided with government guidance for administering first aid, which includes hygiene, PPE, CPR, cleaning the area where first aid is provided and dealing with spills of bodily fluids.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Adjust first aid response by following St John Ambulance covid-19 first aid advice: <a href="https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/">https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</a></li> <li>■ New guidance provided and training recorded.</li> <li>■ All first aiders will have access to PPE (face mask; disposable gloves; eye protection).</li> <li>■ College Nurse provides training on 'donning and doffing' and disposal of contaminated materials. All training is recorded.</li> <li>■ Hands should be washed thoroughly after contact with injured persons with soap and water or alcohol-based hand gel.</li> <li>■ All clinical waste is double bagged in black bags and placed in the general waste.</li> <li>■ Appointed contractors will dispose of their own waste.</li> <li>■ Waste transfer notes will be provided.</li> </ul>	
CONSULTATIONS WITH THE NURSE	Students, Fellows and Staff.	M	<ul style="list-style-type: none"> <li>■ Implement virtual and telephone consultations where possible.</li> <li>■ Maintain social distancing and wear PPE (gloves, mask and apron) for all in-person consultations.</li> <li>■ Avoid facing patients.</li> <li>■ Keep visits to student rooms and surgery to a minimum.</li> <li>■ Continue with deep cleaning/disinfection as currently but increase frequency as necessary.</li> </ul>	
PREVENTING CONTACT/VIRUS TRANSMISSION FROM CONTRACTORS	Students, Fellows and Staff.	M	<ul style="list-style-type: none"> <li>■ Staff who appoint contractors must follow new Covid-19 Control of Contractors procedure which requires contractors to provide their own Covid-19 risk assessment.</li> <li>■ Staff appointing contractors must be satisfied that contractors' arrangements meet the College Covid-19 arrangements and standards.</li> <li>■ The new Covid-19 Induction for contractors must be completed before any contractor commences work.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ All contractors must wear PPE determined by their risk assessment and clean their immediate areas of work following the College protocol.</li> <li>■ All contractors must follow the College social distancing and face covering policy.</li> </ul>	
STUDENT EVENTS AND ACTIVITIES	Students	M	<ul style="list-style-type: none"> <li>■ From 17<sup>th</sup> May 2021 JCR/MCR events and activities are permitted, subject to suitable Covid precautions and separation of groups so each group is no more than 6 indoors, or 30 outdoors. Indoor meetings may have more than 6 but must be separated into separate tables/groups of 6 which do not mix.</li> <li>■ An event risk assessment on the standard form must be completed by event organisers and approved by the College.</li> <li>■ Event organisers must submit risk assessments (following all current government guidance) to the Compliance Officer for initial review before submitting to a College officer for approval.</li> </ul>	
COLLEGE SPORT	Students	M	<ul style="list-style-type: none"> <li>■ Sports are permitted, providing a risk assessment on the standard form is completed.</li> <li>■ Club captains must submit risk assessments (following all current government guidance) to the Compliance Officer for initial review before submitting to a College Officer for approval.</li> </ul>	
VISITORS TO THE COLLEGE	Up to 3 accompanied visitors per student, fellow or member of staff	M	<ul style="list-style-type: none"> <li>■ Visitors must all have a College host (Fellow, student or member of staff) and be accompanied at all times when on the College site.</li> <li>■ Hosts are responsible for ensuring visitors follow all College Covid-19 policies and procedures.</li> <li>■ The College's social distancing and face covering policy applies.</li> <li>■ The rule of 6 or 2 households (whichever is higher) applies to visitors to student households indoors, however all student households must co-ordinate visitors to avoid breaching the maximum and taking account of the sensitivities of individual household members.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Groups of 30 maximum applies outdoors, however combining large numbers of visitors in outdoor groups is discouraged.</li> <li>■ Notice outside the Porter’s Lodge advises maximum of 3 visitors who must be accompanied by a College member.</li> <li>■ Clear directional and social distancing signage.</li> <li>■ Gates to remain closed by default except main gate.</li> <li>■ Contractors do not need to be accompanied at all times.</li> <li>■ College hosts must cooperate with the College and NHS Track &amp; Trace if required.</li> </ul>	
FIRE SAFETY AND EVACUATION	All residents, staff, Fellows, contractors, visitors and guests on site	M	<ul style="list-style-type: none"> <li>■ Weekly fire alarm tests, checks of fire extinguishers, disabled alarms, fire doors and planned fire drills will continue as normal; staff will wear PPE (gloves and masks).</li> <li>■ New PPE (face covering and disposable gloves) must be worn when entering each staircase/building.</li> <li>■ Any changes to scheduling of weekly fire alarm tests will be communicated to College community.</li> <li>■ In the event of a fire alarm activation, all those in the area will evacuate as normal, using their nearest fire escape route</li> <li>■ Additional fire assembly points have been established to separate students who are in self-isolation.</li> <li>■ Students in self-isolation must maintain 2m social distancing during evacuations AND when at their dedicated emergency assembly point.</li> <li>■ Students not in self-isolation will assemble at the relevant emergency assembly point in their designated “households”.</li> <li>■ Announced fire drills will be completed reinforcing social distancing and face covering policies and directing students to appropriate emergency assembly points.</li> <li>■ A list of all rooms in which any students were in self isolation will be kept up to date in the Porters Lodge.</li> <li>■ Self-isolation notices placed on doors.</li> <li>■ Review PEEPs to determine if they can be supported whilst maintaining social distancing.</li> </ul>	

			<ul style="list-style-type: none"> <li>■ Where this is not possible PPE will be needed for both the student and Porters providing assistance, including use of PPE.</li> </ul>	
USE OF SMOKING AREAS	All smokers.	L	<ul style="list-style-type: none"> <li>■ Enhanced cleaning regime.</li> <li>■ Maintain 2m social distancing through signage and limiting capacity.</li> <li>■ The location of the Kitchen Yard smoking area has been moved and the smoking shelter has been closed.</li> <li>■ A separate smoking area has been established in Cripps Court for use by students who are in self-isolation, but able to take daily exercise.</li> </ul>	
CONTACT WITH DELIVERY DRIVERS	Porters and all other staff who accept deliveries and access areas where goods are delivered.	L	<ul style="list-style-type: none"> <li>■ Post/parcels and deliveries are left on tables inside the front door.</li> <li>■ Delivery drivers to remain in their vehicles and telephone their College contact on arrival for instructions.</li> <li>■ Contactless deliveries and booked delivery times.</li> <li>■ Designated external drop-off and collection points (must be signposted) to maintain 2m social distancing.</li> <li>■ Where possible and safe, one member of staff to load/unload vehicles.</li> <li>■ If it is necessary for 2 persons to unload/load vehicles, staff should wear face covering and disposable gloves and maintain 2m distance (or as much distance as possible). Avoid close face-to-face interaction.</li> <li>■ All items to be handled wearing gloves or after handling the individual concerned to wash their hands well (at least 20 seconds with hot soapy water) or use hand sanitiser.</li> <li>■ Items that can be wiped over with antibacterial wipes or washed should be.</li> <li>■ Remove unnecessary external packaging asap and dispose of to the external bins. Alternatively, 'quarantine' deliveries for 72 hours before use.</li> <li>■ (The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different</li> </ul>	



			<p>conditions and temperature is thought to be low, but the transmission risks may be higher with the new identified variant.)</p> <ul style="list-style-type: none"> <li>■ All cleaning in Catering should be in line with food hygiene practice and the environmental controls set out in the Food Safety Policy.</li> </ul>	
USE OF COLLEGE VEHICLES	Maintenance, Housekeeping and Gardeners	L	<ul style="list-style-type: none"> <li>■ Vehicle use restricted to authorized staff only.</li> <li>■ New 'Use of College Vehicles (Covid-19)' policy.</li> <li>■ Policy placed in College vehicles to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interiors.</li> <li>■ Regular cleaning of vehicle interiors between different users., including frequent cleaning of objects and surfaces that are touched regularly, such as door handles, vehicle keys, steering wheel, etc.)</li> <li>■ Dispose of used cleaning materials in regular black rubbish bags after use AND between different users.</li> <li>■ Operate contactless payment when refueling at petrol stations where possible and always wear disposable gloves.</li> <li>■ Wash hands before boarding vehicles.</li> <li>■ Provide hand sanitiser/wipes in both vehicles and disposal bins/bags.</li> <li>■ Wash hands after each delivery/collection.</li> <li>■ Antibacterial hand sanitiser / wipes provided in vehicles to enable staff to clean hands after each collection/delivery.</li> <li>■ Remove all waste, equipment and personal belongings from seating areas in vehicles after use.</li> </ul>	
MANUAL HANDLING	Relevant members of staff	L	<ul style="list-style-type: none"> <li>■ Follow usual manual handling training provided.</li> <li>■ All staff complete annual manual handling refresher online training.</li> <li>■ Ask for assistance when needed for 2-person tasks.</li> <li>■ PPE must be worn where social distancing for 2-person tasks cannot be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>■ Heads of Departments to review 2-person tasks, issue guidance and provide training, including use of PPE and social distancing.</li> </ul>

			<ul style="list-style-type: none"> <li>■ College Nurse will provide training for putting on and taking off PPE and safe disposal.</li> <li>■ Record all training.</li> </ul>	
PERSONS COMPLETING COMPLIANCE CHECKS AND TESTING	All residents, staff and any guests, visitors in areas where technicians are working	L	<ul style="list-style-type: none"> <li>■ All mandatory testing and inspections, (e.g. flushing of the water systems (especially with limited residents) to prevent legionnaires, electrical testing, lift inspections, fire alarm testing etc.) required on a regular basis will continue.</li> <li>■ Operatives to ensure hand washing/sanitising between areas and PPE.</li> <li>■ Where routine compliance tests are completed in areas where students are in self-isolation new PPE (face covering and disposable gloves) must be worn when entering each staircase/building. .</li> <li>■ Appointed contractors completing routine tests must follow new Covid-19 Control of Contractors procedure AND wear fresh PPE when entering each building.</li> <li>■ College Nurse will provide staff training for donning and doffing PPE and safe disposal.</li> <li>■ Training recorded.</li> </ul>	
DISPLAY SCREEN EQUIPMENT (DSE)	<p>Staff and Fellows using PCs, laptops or tablets.</p> <p>Increased risk of eyesight problems, RSI or Musculoskeletal conditions resulting from incorrect DSE use, whether working in College or from home.</p>	L	<ul style="list-style-type: none"> <li>■ New 'Working from Home' online training provided.</li> <li>■ DSE online refresher training, which includes workstation self-assessment of temporary home workstation.</li> <li>■ Staff and Fellows encouraged to take regular breaks in which they move away from their PC.</li> <li>■ These measures are particularly relevant to those individuals who do not normally work from home, as their "office" space may not be ideal:</li> <li>■ Those who may have to share a computer keyboard, mouse and telephone must introduce a self-cleaning regime between different users (with both the person to last use the equipment to wipe it with an antibacterial wipe and then the next person to use it to clean it with antibacterial wipes/spray before using it.</li> </ul>	<ul style="list-style-type: none"> <li>■ Heads of Departments to monitor workloads and staff health through regular contact.</li> <li>■ Report any concerns to the Compliance Officer.</li> </ul>

			<ul style="list-style-type: none"> <li>■ Staff may collect parts of their office workstation equipment for use at home, including their chair, but must undertake the online working from home training and report any gaps in safe provision to their Head of Department or line manager or the Compliance Officer.</li> </ul>	
LOAN OF BOARD GAMES	Students	L	<ul style="list-style-type: none"> <li>■ Organised by JCR Welfare Officers.</li> <li>■ Online booking system for games.</li> <li>■ JCR Welfare Officers arrange delivery, collection and 'quarantine' of all games for 72 hours before they can be re-booked.</li> </ul>	