

SELWYN COLLEGE COVID-19 RISK ASSESSMENT – Draft version 9 – **Endorsed at College Council, 26 January 2021**

<p>Site/Location: ALL COLLEGE AREAS</p> <p>Activity/Situation: WORKING SAFELY DURING THE COVID 19 PANDEMIC: RISKS OF TO STAFF, FELLOWS, STUDENTS AND CONTRACTORS IN CONTRACTING AND TRANSMISSION OF COVID-19 CONSIDERING INCREASED RISK OF TRANSMISSION DUE TO NEW VARIANT. CURRENTLY IN NATIONAL LOCKDOWN FROM 05/01/2021.</p>	<p>Date of this Assessment: 26/01/2021 Date of last Assessment: 22/09/2020 Version: 9 Reference No. COVID/1</p>	<p>Review: <i>This risk assessment and safe working practices must be kept under regular review with government guidance (https://www.gov.uk/coronavirus) and amended as required.</i></p> <p>Next Review: Following new government guidance with any changes to national lockdown restrictions, or before large numbers of students return to College (whichever is sooner).</p>
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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> https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/</p> <p><i>https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/</i></p>	H	<ul style="list-style-type: none"> ■ 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 students, 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, Head of Department (HOD) identification and Return to Work (RTW) individual risk assessments to identify staff in these categories. ■ Refer staff to Occupational Health (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. 	

	<i>risk/whos-at-higher-risk-from-coronavirus/</i>		<ul style="list-style-type: none"> ■ Staff in this category will be reassigned different areas to avoid entering staircases/hostels where there identified are positive Covid-19 cases. ■ The College will take into account specific duties for those with protected characteristics. 	
MAINTAINING SOCIAL DISTANCING	All College community.	H	<ul style="list-style-type: none"> ■ All staff, students and fellows to follow Staff, Student or Fellows' Covid protocol as appropriate and to follow College social distancing and face covering policy dated 12 January 2021. ■ Keep to the left on all paving. ■ Give way to others where paving narrows (follow signs). ■ Give way to others walking down stairs, leaving buildings and cycle sheds. ■ All community to adhere to current Face Covering Policy. ■ Policy updates will be circulated and uploaded onto the College website. ■ No visitors to student rooms except by members of their household. ■ Strictly no overnight visitors in student rooms. ■ Staff who work in team/shared offices encouraged to work on a roster for office and home work to reduce contact. ■ Move workstations where necessary to maintain 2m 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. ■ Student enquiries dealt with via telephone/video calls where possible, or otherwise by appointment, to reduce numbers in buildings and contact with staff. 	

			<ul style="list-style-type: none"> ■ 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 (weather permitting). ■ Clear signage in all areas. ■ Implement drop-off points and transfer areas to hand over items to others removing direct contact and facilitating social distancing. ■ No College or student organised events involving physical attendance until end of national lockdown restrictions. ■ Study spaces to require and observe strict minimum of 2m distance between individuals and wearing of face coverings in line with social distancing and face coverings policy. 	
<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>H</p>	<ul style="list-style-type: none"> ■ Deep clean all areas before reopening. ■ Enhanced Housekeeping cleaning regime (separate document) ■ Clean desk and clear area policies: <ul style="list-style-type: none"> - staff to place all non-essential items in enclosed in cabinets or drawers. - 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. ■ Local cleaning in addition to cleaning by Housekeeping staff. Anti-bacterial wipes/spray provided: <ul style="list-style-type: none"> - Staff, Fellows to wipe phones, keyboards, copiers, scanners, desks, desk supplies, etc. - ■ to clean en-suite bathrooms, and shared surfaces in 	

			<p>toilets/gyps.</p> <ul style="list-style-type: none"> - ■ Housekeeping staff will not clean en-suite bathrooms during national lockdown. ■ Closed bins for waste disposal. ■ Avoid sharing equipment where possible. ■ Where shared equipment is unavoidable, it must be sanitized by users before and after use. ■ New infection control procedure: ■ Housekeeping staff will wear the following PPE - disposable gloves, face covering and plastic apron - at all times when cleaning. ■ Gloves and disposable aprons will be changed when moving from household to household and building to building to reduce risk of transmission of the virus. ■ Staff will dispose of used PPE in black bags. ■ When full, black bags will be double bagged, securely tied and disposed of in the general waste stream. ■ Black bags are also used to dispose of general rubbish and used cleaning materials. ■ 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. ■ Housekeeping staff to adhere to the procedures in the new cleaning regime. ■ Monitor and review new cleaning regime; adjust as needed and re-train. ■ When cleaning after a known or suspected case of COVID-19 Housekeeping staff will refer to the specific procedure in new Housekeeping cleaning regime. 	
PEOPLE DISPLAYING SYMPTOMS OF COVID-19	Students, Staff and Fellows.	H	<ul style="list-style-type: none"> ■ Must not leave room (for students) or home (for staff) if they, or someone in their household has Covid symptoms ■ Students to follow College isolation & test guidelines for 	<ul style="list-style-type: none"> ■ Regularly review and align procedure with current Government advice.

			<p>their relevant scenario</p> <ul style="list-style-type: none"> ■ If out of College and experiencing any of these symptoms, go straight to your room/home, avoiding all possible contact with people and surfaces. ■ Students/resident Fellows should advise the Porters via email that they are experiencing Covid-19 symptoms. ■ Arrange to have a University-provided (or public) test as soon as possible ■ Staff should advise their Head of Department if they are experiencing Covid-19 symptoms. ■ 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. ■ In emergency or if symptoms worsen and you are unable to cope without medical support call NHS111. 	<ul style="list-style-type: none"> ■ Procedure will be needed for visitors and guests once the College is open.
<p>STAFF RECEIVING NHS TEST, TRACK & TRACE NOTIFICATION WHILE ON THE COLLEGE SITE</p> <p><u>AND</u></p> <p>STAFF/FELLOWS EXPERIENCING COVID-19 SYMPTOMS WHILE AT WORK</p>	<p>Staff contacted by the NHS.</p>	<p>H</p>	<ul style="list-style-type: none"> ■ If you are contacted by the NHS: <ul style="list-style-type: none"> • Avoid touching as many surfaces as possible. • Return home or to your room immediately. • Avoid contact with others. ■ If you are a member of staff and do not have your own transport: <ul style="list-style-type: none"> • Maintain social distancing from others (in case you later learn that you have the virus). • 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 people contact and avoid possibility of spreading the virus. ■ Provide door sign to prevent accidental access. ■ Follow NHS guidance on contact tracing, self-isolation and get a test. ■ For staff, do not return to work until the relevant period 	<ul style="list-style-type: none"> ■ Consider RIDDOR reporting of COVID-19 cases: <ul style="list-style-type: none"> ■ The College has an obligation to make a report under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013) only if: <ul style="list-style-type: none"> • an unintended incident at work has led to someone's possible or actual exposure to coronavirus. This must be reported as a dangerous occurrence. • a member of staff has been diagnosed as having COVID-19 and there is reasonable evidence that it was caused by

			<p>of self-isolation has been completed.</p> <ul style="list-style-type: none"> ■ 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. 	<p>exposure at work. This must be reported as a case of disease.</p> <ul style="list-style-type: none"> ■ A procedure will be needed for visitors and guests once the College reopens.
EMERGENCY VISITS TO STUDENTS' ROOMS WHERE THE STUDENT HAS TESTED POSITIVE FOR COVID-19	Applies to Nurse & Maintenance staff.	H	<ul style="list-style-type: none"> ■ 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. ■ Sanitise hands when entering the staircase/hostel. ■ Follow new infection control procedure. ■ If the room is en-suite or a Set, ask students to move to another area while work is completed. ■ Leave the room if a student refuses to move to an alternative area and report the matter to the Senior Tutor. ■ Maintain 2m social distancing. ■ Sanitise hands again when leaving the staircase/hostel. ■ Emergency maintenance repairs taking more than 1 day to complete should be assigned to the same members of staff. ■ Consider reallocating the student while work is completed. ■ If possible, assign Maintenance teams to carry out work in the same "households" to minimise contact. <p>Nurse to speak to students or use</p>	
VISITS TO STUDENT ACCOMMODATION TO DELIVER MEALS AND OTHER ESSENTIAL ITEMS.	Applies to Nurse, Porters, Catering Staff, Student Supporters.	H	<p>Follow new infection control procedure:</p> <ul style="list-style-type: none"> ■ Sanitise hands before entering area. ■ Put on a clean face covering, disposable gloves and disposable apron. ■ Dispose of face covering, gloves and apron in black bags when leaving each household area. ■ Follow procedure for safe use and disposal of gloves. 	

			<ul style="list-style-type: none"> ■ Sanitise hands again when leaving the staircase/hostel. ■ Bags used for delivering food are sanitized between deliveries. ■ If possible, assign the same members of staff/supporters to work in the same “households”. 	
<p>ESSENTIAL VISITS TO STUDENTS’ ROOMS & STUDENT ACCOMMODATION</p> <p><i>Visits to students’ room restricted to essential work and emergencies only.</i></p>	<p>Applies to Nurse, Porters, IT staff, Catering staff & Maintenance staff.</p>	H	<ul style="list-style-type: none"> ■ Before visiting students’ rooms, staff should: <ul style="list-style-type: none"> - ask that all internal doors are left open to minimise contact and windows are opened to ventilate rooms. - ask students to vacate their rooms while work is completed. - leave the area if a student refuses to leave their room and report the matter to the Senior Tutor. ■ Identify any busy (higher risk) areas and try to minimise movement there. ■ Cordon off an area where practical to prevent access and ensure 2m social distancing. ■ Sanitise hands before entering area and maintain social distancing where possible. ■ Wear a face covering and disposable gloves, where possible. Follow procedure for the safe use and disposal of gloves. ■ Sanitise hands again when leaving the staircase/hostel. ■ Maintenance repairs taking more than 1 day to complete should be assigned to the same members of staff. ■ Consider reallocating the student while work is completed. ■ If possible, assign Maintenance teams to carry out work in the same “households” to minimise contact. 	
<p>USE OF JCR, MCR, GAMES/TV ROOM, COMPUTER ROOMS/AREAS</p>	<p>All students using these areas, staff and contractors who access these areas to work.</p>	H	<ul style="list-style-type: none"> ■ The JCR is not expected to be safe enough to be re-opened during national lockdown, given the nature of the space. ■ The MCR larger room will be opened as a study space, subject to continuous review. 	

			<ul style="list-style-type: none"> ■ Deep clean before reopening. ■ Provide as much ventilation as possible. ■ 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. ■ MCR study space to be cleaned daily by Housekeeping. 	
FAILING TO COMPLY WITH GOVERNMENT AND COLLEGE POLICIES AND GUIDANCE	Staff, Fellows, Students, Guests, Visitors, Contractors.	H	<ul style="list-style-type: none"> ■ Clear College policies, reflecting government requirements and policies. This includes the staff, student and Fellow Covid protocols. ■ Consistent communication to College community on collective responsibility to adhere to policies for the benefit of all. ■ Administrative staff will follow government work from home instructions where possible, but may work in College if they need to. ■ Operational staff will continue to support students in College, but numbers will be reduced to reflect current student numbers and working from home practices. ■ 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-collegiate approach. 	
NON ACADEMIC	All employees.	M	<ul style="list-style-type: none"> ■ Staff return to work survey. 	

<p>STAFF CONCERNS ABOUT RETURNING TO WORK (note – this largely applied to the return to work in September 2020)</p>			<ul style="list-style-type: none"> ■ Individual RTW risk assessment discussed with HoD. ■ IHasco return to work training for all non-academic staff. ■ HoDs meetings and meetings of Operations Team. ■ 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. ■ Newsletters from the Bursar to maintain contact and engage with staff. ■ HoDs to monitor working hours and ensure staff take full allowance of annual leave. ■ Meetings to prepare staff to return to work. ■ Induction for staff returning to work to include: <ul style="list-style-type: none"> • new H&S procedures & welfare arrangements • new ways of working/procedures and training • changes in service levels, work duties or tasks ■ All training will be recorded. ■ Inductions will consider staff who have English as a second language. ■ Adjustments and ongoing support to facilitate return to work where necessary. ■ Encourage open dialogue and feedback on all new safety measures and changes in working practices. ■ HoDs and Line Managers to monitor and manage changes in ways of working. ■ This risk assessment will be available to all members of staff via the College website and on department notice boards for reference. 	
<p>STAFF TRAVELLING TO WORK</p>	<p>All staff and non-resident Fellows.</p>	<p>M</p>	<ul style="list-style-type: none"> ■ Work from home if possible (National lockdown requirement). ■ Limit travel to work and essential journeys only. ■ Letters provided to staff working in College who are classified as key workers. 	

			<ul style="list-style-type: none"> ■ Use cars, bicycles, or walk where possible. ■ Do not care share with others from outside of your household. ■ Take precautions on public transport – mandatory face covering; travel outside peak hours if possible. ■ Avoid touching eyes, nose and mouth. ■ Wash/sanitise hands on arriving at College. ■ Follow all government advice. ■ HoDs will consider flexible working to accommodate off-peak travel. 	
REOPENING OF AND STAFF WORKING IN THE LIBRARY, IT, DEVELOPMENT, TUTORIAL, HR, COMPLIANCE, CATERING, PORTERS' LODGE, HOUSEKEEPING, CHAPEL, MAINTENANCE, GARDENS		M	<ul style="list-style-type: none"> ■ Deep clean of all accommodation before students return. ■ Carry out another deep clean all communal areas, using sanitizing gun where relevant. ■ Individual risk assessments and plans for each department. ■ Library and Chapel plans for safe use by students. <p>New precautions in place including:</p> <ul style="list-style-type: none"> ■ 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	<ul style="list-style-type: none"> ■ Follow hand washing guidance provided by NHS and PHE: <ul style="list-style-type: none"> • <i>Wash hands thoroughly with soap and water for 20 seconds.</i> • <i>Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</i> • <i>Put used tissues in the bin immediately and wash your hands</i> 	

			<p>afterwards.</p> <ul style="list-style-type: none"> ● 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. <ul style="list-style-type: none"> ■ 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. 	
<p>LACK OF PERSONAL PROTECTIVE EQUIPMENT (PPE), SUB-STANDARD PPE, PPE USED AND DISPOSED OF INCORRECTLY, OR NOT WEARING PPE WHEN INSTRUCTED.</p>	<p>All people who are resident. Staff, Fellows, Senior Members and contractors that are allowed to enter the College site to work.).</p>	<p>M</p>	<ul style="list-style-type: none"> ■ Revised social distancing and face covering policy (January 2021). Face coverings must be worn inside all buildings, with the exception of students when they are in their households, when alone in a room or when eating and drinking ■ 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. 	<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>

			<ul style="list-style-type: none"> ■ Protocols for the use of PPE provided by role. ■ Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing. ■ 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 ■ 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). ■ Establish separate PPE issue and PPE disposal stations on all staircases. (Face covering, disposable gloves and plastic apron.) ■ 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. ■ HoDs to supervise staff to check for correct PPE use and disposal. 	
USE OF LIFTS	All lift users.	M	<ul style="list-style-type: none"> ■ Ensure lift inspection certificates are up to date. ■ Enhanced cleaning regime for high touch surfaces e.g. panels/call buttons (refer to Housekeeping Cleaning Regime). ■ Signage/policy provided inside and outside all lifts. ■ Follow protocol for use of lifts and when waiting for lifts, maintaining social distancing. ■ Strong recommendation not to use lifts unless necessary, and if it is necessary, only one user at a time. 	
MEETINGS AND SUPERVISIONS	Staff, Fellows and Students	M	<ul style="list-style-type: none"> ■ Meetings to be held remotely where possible. ■ In the rare instances where face to face meetings are absolutely necessary, face coverings will be worn during all face to face meetings according to the Face Covering Policy. ■ All meeting rooms deep cleaned before reopening. 	

			<ul style="list-style-type: none"> ■ All teaching in Lent term 2021 has been announced as being online. ■ Hold essential meetings in well-ventilated rooms (open windows) or outside. ■ Sanitise all areas before meetings. ■ Provide hand sanitiser in meeting rooms. ■ Increased cleaning of frequently touched areas such as light switches, doors, tables, chairs etc. (Refer to Housekeeping Cleaning Regime.) ■ Maximum numbers posted on the door to each room to ensure social distancing is maintained. 	
SHARED EQUIPMENT AND TOOLS	All staff who have to share equipment or tools.	M	<ul style="list-style-type: none"> ■ 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. 	<ul style="list-style-type: none"> ■ Consider providing 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	<ul style="list-style-type: none"> ■ Deep clean before reopening. ■ Staggered start and finish times, staggered tea breaks/lunch times and remote working to reduce congestion and contact. ■ Kitchen/copier areas restricted to use by 1 person at a time. ■ 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. ■ Surfaces frequently touched should be cleaned more often. ■ Sanitising spray and wipes provided in all areas (staff room, staff toilets, changing areas, showers and 	

			<p>kitchen/copier areas) to be used by staff before and after use.</p> <ul style="list-style-type: none"> ■ Provide enough rubbish bins with lids and regular removal and disposal. ■ Regular housekeeping checks by Supervisors/Team Leaders to ensure adequate supplies of soap, hand sanitiser and paper towels to dry hands. ■ Fabric hand towels have been removed. ■ Wash hands before and after using the facilities. ■ Leave toilet doors open after use for ventilation. ■ 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. ■ Student households, supervision students, supervisors, staff and fellows have been allocated the use of separate toilet/shower facilities. 	
FIRST AID PROVISION	Nurse, Qualified First Aiders and persons receiving first aid treatment.	M	<ul style="list-style-type: none"> ■ First Aid at Work certificates which expired in 2020 have been renewed. ■ Most first aiders attended refresher training in February 2020. ■ Refresher first aid training will be arranged during the Lent term, which will include Covid-19 safety measures. ■ All qualified first aiders provided with government guidance for administering first aid, which includes hygiene, PPE, CPR, cleaning the area where first aid is 	

			<p>provided and dealing with spills of bodily fluids: https://www.gov.uk/government/publications/novel-coronavirus-2019-ncov-interim-guidance-for-first-responders/interim-guidance-for-first-responders-and-others-in-close-contact-with-symptomatic-people-with-potential-2019-ncov</p> <ul style="list-style-type: none"> ■ Adjust first aid response by following St John Ambulance covid-19 first aid advice: https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/ ■ New guidance provided and training will be recorded using the attached form. ■ All first aiders will have access to PPE (face mask; disposable gloves; eye protection). ■ College Nurse will provide training on ‘donning and doffing’ and disposal of contaminated materials. All training will be recorded. ■ Hands should be washed thoroughly after contact with injured persons with soap and water or alcohol-based hand gel. ■ All clinical waste to be double bagged in black bags and placed in the general waste stream. ■ Appointed contractors will dispose of waste. ■ Waste transfer notes will be provided. 	
CONSULTATIONS WITH THE NURSE	Students, Fellows and Staff.	M	<ul style="list-style-type: none"> ■ 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. 	

<p>PREVENTING CONTACT/VIRUS TRANSMISSION FROM CONTRACTORS</p>	<p>Students, Fellows and Staff.</p>	<p>M</p>	<ul style="list-style-type: none"> ■ All Staff & Fellows appointing contractors must follow new induction procedure to reduce contact with 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. ■ All contractors must follow the College social distancing and face covering policy. Porters should give contractors a printed copy on arrival at the College. 	
<p>USE OF SMOKING AREAS</p>	<p>All smokers.</p>	<p>L</p>	<ul style="list-style-type: none"> ■ Deep clean prior to opening. ■ Enhanced cleaning regime. ■ Maintain 2m social distancing through signage and limiting capacity. ■ The location of the Kitchen Yard smoking area has been moved and the smoking shelter has been closed. ■ A separate smoking area has been established for use by students who are in self-isolation, but able to take daily exercise. 	
<p>CONTACT WITH DELIVERY DRIVERS</p>	<p>Porters and all other staff who accept deliveries and access areas where goods are delivered.</p>	<p>L</p>	<ul style="list-style-type: none"> ■ Post/parcels and 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 face covering and disposable gloves and maintain 2m distance (or as much distance as possible). Avoid close face-to-face interaction. 	

			<ul style="list-style-type: none"> ■ 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. ■ 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. Alternatively 'quarantine' deliveries for 72 hours before use. ■ (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 thought to be very low, but the transmission risks may be higher with the new identified variant.) ■ All cleaning in Catering should be in line with food hygiene practice and the environmental controls set out in the Food Safety Policy. 	
<p>FIRE SAFETY AND EVACUATION</p>	<p>All residents, staff, Fellows, contractors, visitors and guests on site</p>	<p>L</p>	<ul style="list-style-type: none"> ■ 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). ■ New PPE (face covering and disposable gloves) must be worn when entering each staircase/building. ■ 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 ■ Additional fire assembly points have been established to separate students who are in self-isolation. ■ Students in self-isolation must maintain 2m social distancing during evacuations AND when at their dedicated emergency assembly point. ■ Students not in self-isolation will assemble at the relevant 	

			<p>emergency assembly point in their designated “households”.</p> <ul style="list-style-type: none"> ■ Announced fire drills will be completed reinforcing social distancing and face covering policies and directing students to appropriate emergency assembly points. ■ 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 PEEPs 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, including use of PPE. 	
USE OF COLLEGE VEHICLES	Maintenance, Housekeeping and Gardeners	L	<ul style="list-style-type: none"> ■ Restricted vehicle use to authorized staff only. ■ New ‘Use of College Vehicles (Covid-19)’ policy. ■ Policy placed in College vehicles to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interiors. ■ 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 used cleaning materials in regular black rubbish bags after use AND between different users. ■ Operate contactless payment when refueling at petrol stations where possible and always 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, equipment and personal belongings 	

			from seating areas in vehicles after use.	
MANUAL HANDLING	Relevant members of staff	L	<ul style="list-style-type: none"> ■ Follow usual 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 for 2-person tasks cannot be maintained. ■ College Nurse will provide training for putting on and taking off PPE and safe disposal. ■ Record all training. 	<ul style="list-style-type: none"> ■ Heads of Departments to review 2-person tasks, issue guidance and provide training, including use of PPE and social distancing.
APPOINTMENT OF CONTRACTORS	All residents, staff and any guests and contractors.	L	<ul style="list-style-type: none"> ■ Staff who appoint contractors must follow new Covid-19 Control of Contractors procedure which requires contractors to provide their own Covid-19 risk assessment. ■ Staff appointing contractors must be satisfied that contractors' arrangements meet the College Covid-19 arrangements and standards. ■ The new Covid-19 Induction for contractors must be completed before any contractor commences work. 	
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"> ■ 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. ■ Operatives to ensure hand washing/sanitising between areas and PPE. ■ 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. . 	

			<ul style="list-style-type: none"> ■ Appointed contractors completing routine tests must follow new Covid-19 Control of Contractors procedure AND wear fresh PPE when entering each building. ■ College Nurse will provide staff training for donning and doffing PPE and safe disposal. ■ Record all training. 	
LOCAL RESIDENTS AND VISITORS		L	<ul style="list-style-type: none"> ■ College closed to local residents and visitors except on College or University business. To change to 'authorised visitors only' at start of term ■ Clear directional and social distancing signage. ■ Gates to remain closed by default except main gate. 	<ul style="list-style-type: none"> ■ Procedure will need to be revised as/when College is open to visitors and local residents.
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"> ■ New 'Working from Home' online training provided. ■ DSE online refresher training, which includes workstation self-assessment of temporary home workstation. ■ Staff and Fellows encouraged to take regular breaks in which they move away from their PC. ■ These measures are particularly relevant to those 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. 	<ul style="list-style-type: none"> ■ Heads of Departments to monitor workloads and staff health through regular contact. ■ Report any concerns to the Compliance Officer.