Government Guidelines. (review weekly (Monday Morning) or as the Government Guidance changes)
https://www.gov.uk/coronavirus?gclid=EAIaIQobChMIp6f6fM1pW26QIVBrDtCh1hTQJTEAAYASA
AEgKuWPD_BwE

- AGILE working is now place
- Face coverings to be worn inside buildings
- 1m social distance to be maintained
- Follow signage in buildings (generally keep left)
- Good hygiene regular hand washing for at least 20 seconds with soap and hot water
- Follow departmental risk assessments for own area of work

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk Level</th>
<th>Precautions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Porters Lodge</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Only one person allowed in room at once, Perspex screen installed, 1m social distance, face coverings and one way system for entry and exit.</td>
</tr>
<tr>
<td>Moving around inside buildings</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Face coverings must be worn at all times. Maintain 1m social distance. HK are cleaning frequently touched communal areas. Regularly washing of hands or use hand sanitiser located around the site. Follow directions generally keep left.</td>
</tr>
<tr>
<td>Moving around outside buildings</td>
<td>Moderate 3 x Very low 1 = Low risk 3</td>
<td>Maintain 1m social distance. Follow all directional signs and generally keep left</td>
</tr>
<tr>
<td>Using College van/ car</td>
<td>Moderate 3 x Medium 3 = Medium risk 9 (if two people are in a vehicle)</td>
<td>One person per vehicle unless unavoidable, if 2 people in car second person to sit in back and have windows open. Both to wear face covering Hand disinfectant in vehicles Sanitise vehicle after use.</td>
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<tr>
<td></td>
<td>Moderate 3 x Very low 1 = Low risk 3</td>
<td></td>
</tr>
<tr>
<td>Activity</td>
<td>Risk Assessment</td>
<td>Measures</td>
</tr>
<tr>
<td>--------------------------------------</td>
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<tr>
<td>Non-College members walking through the grounds</td>
<td>Moderate 3 x Very low 1 = Low risk 3</td>
<td>Maintain 1m social distance</td>
</tr>
<tr>
<td>Departmental kitchens/ tea rooms</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Follow departmental risk assessment especially on numbers. Bring in own refreshments were possible. Keep windows open and room well ventilated Use own mug/ spoon. Sanitise areas after use.</td>
</tr>
<tr>
<td>Departmental changing rooms</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Follow departmental risk assessments on numbers in a room. Wear a face covering</td>
</tr>
<tr>
<td>First aid</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Follow the resuscitation council advise on CPR (chest compressions only). Encourage people to put own plasters on. Wear face visor, face covering and gloves.</td>
</tr>
<tr>
<td>Meetings (internal and external)</td>
<td>Inside Moderate 3 x Low 2 = Low Risk 6, Outside Moderate 3 x Very low 1 = Low risk 3</td>
<td>Try and conduct online or outside in the fresh air. If inside ware face coverings and keep 1m social distance</td>
</tr>
<tr>
<td>Events in college</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>All events to be risk assessed</td>
</tr>
<tr>
<td>Single offices</td>
<td>Moderate 3 x Very low 1 = Low risk 3</td>
<td>Keep room well ventilated</td>
</tr>
<tr>
<td>Shared offices</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Keep 1m social distance, wear face covering and keep well ventilated With good ventilation, 2m social distancing or a physical barrier like a Perspex screen, with a suitable risk assessment and consultation. Finally all occupants must agree to no face coverings. No face coverings are needed in this situation</td>
</tr>
<tr>
<td>Taking deliveries</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td></td>
</tr>
<tr>
<td>Going off site to get supplies</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td></td>
</tr>
<tr>
<td>Contractors</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>Keep 1m social distance. Must wear face coverings inside. Site inductions to be carried out outside in small groups where possible.</td>
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<tr>
<td>Students with COVID or suspected symptoms</td>
<td>Moderate 3 x Low 2 = Low Risk 6</td>
<td>E-mails are sent to appropriate people to warn about not entering rooms or staircases if in self isolation. Food and supplies are delivered to door only, staff supplied with gloves, face covering, face visor and hand sanitiser</td>
</tr>
<tr>
<td>Sports</td>
<td>Moderate 3 x Medium 3 = Medium risk 9</td>
<td>All sports events to have risk assessments in place and to be agreed by Prof Ken Siddle</td>
</tr>
</tbody>
</table>

**PPE**
Face coverings must be worn inside communal areas
Good hygiene regular hand washing for at least 20 seconds with soap and water
Any PPE required to carry out the job normally as laid out in the departmental risk assessment

**Additional Safety Precautions**
- No smoking, vaping, eating or drinking unless handwashing has been undertaken. Hand washing must take place after these activities
- Avoid unnecessary contact with people
- Follow all instructions on directions and social distances. Do not move items like chairs closer together as they have been set at a social distance
- Urge workers to cycle or drive to work were possible
- Stagger start times and breaks if large numbers of staff all start at the same time. Do not queue for the clocking in system keep 1m distance from each other
- Staff are advised to bring in their own food and drink. Only staff kitchens and tea rooms that have an approved risk assessment can be used
- Staff to raise any site safety concerns over COVID-19 with their HoD

**To be read in conjunction with**
- College, Use of face coverings updated 03/08/21
- College, Self isolation procedures updated 21/07/21
- Departmental risk assessments
- Interim Fire, Security and Safety plan with appendices
- College COVID-19 plan
- College Business Continuity Plan
- College risk assessment on the use of staff kitchens and tea rooms
- NHS information for handwashing and the control of sneezes and coughs
- Latest Government Guidelines
- Department for businesses, energy and industries strategies
Summary of advice from 02/08/21

- Agile working is now in place
- If working from home ensure DSE and home risk assessment is complete
- Head of Department to maintain contact with person if working from home

If working in college:

- Regular washing of hands with plenty of soap and hot water for 20 seconds, dry hands with paper towels and dispose of in bins
- Face coverings must be worn inside building with the exception of lone offices or in shared offices if requirements are met, wash hands before putting on or removing, avoid touching it when wearing and change if gets damp or you touch it. When removing take it off pulling it away from your face do not lift it up towards your eyes. Keep face covering in a plastic bag when not wearing. Dispose of appropriately using a plastic bag if single use face covering. Wash re-usable ones daily.
- Disposable gloves if worn remove pulling them off inside out to contain any contamination and then dispose of in a double bag.
- Use hand sanitiser where soap and water are not available
- If tying up a bin bag do it away from face and do not squash air out to avoid it being blown into your face
- If possible walk around the building rather than taking a short cut through it
• Coughs, sneezes to be caught in tissues or use bend in your elbow, always face away from people when coughing and sneezing. Dispose of tissues in tied up plastic bag
• Toilets have spray cleaner to wipe handle, seat and door lock after use
• Stagger start & finish times as well as breaks if possible encourage people to sit outside for breaks
• Maintain 1m distance from people
• Follow any one way systems set up and keep left
• Don’t share equipment and tools were possible, if sharing must happen then disinfect before and after using.
• Regular cleaning and disinfecting of all indoor areas where surfaces get touched by users
• If have to work in twos then partner up in a team and stick to that group if possible
• One person per College vehicle if two people are needed try to use the car and sit one in the back with windows open, wear face coverings follow the information provided in the interim fire, security and safety plan
• One person in a lift at a time sanitise controls and areas of contact before and after use
• Keep rooms well ventilated with windows open. Keep office doors open if not a fire door, if your door is a fire door you can wedge open while you are in it but you must close if you leave.
• In the event of a fire alarm leave the building in the quickest and safest way ignoring one way systems but try and maintain 1m SD. When safe to return inside follow one way systems and keep 1m SD
• All air conditioning units are separate for each area, they circulate fresh air in but it is advised not to use them unless deemed necessary examples are the Archives collections, wine store and computer servers. If deemed necessary then if an air flow can be felt you will need greater spacing than 1m as any air borne droplets could be transported further. The distance required will depend on the air flow power.
• If you have concerns about people not following the rules then report to your Head of Department
• If you consider yourself vulnerable or a member of your household vulnerable speak to your Head of Department
• If travelling on public transport is a concern to you speak to your Head of Department
• If you are having child care problems speak to your Head of Department