

What are the hazards?	Who might be harmed	Requirement	Mitigation/Actions	Action by who?
<b>General College Areas</b>				
<b>Social Distancing Principles</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the College</li> <li>• All employees</li> <li>• Contractors</li> <li>• students</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes into contact with you in relation to your business</li> </ul>	<p><b>Social Distancing</b></p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2 metres (6.5 foot) gap recommended by the Public Health Agency</p> <p><a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people">https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</a></p> <p>Review work schedules including start &amp; finish times/shift patterns, working from home etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.</p> <p>Where it is possible to do so processes will be re-designed to ensure social distancing in place.</p>	<p>Staff to be reminded on a regular basis of the importance of social distancing in the workplace</p> <p>Management checks to ensure this is adhered to</p> <p>Signage will direct people to socially distance</p> <p>Social distancing also to be adhered to in Hall and smoking areas. (See separate catering section)</p> <p>Where home based working is possible and the carrying out of tasks is not inhibited this should be considered, bearing in mind College and team efficiency as well as individual and College safety. (To be at the discretion of the Director)</p> <p>Conference calls to be used instead of face to face meetings if it is practical and agreed by the Director.</p>	
<b>Travel to and from College</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the College</li> <li>• All employees</li> <li>• Contractors</li> </ul>	<p>Travel to and from work is an area which has been identified as one where people have concerns about the risk of spread of COVID. The College has looked at ways of supporting staff in their journeys to work.</p>	<p>The College is providing additional temporary bike spaces for staff (academic and non academic) bicycles in third quad.</p> <p>The Council are looking at bike racking around the City</p> <p>Parking spaces have been made available at both locations away from the main Turl Street site. Students have been asked not to bring a</p>	

		<p>Encourage alternatives to public transport if an alternative is possible.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>• Cycling to work</li> <li>• Encourage walking to work</li> <li>• Identify additional parking spaces at Barts, Stevens and Woodstock Road</li> <li>• Stagger start and finish times to avoid busiest times on the buses/train</li> <li>• Continue to utilise home working where possible for all or part of the week</li> </ul>	<p>vehicle into College so that more spaces are available. However, the spaces remain limited, spaces will be allocated based on the factors which may include health, alternatives, distance etc.</p> <p>Informal working from home to continue on an ad hoc basis.</p>	
<p><b>Access and circulation in College</b></p>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the College</li> <li>• All employees</li> <li>• Contractors</li> <li>• Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions</li> <li>• Anyone else who physically comes into contact with</li> </ul>	<p>Remind staff of the new ‘rules’, to be followed in order to assure everyone in College of a considered and safe environment. including:</p> <ul style="list-style-type: none"> <li>• Maintain 2m distance, wherever possible, from others</li> <li>• Entry and exit to College – enter through the main Turl Street entrance and exit through Ship Street (for bikes, Market Street may be used) – see Lodge</li> </ul>	<p>Signs in place around College in order to remind everyone in College of handwashing, social distancing etc.</p> <p>Posters, leaflets and other materials will be displayed  <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p>	

	you in relation to your business			
<b>Creating safe spaces across College</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the College</li> <li>• All employees</li> <li>• Contractors</li> </ul>	<p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> <li>• Signs directing people to stringent hand washing</li> <li>• See hand washing guidance.</li> <li>• <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></li> <li>• Drying of hands with disposable paper towels.</li> <li>• Gel sanitisers in any area where washing facilities not readily available</li> </ul> <p><b>Toilets/Washing Facilities</b></p> <ul style="list-style-type: none"> <li>• Regularly cleaned toilets</li> <li>• Communal toilets will be limited to specific groups of people</li> </ul>	<ul style="list-style-type: none"> <li>• Liquid soap will be available in all bathrooms, it will be checked daily replaced as necessary</li> <li>• Paper towels will be provided instead of air dryers which are not considered to be as safe in preventing the spread of COVID. The hand dryers will be de-activated.</li> <li>• The College will provide alcohol based hand sanitisers in various locations</li> </ul> <ul style="list-style-type: none"> <li>• The housekeeping team will enhance the toilet cleaning rota so that they are cleaned more regularly each day</li> <li>• In order to create a limited group using each toilet and cleaning (including hand wash) facility for the period of COVID, toilets and bathrooms will be limited to smaller groups - Salto locks will be used and keys as well as signage to identify the user group.</li> </ul>	

<b>Protective Equipment</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the College</li> <li>• All employees</li> <li>• Contractors</li> </ul>	<p><b><u>Wearing of Gloves</u></b> Where Risk Assessments identify the wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff should ensure they know how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p><b><u>Wearing of Masks</u></b> All members of College will be asked to wear a mask when in enclosed spaces, both in College and in the wider University.</p> <p>In some roles within College masks will be required for the member of staff to safely carry out their duties.</p>	<p>Identify roles where disposable or washable gloves need to be worn have been identified in local risk assessments. The College will supply appropriate gloves in College.</p> <p>NB. All staff should be reminded that wearing gloves is not a substitute for good hand washing. <a href="https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm">https://www.hse.gov.uk/news/face-mask-ppe-rpe-coronavirus.htm</a></p> <p>Two washable masks will be provided by the College, staff will need to provide masks over and above the two distributed</p>	RB
<b><u>New Covid-19 Cases</u></b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Visitors to the College</li> <li>• All employees</li> <li>• Contractors</li> </ul>	<p>Have in place a procedure to deal with any new or potential COVID cases in the workplace.</p> <p>The procedure should be communicated to all staff</p>	<p>To follow government guidance on Managing the risk of COVID-19.</p> <ol style="list-style-type: none"> <li>1) Existing individual risk assessments (disability, young persons or new / expectant mothers) will be reviewed</li> <li>2) Any member of staff who contracts or suspects they have contracted COVID should isolate themselves but must maintain non face to face contact with their line management and Human Resources (HR)</li> <li>3) The individual employee should stay at home and only attend hospital in an emergency. Phone NHS line (111) if further advice is required</li> </ol> <p>Specifically, if an employee develops a high temperature or a persistent cough while at work, they should:</p> <ol style="list-style-type: none"> <li>1) Alert their line manager (by phone or electronically)</li> <li>2) Return home immediately</li> </ol>	

			<ul style="list-style-type: none"><li>3) Avoid touching anything</li><li>4) Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li><li>5) Contact University testing service <a href="https://www.ox.ac.uk/coronavirus/health/covid-testing">https://www.ox.ac.uk/coronavirus/health/covid-testing</a></li></ul> <p>The employee must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</p> <p>Any areas that the staff member has frequented will be cleaned and sanitised.</p>	
--	--	--	---	--