**SELWYN COLLEGE COVID-19 RISK ASSESSMENT – Version 8**

**Site/Location:** ALL COLLEGE AREAS  
**Activity/Situation:** MAINTAINING SAFETY OF STAFF, STUDENTS AND FELLOWS WITH RESPECT TO COVID-19  
**Date of this Assessment:** 22 09 2020  
**Version:** 8  
**Reference No.** COVID/1

**Review:** This risk assessment and safe working practices must be kept under regular review with government guidance ([https://www.gov.uk/coronavirus](https://www.gov.uk/coronavirus)) and amended as required.

<table>
<thead>
<tr>
<th><strong>AREA OF CONCERN</strong></th>
<th><strong>WHO MAY BE HARMED AND HOW</strong></th>
<th><strong>RISK LEVEL</strong></th>
<th><strong>ARRANGEMENTS</strong></th>
<th><strong>FURTHER ACTIONS/CONSIDERATIONS</strong></th>
</tr>
</thead>
</table>
| RISKS TO THOSE WHO ARE IDENTIFIED AS CLINICALLY EXTREMELY VULNERABLE OR CLINICALLY VULNERABLE | Any Fellows, staff or students in this category. 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”: [https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/) [https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/) | H | ▪ Tutors and Tutorial office will identify any students who are ‘clinically extremely vulnerable’ or ‘clinically vulnerable’  
▪ Agreement on a case-by-case basis what arrangements need to be put in place for student, including option of remote learning away from College if clinically necessary  
▪ Senior Tutor to identify any Fellows in these categories and agree arrangements on a case-by-case basis, including option to teach online  
▪ Staff survey and RTW individual risk assessments to identify staff in these categories.  
▪ Refer to OH if further advice needed.  
▪ Alternative remote working will be considered.  
▪ Support provided by Heads of Departments.  
▪ If staff cannot work from home, they may be offered the option of alternative work to enable them to maintain social distancing.  
▪ The College will take into account specific duties for those with protected characteristics. |
## MAINTAINING SOCIAL DISTANCING

| All College community. | H | - Social distancing policy for moving around College agreed – 2m apart unless (a) outside, or (b) wearing face covering, or (c) momentary contact, in which case 1m+. Exception for students in their household. Give way to people coming down stairs and out of a staircase.
- Face covering policy (implemented from 10 August)
- No visitors to a student room except by members of their household. Strictly no overnight visitors in student rooms.
- Staff in teams to work on a roster for office and home work to reduce contact.
- Move workstations where necessary to maintain social distancing.
- Reduce the number of entrances, implement one-way and give way systems to maintain 2m distance.
- Floor markings, signage, barriers to manage queues, waiting areas and one-way, give-way systems.
- Encourage staff to provide their own refillable drinking bottles/keep cups.
- Visitors to remain in office doorways where possible or provide floor markers to maintain social distancing from desks.
- 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.
- Remove/rearrange chairs in staff room to maintain social distance. Remove sofas.
- Facilitate breaks in outdoor areas.
- Clear signage in all areas.
- Avoid sharing equipment where possible.
- Implement drop-off points and transfer areas to hand over items to others removing direct contact and facilitating social distancing. |
| POOR HYGIENE PRACTICES IN STUDENT COMMUNAL AREAS (GYS, TOILETS, BATHROOMS SHOWERS (CORRIDORS, STAIRWELLS, etc.) | Resident students, Fellows and staff cleaning or working in these areas. | H | Documented cleaning regime for both deep clean prior to students’ return and ongoing cleaning once arrive.  
Access to toilets, bathrooms, showers and gyps restricted to members of one household.  
Clear area policy: Surfaces to remain as clear as possible, removing as many items as possible into cupboards and drawers to allow for quick and easy cleaning.  
Students must wash up and clear away all food immediately after use in gyps.  
Students must regularly wipe shared and own appliances in gyps.  
Tea towels have been removed which were previously shared.  
Paper towels provided for hand drying.  
Provide sufficient rubbish bins with lids in toilets/bathrooms for paper towels.  
Notices setting clear use and cleaning guidance, social distancing and hand washing.  
Regular checks to ensure adequate supplies of soap, hand sanitiser and paper towels.  
Bins emptied regularly and waste disposed of in waste collection bins.  
Avoid leaving waste bags outside staircases.  
Regularly empty waste bins and dispose.  
Regularly sanitise high use items: light switches, door handles, door panels, door locks, handrails, toilet roll holders, surfaces, College-provided kettles, microwaves, toasters. |
| --- | --- | --- | --- |
| PEOPLE DISPLAYING SYMPTOMS OF | Students, Staff and Fellows. | H | Follow Government guidance  
Do not leave your room (students) or home – or go  
Regularly review and align procedure with current Government advice. |
### COVID-19

If you or someone in your household has any of the following:
- a high temperature
- a new, continuous cough
- a loss of, or change to, your sense of smell or taste.

- Advise Porters (students or Fellows) or line manager (staff) that you are in self-isolation by email or phone (not in person).
- Arrange to have a University-provided (or public) test as soon as possible.
- If a test is completed and proves negative, those in self-isolation due to contact can stop their period of self-isolation.
- 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.
- Maintain contact with College Nurse or contact NHS111, the online Covid-19 service if the illness worsens.
- If it is a medical emergency and you need to call an ambulance, dial 999 and inform the call handler that you have COVID-19 symptoms.
- Do not go to a GP surgery, pharmacy or hospital.

### Staff Receiving NHS Test, Track & Trace Notification While on the College Site

<table>
<thead>
<tr>
<th>If you are contacted by the NHS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Avoid touching as many surfaces as possible.</td>
</tr>
<tr>
<td>Return home or to your room immediately.</td>
</tr>
<tr>
<td>Avoid contact with others.</td>
</tr>
</tbody>
</table>

- If you are a member of staff and do not have your own transport:
  - Maintain social distancing from others (in case you later learn that you have the virus).

- Staff isolation room to be identified and made known to all staff.
- Provide door sign to prevent accidental access.
- RIDDOR reporting of COVID-19 cases:
- The College has an obligation to make a report under RIDDOR (The Reporting
| STAFF/FELLOWS EXPERIENCING COVID-19 SYMPTOMS WHILE AT WORK | • Inform your Head of Department (telephone/text or in person but maintain a 2m distance)  
• The College will provide a room you can use while you make arrangements to return home to prevent any further people contact and avoid possibility of spreading Covid-19.  
◼ Follow NHS guidance on contact tracing, self-isolation and get a test.  
◼ For staff, do not return to work until the relevant period of self-isolation has been completed.  
◼ Heads of Department will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.  
◼ Housekeeping staff will disinfect all contact areas.  
| of Injuries, Diseases and Dangerous Occurrences Regulations 2013) only if:  
• an unintended incident at work has led to someone’s possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence.  
◼ Procedure will be needed for visitors and guests once the College reopens. |

| LACK OF ADEQUATE CLEANING | Staff, Fellows, Students and contractors permitted to enter the College.  
◼ Deep clean all areas before reopening.  
◼ Amended Housekeeping cleaning regime  
◼ Clean desk and clear area policies - all non-essential items stored in enclosed in cabinets or drawers.  
◼ Staff self-cleaning regime, providing anti-bacterial wipes/spray. All phones, keyboards, copiers, scanners, desks, desk supplies, etc. will be wiped frequently by occupants.  
◼ Provide closed bins for waste disposal.  
◼ Where desks are shared, both in-coming and out-going persons must disinfect work area.  
◼ Frequent enhanced cleaning of objects and surfaces in communal areas which are touched regularly.  
◼ Monitor and review new cleaning regime. Adjust as needed and re-train.  
◼ Yellow bags for disposal of tissues, used gloves, aprons and any other clothing which might have been in contact with someone with/suspected Covid-19.  
◼ Yellow bags placed in yellow bins and collected by |

◼ Consider purchase of steam cleaners for internal and external deep cleaning.
<table>
<thead>
<tr>
<th>VISITS REQUIRED TO STUDENTS’ ROOMS &amp; STUDENT ACCOMMODATION</th>
<th>Applies to Nurse, Porters, IT staff, &amp; Maintenance staff</th>
<th><strong>H</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><em>For essential work and emergencies only.</em></td>
<td></td>
<td></td>
</tr>
<tr>
<td>contractor.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Black bags for general rubbish and used cleaning materials.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Sanitise all equipment after and before use.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ Housekeeping staff to refer to PPE protocol when cleaning.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>■ When cleaning after a known or suspected case of COVID-19 refer to the specific guidance in new Housekeeping cleaning regime.</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>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.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Ask students to vacate their rooms while work is completed.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Leave the area if a student refuses to leave their room and report the matter to the Senior Tutor.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Identify any busy (higher risk) areas and try to minimise movement there.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Sanitise hands before entering area and maintain social distancing where possible.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Wear a face covering.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Wear disposable gloves where possible. Follow procedure for safe use and disposal of gloves.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Sanitise hands again when leaving the staircase/hostel.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>Maintenance repairs taking more than 1 day to complete should be assigned to the same members of staff.</td>
</tr>
<tr>
<td><strong>H</strong></td>
<td></td>
<td>If possible, assign Maintenance teams to carry out work in the same “households” to minimise contact.</td>
</tr>
</tbody>
</table>
| USE OF JCR, MCR, GAMES/TV ROOM, COMPUTER ROOMS/AREAS | All students using these areas, staff and contractors who access these areas to work. | H | ■ Deep clean before reopening.  
■ Provide as much ventilation as possible.  
■ Porters to open windows when the JCR/MCR is unlocked at the start of each day.  
■ JCR – one-way system for access/egress using East/West entrances for in/out and social distancing notices in all areas. Directional signage.  
■ Calculate number of chairs which could allow social distancing and remove excess seating/restrict use.  
■ Remove bean bags and replace with chairs.  
■ Seating/social distancing reminder notices.  
■ Implement a clear area policy in all areas and store non-essential items in enclosed in cupboards, cabinets and drawers to allow for easier cleaning and infection control.  
■ Hand sanitising stations at all entrances/exits.  
■ Enhanced cleaning in all frequently touched areas, e.g. doors, door locks, phones, copiers, sinks, electrical equipment, surfaces, etc.  
■ Agree with JCR and MCR Committees the processes and self-management approach that will be required to enable the rooms to remain open. |
| Failing to comply with government and college policies and guidance | Staff, Fellows, Students, Guests, Visitors, Contractors. | H | ■ Clear College policies, reflecting government requirements and policies  
■ Consistent communication to College community on collective responsibility to adhere to policies for the benefit of all.  
■ Appropriate and proportionate approach to student and staff non-compliance, whether inadvertent or deliberate.  
■ While formal disciplinary processes and sanctions are a last resort, clarity in communications that they remain a possibility, consistent with wider inter-
<table>
<thead>
<tr>
<th>NON ACADEMIC STAFF CONCERNS ABOUT RETURNING TO WORK</th>
<th>All employees.</th>
<th>M</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Staff return to work survey.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Individual RTW risk assessment discussed with HoD.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• iHasco return to work training for all non-academic staff</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Weekly HoDs meetings and frequent meetings of Operations Team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Staff encouraged to use social media/telephone/text messaging to maintain regular contact with their teams to review levels of work, priorities, deadlines and working hours.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Weekly email from the Bursar and virtual coffee mornings to maintain contact and engage with staff.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• HoDs to monitor working hours and ensure staff take full allowance of annual leave.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Meetings to prepare staff to return to work.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Induction for staff returning to work to include:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• new H&amp;S procedures &amp; welfare arrangements</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• new ways of working/procedures and training</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• changes in service levels, work duties or tasks</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• All training will be recorded.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Inductions will consider staff who have English as a second language.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Adjustments and ongoing support to facilitate return to work where necessary.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Encourage open dialogue and feedback on all new safety measures and changes in working practices.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• HoDs and Line Managers to monitor and manage changes in ways of working.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• Make this risk assessment available to all members of staff.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| STAFF TRAVELLING TO WORK | All staff and non-resident Fellows. | M | - Limit travel to minimum journeys for work purposes.
- Use cars, bicycles, or walk where possible.
- Avoid car sharing with others from outside of your household.
- Take precautions on public transport – mandatory face covering; travel outside peak hours if possible.
- HoDs to consider flexible working to accommodate off-peak travel.
- Avoid touching eyes, nose and mouth.
- Wash/sanitise hands on arriving at College.
- Follow all government advice. |
|-------------------------|----------------------------------|---|---------------------------------------------------|
| REOPENING OF AND STAFF WORKING IN THE LIBRARY, IT, DEVELOPMENT, TUTORIAL, HR, COMPLIANCE, CATERING, PORTERS' LODGE, HOUSEKEEPING, CHAPEL, MAINTENANCE, GARDENS | | M | - Individual risk assessments and plans for each department.
- Library and Chapel plans for safe use by students.
New precautions in place including:
- Protective screens where appropriate
- Drop box systems for passing items between staff.
- Social distancing in all areas.
- Face covering policy.
- Enhanced cleaning regimes.
- PPE and disposal arrangements.
- Staff will receive details of all plans, new processes, use of PPE, social distancing etc.
- Training will be provided and recorded. |
| POOR / LACK OF ADEQUATE HAND WASHING | All residents, staff, Fellows and contractors. | M | - Follow hand washing guidance provided by NHS and PHE:
  - Wash hands thoroughly with soap and water for 20 seconds.
  - Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.
  - Put used tissues in the bin immediately and wash your |
- Avoid touching face/eyes/nose/mouth with unwashed hands.
- Wash your hands as soon as you get to work and when you arrive home, after you blow your nose, cough or sneeze, before you eat or handle food.
- Signage, posters, emails as constant reminder to wash/sanitise hands and correct handwashing washing technique.
- Paper towels provided for drying of hands. (Shared hand towels have been removed.)
- Use sanitiser frequently where handwashing facilities are not available.
- Hand sanitiser provided around the College site where hand washing facilities are not available.
- Waste bins with lids to contain germs.
- Yellow bags for waste tissues and contaminated PPE.
- Regularly clean all hand washing areas, checking soap and sanitiser stocks and empty waste bins.
- Hand washing before and after eating; recommended on arrival and leaving places of work or study-bedrooms.

| 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.). |M |  | PPE will be ordered centrally for most departments, using reputable suppliers to ensure manufacturing standards are met.  
All PPE must be approved by the College Nurse to ensure it is fit for purpose.  
Staff training for putting on/taking off provided by College Nurse.  
All training will be recorded.  
Protocols for the use of PPE provided by role.  
Regular reminders given to staff that wearing of | Procedure will be needed when College is open to visitors. |
gloves, masks or other PPE is not a substitute for good hand washing or social distancing.

- Enhanced levels of PPE will be provided for persons required to enter rooms where students are in self-isolation (emergency visits only, routine works must be rescheduled).
- Dispose of used PPE (gloves, masks, aprons) in yellow bags. Place yellow bags in yellow bins for disposal/collection by contractor.
- HoDs to supervise to check for correct PPE use.

**USE OF LIFTS**

- Ensure lift inspection certificates are up to date.
- Enhanced cleaning regime for high touch surfaces e.g. panels/call buttons.
- Follow protocol for use of lifts and outside, when waiting for lifts, maintaining social distancing. Strong recommendation not to use lifts unless necessary, and if it is necessary, one user at a time.

**MEETINGS AND SUPERVISIONS**

- All meeting rooms deep cleaned before reopening.
- Hold meetings/supervisions in well-ventilated rooms (open windows) or outside.
- Maintain social distancing.
- Students to be required to wear face coverings if Supervisor requires it.
- Sanitise all areas before meetings.
- Sanitise surfaces between supervisions
- Provide hand sanitiser in meeting rooms.
- Increased cleaning of frequently touched areas such as light switches, doors, tables, chairs etc.
- Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.
- Use toilet facilities designated for use by each room.
- Reconfigure seating and tables or provide social distancing.

All lift users.  M

Staff, Fellows and Students  M
| SHARED EQUIPMENT AND TOOLS | All staff who have to share equipment or tools. | M | ■ 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).  
■ Enhanced cleaning of shared fixed equipment e.g. printers, copiers, kettles, fridges etc.  
■ Mobile phones should not be shared. | ■ Investigate individual headsets for the Porters and any other members of staff who would normally share a phone. |
| USE OF STAFF ROOM AND SHARED KITCHENS/COPIER AREAS, CHANGING FACILITIES, SHOWERS AND TOILETS | All staff accessing these areas. | M | ■ Deep clean before reopening.  
■ Staggered start and finish times, staggered tea breaks/lunch times and remote working to reduce congestion and contact.  
■ Kitchens/copier areas restricted to use by 1 person at a time.  
■ Promote a new culture 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. Surfaces frequently touched should be cleaned more often.  
■ Provide enough rubbish bins with lids and regular | ■ Protocol needed for new cleaning regimes, staff training and maintain records of training. |
removal and disposal.
- Regular Housekeeping checks to ensure adequate supplies of soap, hand sanitiser and paper towels to dry hands. Hand towels have been removed.
- Wash hands before and after using the facilities.
- Leave toilet doors open after use for ventilation
- Staff room configured for social distancing
- Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.
- Reconfigure the seating and tables in staff room to maintain social distancing and reduce face-to-face interactions.
- Social distancing markers on floors/notices as a reminder.
- Provide 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.
- Note that for students, shared household toilets will only be for use by members of that household.

| FIRST AID PROVISION | Nurse, Qualified First Aiders and persons receiving first aid treatment. | M | First Aid at Work certificates have been extended until 30 9 2020 (HSE).
Most first aiders attended refresher training in February.
| CONSULTATIONS WITH THE NURSE | Students, Fellows and Staff. | M | - Implement virtual and telephone consultations where possible.  
- Maintain social distancing and wear PPE (gloves, mask and apron) for all in-person consultations.  
- Avoid facing patients.  
- Keep visits to student rooms and surgery to a minimum.  
- Continue with deep cleaning/disinfection as currently but increase frequency as necessary. |
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>PREVENTING CONTACT/VIRUS</td>
<td>Students, Fellows and Staff.</td>
<td>M</td>
<td>- All staff &amp; Fellows appointing contractors must follow new induction procedure to reduce contact with</td>
</tr>
</tbody>
</table>
### TRANSMISSION FROM CONTRACTORS
- staff and limit time spent in the Porters’ Lodge.
- All contractors must wear PPE determined by their risk assessment and clean their immediate areas of work following the College protocol.

### USE OF SMOKING AREAS
- All smokers.
- Deep clean prior to opening.
- Enhanced cleaning regime.
- Maintain social distancing through signage and potentially limiting capacity.

### CONTACT WITH DELIVERY DRIVERS
- Porters and all other staff who accept deliveries and access areas where goods are delivered.
- Post/parcel deliveries are left on tables inside the front door.
- Delivery drivers to remain in their vehicles and telephone their College contact on arrival for instructions.
- Contactless deliveries and booked delivery times.
- Designated external drop-off and collection points (must be signposted) to maintain 2m social distancing.
- Where possible and safe, one member of staff to load/unload vehicles.
- If it is necessary for 2 persons to unload/load vehicles, staff should wear masks.
- 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).
- Items that can be wiped over with antibacterial wipes or washed should be.
- Remove unnecessary external packaging asap and dispose of to the external bins.
- (The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is
While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices. All cleaning in Catering should be in line with food hygiene practice and the environmental controls set out in the Food Safety Policy.

FIRE SAFETY AND EVACUATION

| All residents, staff, Fellows, contractors, visitors and guests on site | L | Weekly fire alarm tests, checks of fire extinguishers, disabled alarms, fire doors and planned fire drills (Michaelmas & Lent Terms) will continue as normal; staff will wear PPE (gloves and masks). Any changes to scheduling of weekly fire alarm tests will be communicated to College community. In the event of a fire alarm activation all those in the area will evacuate as normal, using their nearest fire escape route. This includes students in self-isolation. Fire Assembly Points will remain in same locations but social distancing must be maintained. Students in self-isolation must be particularly careful to be socially distanced from all other households when assembling. The Duty Porter would investigate the cause of the alarm and if it is necessary for the student to evacuate instruct the student to put on a mask and gloves before leaving their room. A list of all rooms in which any students were in self isolation will be kept up to date in the Porters Lodge. Self-isolation notices placed on doors. Review PEEP's to determine if they can be supported whilst maintaining social distancing. Where this is not possible PPE will be needed for both the student and Porters providing assistance, |
| USE OF COLLEGE VEHICLES | Maintenance, Housekeeping and Gardeners | L | - Restrict vehicle access to assigned staff where possible.
- A notice placed in the van to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interior.
- 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.
- Dispose of cleaning materials in regular black rubbish bags.
- Contactless petrol refueling where possible. Wear disposable gloves.
- Wash hands before boarding vehicles.
- Provide hand sanitiser/wipes in both vehicles and disposal bins/bags.
- Wash hands after each delivery/collection.
- Antibacterial hand sanitiser / wipes provided in vehicles to enable staff to clean hands after each collection/delivery.
- Remove all waste and belongings from vehicles after use. |
| MANUAL HANDLING | Relevant members of staff | L | - Follow manual handling training provided.
- All staff complete annual manual handling refresher online training.
- Ask for assistance when needed for 2-person tasks.
- PPE must be worn where social distancing cannot be maintained.
- College Nurse will provide training for putting on | - Heads of Departments to review 2-person tasks, issue guidance and provide training, including use of PPE and social distancing. |
<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONS COMPLETING COMPLIANCE CHECKS AND TESTING</td>
<td>All residents, staff and any guests, visitors in areas where technicians are working&lt;br&gt;&lt;br&gt;◼ 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.) have been taking place on a daily, weekly, (routine) basis as required and will continue.&lt;br&gt;◼ Operatives to ensure hand washing/sanitising between areas and gloves.&lt;br&gt;◼ Appointed contractors to follow new Covid-19 Control of Contractors procedure.&lt;br&gt;◼ College Nurse will provide staff training for donning and doffing PPE and safe disposal.&lt;br&gt;◼ Record all training.</td>
</tr>
<tr>
<td>LOCAL RESIDENTS AND VISITORS</td>
<td>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.) have been taking place on a daily, weekly, (routine) basis as required and will continue.&lt;br&gt;◼ Operatives to ensure hand washing/sanitising between areas and gloves.&lt;br&gt;◼ Appointed contractors to follow new Covid-19 Control of Contractors procedure.&lt;br&gt;◼ College Nurse will provide staff training for donning and doffing PPE and safe disposal.&lt;br&gt;◼ Record all training.</td>
</tr>
<tr>
<td>DISPLAY SCREEN EQUIPMENT (DSE)</td>
<td>New ‘Working from Home’ online training provided.&lt;br&gt;◼ DSE online refresher training, which includes workstation self-assessment of temporary home workstation.&lt;br&gt;◼ Staff and Fellows encouraged to take regular breaks in which they move away from their PC.&lt;br&gt;◼ These measures are particularly relevant to those heads of departments to monitor workloads and staff health through regular contact.&lt;br&gt;◼ Report any concerns to the Compliance Officer.</td>
</tr>
</tbody>
</table>
whether working in College or from home. individuals who do not normally work from home, as their “office” space may not be ideal:
- 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.
- Staff may collect parts of their office workstation equipment for use at home, including their chair.