What are the hazards?	Who might be harmed	Requirement	Mitigation/Actions	Action by who?
Office Working				
General – IT office/space and staff	• Staff • All employees • Anyone else who physically comes into contact with office based employee	All possible measures should be considered and implemented to make the workplace a safe place for our staff and students 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	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) IT office Two is a shared office, room arrangement has be consider to minimise risk at times when both are in College together. Floor tape will be used to mark areas to indicate social distance points for visitors to the office Tasks will be arranged/scheduled to enable them to be done by one person to minimise cross infection and work in individual bubbles as much as possible Workstations are assigned to individuals and should not be shared (no hot desking). Department meetings will be held using Teams instead of conventional meetings. When in the office maintain social distancing measures (2m) from each other as much as possible, where unavoidable the distance should not be closer than 1m and face coverings worn Use Screens or Barriers to separate people from each other where possible if it becomes necessary to have two people in one office. Stairs should be used in preference to lifts and the College has	All IT Team

			introduced a one way system around site	
Delivering an IT Service	• Staff • All employees • Anyone else who physically comes into contact with office based employee	Providing desk support must be in a safe and considered way to minimise cross contamination	Deskside-support will be largely replaced by use of NetSupport, allowing remote control of PC. To minimise contact If a deskside-visit is unavoidable: • masks and gloves will be worn • the member of staff visited will be advised to vacate the room, if possible • the IT assistance provider will wipe down all areas that he has touched before leaving, including keyboards and mice If it is necessary to visit student accommodation, the bullet points above apply. In addition as it is living accommodation, the student should be advised to open windows to allow the space to be well ventilated in advance of IT arriving	IT Team
IT Kitchen Facilities	• Staff • All employees • Anyone else who physically comes into contact with office based employee	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	Only one person should use the kitchen facility at any one time in order to maintain social distancing guidance Notices will added to all kitchen spaces advising of the cleaning protocols when using shared spaces such as kitchens 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 kitchen seating areas must not be used, benches around the quads should be used if a break from the desk is needed where possible use outside areas for breaks There will be enhanced cleaning of all facilities each day but the primary cleaning responsibility falls to the users who much clean all areas or	

			equipment before and after use. Materials will be provided and guidance on the 'clean down' placed on the wall in each kitchen	
Changing Facilities and Toilets		Shared facilities such as bathrooms and shower facilities, will have reduced numbers and increased cleaning	All toilet and shower facilities are part of an enhanced cleaning schedule 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 open access Suitable and sufficient rubbish bins will be provided in these areas with regular removal and disposal. User of the facilities are required to undertake some minimal cleaning of the facility after they have used it. See the Housekeeping Risk Assessment and Protocol for more detail.	Scouts All HK All
Meeting Rooms		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	Where it is practical to do so staff should use remote working tools to avoid in-person meetings Essential meetings must maintain social distancing between those attending Avoid transmission during meetings, for example avoid sharing pens and other object Hand sanitizers are provided in all meeting rooms and alcohol based wipes for cleaning/wiping any contact points If possible hold small meetings outdoors or in well ventilated areas 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	All All All All All All

			More detail on cleaning is provided in the Housekeeping Risk assessment and Protocol and room signage	
IT Labs	Students	Ensure that the layout and capacity of the room allows for social distancing	IT will remove every other PC from the two IT rooms to maintain social distance between machines.	GF & MJS
		Potential contamination of buttons between each user	Anti-bacterial solutions to be available to clean buttons before and after each use of the machine.	
		Potential contamination of buttons between each user	Anti-bacterial solutions to be available to clean buttons before and after each use of the machine.	