



COVID-19 – RETURN TO ONSITE WORKING COLLEGE RISK ASSESSMENT

Assessment date: 22 September 2021

Review date: 1st November 2021 or when Government Guidance is updated, whichever is sooner

Version: 2.2 FINAL

Hazard	Persons who might be harmed	Risk controls in place	Further action if necessary to control risk
Contracting COVID-19 - General	Individual workers; students	<ul style="list-style-type: none">• Follow government guidance on managing the risk of COVID-19.• Follow government guidance on what to do if you believe you have symptoms of COVID-19. Arrange testing through the NHS website or the University's Early Alert Service, and update your line manager/supervisor.• Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed• Maintain contact with line management and Human Resources (HR) and to follow College policy / guidance.• Ensure those advised to remain at home are supported to do that; arrange for remote working where the job role allows• Follow good NHS hygiene measures at all times	



<p>Working at College - General</p>	<p>Individual workers – (Academic and Support)</p>	<ul style="list-style-type: none"> • Staff should come into college to work where possible. • Staff can agree individual hybrid working arrangements with their manager following the College’s Hybrid Working Policy. • If an individual displays symptoms, and is a member of staff or student, then book a test via the University’s Early Alert Service: https://www.ox.ac.uk/coronavirus/health/covid-testing • Ensure anyone displaying symptoms is asked to return to their room, • Ensure regular contact with those working from home to help them stay connected with the rest of their colleagues • Ensure that everyone working at College is aware of this COVID-19 Secure risk assessment and has details of where this risk assessment can be found. • Staff working in college to sanitise their hands regularly and are encouraged to perform regular LFD tests at home. • Remove hand contact points wherever possible. If hand contact points cannot be removed (they are needed for Health and Safety reasons for example) then ensure regular cleaning and sanitising, focusing on before and after especially in busy flow periods and at regular intervals throughout the day. 	
<p>Suspected cases at College</p>	<p>Individual workers; students</p>	<p>If a worker develops a high temperature, a persistent cough or other recognised symptoms of COVID-19 while at work, they should:</p> <ul style="list-style-type: none"> • Alert their line manager, or the HR team if their line manager is not available • Return home immediately. (College to support with transport if necessary) • Avoid touching anything • 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. 	



		<ul style="list-style-type: none"> • They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed. • Students should return to their accommodation, book a test through the Early Alert Service and notify the College’s Single Point of Contact, Andrew Parker, on treasurer@some.ox.ac.uk • Students who are in a household or are a close contact of somebody who has tested positive do not need to self-isolate if they are double-vaccinated. They should seek a PCR test. • Current Government guidance can be found on symptoms and on self-isolation requirements can be found here. 	
Workplaces and Workstations	Individual workers – (Academic and Support)	<ul style="list-style-type: none"> • Ensure adequate ventilation. • Consider using screens to separate people in offices where more than one worker needs to be in. 	
Kitchens	Chefs and Kitchen Porters	<ul style="list-style-type: none"> • Follow standard guidance on managing food preparation and food service areas as set out by Food Safety Policy • Allow kitchen access to as few people as possible. • Where possible use outside areas for breaks. 	
Meetings and Teaching Spaces	Individual workers – (Academic and Support); students	<ul style="list-style-type: none"> • Support face-to-face teaching wherever possible, ensuring that teaching spaces are set out to facilitate social distancing. • Face coverings are not required but responsiveness to any individual’s concerns about the wearing of face coverings is encouraged. • Where possible avoid transmission during meetings; for example, avoid sharing pens and other objects • Provide hand sanitizer in meeting rooms • Hold meetings in well-ventilated areas. 	



		<ul style="list-style-type: none"> • Ensure that rooms are cleaned thoroughly every day and cleaning materials are provided for users to wipe down surfaces themselves. • Do not allow others to share a meeting or teaching space without ensuring that this is logged, and appropriate cleaning measures have been put in place. 	
Equality in the Workplace	Individual workers; students	<ul style="list-style-type: none"> • Involve and communicate appropriately with those whose protected characteristics might either expose them to a different degree of risk, or might make any steps this risk assessment advises inappropriate or challenging for them • Make reasonable adjustments to ensure those with protected characteristics are not at any disadvantage • Make sure that no steps have any unjustifiable negative impact on some groups compared to others 	s
Access onto College site, including deliveries	Individual workers (Academic and Support); delivery drivers; contractors	<p>Where possible, consider and implement the following practices:</p> <ul style="list-style-type: none"> • Stop all non-essential visitors. • Remove or disable entry systems that require skin contact e.g. fingerprint scanners • Recommend all workers to wash or clean their hands before entering or leaving the site • Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, screens, telephone handsets, desks, particularly during peak flow times • Ensure staff receiving deliveries wash their hands after unloading 	
Poor hygiene	Individual workers; students	<ul style="list-style-type: none"> • Use signs and posters to build awareness of good handwashing techniques • Provide regular reminders and signage to maintain personal hygiene 	



		<p>standards</p> <ul style="list-style-type: none">• Enhanced cleaning for busy areas• Remind workers to wash hands thoroughly and regularly, using soap and water for at least 20 seconds. Use alcohol-based hand-sanitiser if soap and water is not available; hand washing technique to be adopted as directed by NHS• Avoid touching face/eyes/nose/mouth with unwashed hands, cough/sneeze into elbow or tissue, dispose of tissue in the bin.• Provide additional hand washing facilities to welfare facilities• Regularly clean the hand washing facilities and check soap and sanitiser levels• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.• Provide and store extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.	
Dining Hall	Employees, students, workers, visitors, contractors	<ul style="list-style-type: none">• Specific risk assessments in place for meal services, takeaway collections, and dining in Hall in place• Hand-cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area• The area risk assessment should be followed with regards to uniforms and appropriate PPE• Ensure all hand contact points and self-service points that remain are regularly cleaned and sanitized to reduce risk of cross contamination• Till area and staff member using till should be protected with plastic screening• Payments should be taken by contactless card wherever possible	



		<ul style="list-style-type: none"> • All drinking water to be bottled-only, remove self-service points • Continued use of Increased Specific Cleaning schedules, used in addition to standard cleaning schedules, until further notice as set out by Government guidelines 	
Working in local vicinity to others including office workers, FOH staff, Lodge Staff	Individual workers – (Academic and Support)	<ul style="list-style-type: none"> • Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace • Support staff in adopting hybrid working arrangements in line with the colleges’ hybrid working policy. • Staff in shared offices to be offered CO2 monitors. • Avoid skin-to-skin and face-to-face contact. • Staff to be offered screens or barriers to separate people from each other where possible • Stairs should be used in preference to lifts and consider one ways systems around site • Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water) • Any health concern to be raised immediately to line management 	
Keeping the Workplace Clean	Individual workers – (Academic and Support); Scouts	<ul style="list-style-type: none"> • Frequent cleaning of work areas and equipment between uses with relevant cleaning products • Frequent cleaning of all hand touch surfaces regularly using relevant cleaning products – door handles, bannisters, keyboards, etc, make sure there are adequate disposal arrangements • Clear workspaces or unnecessary equipment and belongings from the work area • Individuals to remove own waste and belongings at the end of each shift, to a designated point 	



		<ul style="list-style-type: none"> • Limiting or restricting use of high touch items and equipment where possible – printers, whiteboards etc • If cleaning after a known case of COVID-19 refer to specific guidance 	
Personal Protective Equipment (PPE) and face coverings	Individual workers – (Academic and Support)	<ul style="list-style-type: none"> • Appropriate PPE will be provided to workers where department-specific risk assessments indicate it is necessary • Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places • Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor). • Under government guidelines, roles that do not usually require the wearing of PPE do not need to have PPE provided at the current time. The guidelines will be kept under review, and risk assessments amended if necessary. 	
Accidents, Security and Other Incidents		<ul style="list-style-type: none"> • First Aiders and those involved with providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including washing hands 	

Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are notified to the Treasurer and Domestic Bursar, Senior Tutor, Principal and HR Office.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- Assessments to be reviewed every 2 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams at College where any issues can be openly discussed and addressed.



- **Appendix 1 – Audit of changes**

Date	Version updated	Detail of change	Updated by:	New version saved as
29 June 2020	1.0	Creation of new document	HS	
27 July 2020	1.1	Amendments/clarifications made to accommodate comments from Senior Mgmt Team. Circulated to Project Team for comment.	HS	1.1
	1.1	Risk assessment approved and published	HS	2.0
5 November 2020	2.0	Risk assessment reviewed in light of working practices, University and College policies, lessons learnt, local lockdown measures and national lockdown from 5 November 2020	HS	
22 nd September 2021	2.2	Risk assessment revised in light of removal of requirement social distancing, new rules on self isolation and making the wearing of face masks discretionary.	AJP	