

What are the hazards?	Who might be harmed	Requirement	Mitigation/Actions	Action by who?
<b>Office Working</b>				
<b>General</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• All employees</li> <li>• Anyone else who physically comes into contact with office based employee</li> </ul>	All possible measures should be considered and implemented to make the workplace a safe place for our staff	<p>Starting and finishing times should be staggered where necessary and will be reviewed regularly</p> <p>Informal working from home may continue to reduce the numbers coming into College, this must be agreed by individual Directors, and should not disrupt the running of the College. For example if someone's attendance is required at a meeting and an online meeting is not possible the employee must come into the office unless there has been prior agreement on the grounds of issues such as health</p> <p>Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace</p> <p>Tasks previously carried out in groups should be rearranged to enable them to be done by one person or as small number of persons as possible without compromising safety measures</p> <p>In order to reduce the number of people each person has contact with, teams will consider using 'fixed teams or partnering' – so each person works with only a few others</p> <p>All staff should maintain social distancing measures (distance as indicated in latest guidance) from each other as much as possible</p> <p>Screens or barriers will be used to separate people from each other where distancing is not possible</p> <p>Stairs should be used in preference to lifts and the College has</p>	

			introduced a one way system around the site (guidance will be provided for the Ship Street lift)	
<b>Workspaces</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• All employees</li> <li>• Anyone else who physically comes into contact with office based employee</li> </ul>	All workspaces should be assessed and altered, where necessary, to ensure that employees can work in the office whilst maintaining a safe distance from others. The use of screens, partitions and direction of office furniture has been taken into account.	<p>All workstations for office based staff have been reviewed to ensure that employees are working at a safe distance (summary circulated and held by Directors)</p> <p>Workstations are assigned to individuals and should not be shared (no hot desking)</p> <p>Floor tape will be used to mark areas to indicate social distance points</p> <p>Where workstations can't be moved further apart, the use of partitions has been considered and implemented as necessary. (Guidance states that side by side working or facing away are preferable to facing each other).</p>	
Office Kitchen Facilities	<ul style="list-style-type: none"> <li>• Staff</li> <li>• All employees</li> <li>• Anyone else who physically comes into contact with office based employee</li> </ul>	Shared facilities such as kitchens, can still be used but rules around numbers using the facility at any one time and the process to be followed regarding wiping down surfaces there must be adhered to	<p>Only one person should use the kitchen facility at any one time in order to maintain social distancing guidance</p> <p>Suitable and sufficient rubbish bins will be provided in these areas with regular removal and disposal. If during use it is found that the rubbish bins are insufficient this must be reported to Housekeeping immediately</p> <p>If any of the kitchen areas have seating spaces this must not be used, benches around the quads should be used if a break from the desk is needed here possible use outside areas for breaks</p> <p>There will be enhanced cleaning of all facilities each day but the primary cleaning responsibility falls to the users who must clean all areas or equipment before and after use. Materials will be provided and</p>	

			guidance on the 'clean down' in each kitchen	
<b>Meeting Rooms</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• Meeting attendees</li> </ul>	<p>It is inevitable that meeting rooms will be used once the College term starts. Where possible employees should identify alternatives such as on line meetings, meetings outside (this is really only feasible if two or three are meeting). Where meetings are held inside a series of measures have been put in place to keep the room safe from the spread of COVID</p>	<p>Where it is practical to do so staff should use remote working tools to avoid in-person meetings</p> <p>Essential meetings - social distancing should be maintained between those attending</p> <p>Avoid possible transmission during meetings, for example avoid sharing pens and other objects</p> <p>Hand sanitizers will be provided in all meeting rooms</p> <p>If possible hold small meetings outdoors or in well ventilated areas</p> <p>Everyone using the meeting room is responsible for cleaning the room with the provided materials, for example chairs and tables should be wiped down, computer keyboards cleaned and white boards and pens</p> <p>More detail on cleaning is provided in the Housekeeping Risk assessment and Protocol</p>	
<b>Changing Facilities and Toilets</b>	<ul style="list-style-type: none"> <li>• Staff</li> <li>• All employees</li> <li>• students</li> </ul>	<p>Keep the number of people using facilities to a minimum and implement a regular cleaning regime</p>	<p>Staggered start and finish times will be considered to reduce congestion in College. This is a local decision for Directors</p> <p>The toilets and shower facilities are part of an enhanced cleaning schedule</p> <p>Restricted use of individual facilities have been introduced, to keep the number of people using any one facility to a minimum. There are a few facilities which remain with open access</p> <p>Suitable and sufficient rubbish bins will be provided in these areas with regular removal and disposal.</p>	

			User of the facilities are required to undertake some minimal cleaning of the facility after they have used it. Signs will be displayed in each toilet	
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