Sidney Sussex College  
Working Safely during coronavirus (COVID-19)

<table>
<thead>
<tr>
<th>Risk Assessment Number:</th>
<th>College Wide - 001</th>
</tr>
</thead>
<tbody>
<tr>
<td>Issue No:</td>
<td>1</td>
</tr>
<tr>
<td>Issue Date:</td>
<td>5 July 2020</td>
</tr>
<tr>
<td>Review Date:</td>
<td>Constant review</td>
</tr>
</tbody>
</table>

**Title of Risk Assessment:** COVID-19

**Description of Task:** Working safely during coronavirus (COVID-19)

**Frequency of task or date and time of event:** Tasks and activities taking place frequently, on a daily and weekly basis, to ensure a “COVID Secure” workplace.

**Additional Information to be read:**
- HASAW Act 1974
- Management of Health and Safety Regulations 1999
- PPE Regulations 2002
- Workplace (Health, Safety & Welfare) Regulations 1992
- College Risk Assessment Policy – as approved by the College Council – Nov 2019
- College Health, Safety and Welfare Policy – as approved by the College Council Mar 2020

**Assessor Name:** Albie Ray – Domestic Bursar  
**Assessor Signature:** Albert E Ray

**Line Manager Name:** Bursar  
**Line Manager Signature:**
Levels of Risk Methodology:

Risk Matrix Findings:

LIKELIHOOD \times SEVERITY = \text{ RISK LEVEL}

<table>
<thead>
<tr>
<th>LIKELIHOOD OF HARM CATEGORIES</th>
<th>SEVERITY OF HARM CATEGORIES</th>
<th>SLIGHT HARM (1)</th>
<th>MODERATE HARM (2)</th>
<th>EXTREME HARM (3)</th>
</tr>
</thead>
<tbody>
<tr>
<td>UNLIKELY (1)</td>
<td>Very low risk (1)</td>
<td>Low risk (2)</td>
<td>Medium risk (3)</td>
<td></td>
</tr>
<tr>
<td>LIKELY (2)</td>
<td>Low risk (2)</td>
<td>Medium risk (4)</td>
<td>High risk (6)</td>
<td></td>
</tr>
<tr>
<td>VERY LIKELY (3)</td>
<td>Medium risk (3)</td>
<td>High risk (6)</td>
<td>Very high risk (9)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>LIKELIHOOD X SEVERITY</th>
<th>TOLERABILITY: guidance on necessary action and timescale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Very low risk</td>
<td>These risks are considered acceptable. No further action is necessary other than to ensure that the controls are maintained.</td>
</tr>
<tr>
<td>Low</td>
<td>No additional controls are required unless they can be implemented at very low cost (in terms of time, money and effort). Actions to further reduce these risks are assigned low priority. Arrangements should be made to ensure that the controls are maintained.</td>
</tr>
<tr>
<td>Medium</td>
<td>Considerations should be given as to whether the risks can be lowered, where applicable, but the costs of additional risk reduction measures should be considered. The risk reduction measures should be implemented within a defined time period. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences.</td>
</tr>
<tr>
<td>High risk</td>
<td>Substantial efforts should be made to reduce the risk. Risk reduction measures should be implemented urgently it might be necessary to consider suspending or restricting the activity. Considerable resources might have to be allocated to additional control measures. Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with very harmful consequences.</td>
</tr>
<tr>
<td>Very high</td>
<td>These risks are unacceptable. Substantial improvements in risk controls are necessary, so that the risk is reduced to a tolerable or acceptable level. The work activity should be halted until risk controls are implemented that reduces the risk so that it is no longer very high. If it is not possible to reduce risk the work should remain prohibited.</td>
</tr>
<tr>
<td>Hazards:</td>
<td>Who may be harmed and how?</td>
</tr>
<tr>
<td>---------</td>
<td>---------------------------</td>
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</tbody>
</table>
| Spread of COVID-19 | All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work. Plus any external visitors. | • Currently the College is generally closed and not open to visitors or guests with limited key workers on site each day (3 July 2020)  
• Fellows, students and staff may visit the College for specific purposes with the permission of their line manager and Domestic Bursar or Bursar. (DB/B)  
• Resident Fellows and students on the main site are from the 12 June are allowed to invite up to three guests into the College gardens, but not indoor spaces. Guests must follow Public Health England (PHE) advice and only use the designated toilet in Cloister Court. Additional College rules have been made available to residents.  
• Hutton Construction have put in place and agreed Covid-19 action plan to enable work to continue safely.  
• Other contractors are allowed on site with the permission of the DB/B, after submitting an appropriate health and safety plan. | 2 x 3 = 6 | Staff working onsite in operational teams to confirm awareness of its principles in writing (by signing a copy of this risk assessment) and refresh awareness periodically. |
- Every staff member to receive a copy of this risk assessment.
- Staff returning to work from furlough, or a longer period of time away from work, to be informed of any operational changes, or new areas of risk at the start of their shift.
- A list of Staff/Fellows/Students who have possible symptoms of COVID (or confirmed case of COVID once testing is in place) is kept by the College Nurse/Domestic Bursar and shared with the relevant individuals (Notifyhealth) to ensure no one is put at risk.
- COVID – self reporting, self-Isolation and household isolation procedures are already in place.
- The College Task Force, with delegated responsibility to the Working Groups, meets regularly to interrogate all updates from the Government and the University to ensure the College acts in a timely manner.
- The Working Group (Comms) ensures the appropriate and timely communication to the College community.
- Social distancing measures are in place and notices drawing people’s attention to these measures.
- Staff and contractors will wear PPE as dictated by the tasks being undertaken (based on a risk assessment).
- Antibacterial gel stations are sited around the main site in high footfall areas.
<table>
<thead>
<tr>
<th>Those people displaying symptoms of COVID-19</th>
<th>All members of the College</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Providing signage at entrances to the College to remind the public, staff, students and contractors to maintain social distancing.</td>
<td>• The College follows the government guidance that anyone who displays symptoms such as a continuous cough and high fever are to self-isolate for 7 days and not return to work until symptoms have fully cleared. On ‘people displaying symptoms of covid-19’ – a test should be organised. The test needs to be done in the first 5 days of developing symptoms – so it is recommended to apply by day 3 of symptoms as it may take 2 days to arrange a test. <a href="https://www.gov.uk/apply-coronavirus-test">https://www.gov.uk/apply-coronavirus-test</a></td>
</tr>
<tr>
<td>• Providing signage on rights of way (one-way systems).</td>
<td>• The 14-day self-isolation period for those in contact with symptomatic individuals within a shared household also applies to all staff and members of the College (if a test is completed and negative, those in self-isolation due to contact can stop their period of self-isolation.</td>
</tr>
<tr>
<td></td>
<td>• Self-isolation information and advice will be available on Sidnet and updated on a regular basis.</td>
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<tr>
<td></td>
<td>• The College Nurse/Welfare and Domestic Bursar maintain regular contact with the students during any period of self-isolation and updates the College Working Group (Ops) weekly.</td>
</tr>
<tr>
<td></td>
<td>• Heads of Department/Domestic Bursar will maintain regular contact with staff members during any period of self-isolation or active illness and offer support.</td>
</tr>
</tbody>
</table>

\[
2 \times 3 = 6
\]
### Handwashing

| All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work. | • Hand washing facilities with soap and water in place.  
• Stringent hand washing taking place for at least 20 seconds.  
• Drying of hands with paper towels.  
• Use of alcohol-based hand sanitiser if hand washing facilities are not available.  
• Notices posted reminding all working and living in College to:  
  • Wash hands frequently  
  • Use hand-sanitiser frequently where handwashing facilities are not available  
  • Cough or sneeze into a tissue or your elbow  
  • Dispose of tissues in a waste bin  
  • Avoid touching your eyes, nose and mouth. | 1  
× 3  
= 3 | Encourage staff to report skin problems resulting from continuous hand washing and consider the use of barrier creams and gloves. |

### Cleaning

| All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work. | • "Enhanced" hygiene cleaning regime for communal areas including toilets, focusing on areas of high contact (door handles etc.) to reduce the transmission by touching contaminated surface.  
• Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.  
• Frequent cleaning of objects and surfaces that are touched regularly, such as buckets, site equipment and control panels, and making sure there are adequate disposal arrangements.  
• Using a disposable cloth, first clean hard surfaces with warm soapy water. Then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab-rails in corridors and stairwells and door handles. | 1  
× 3  
= 3 |  |

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- Clearing workspaces and removing waste and belongings from the work area at the end of shift.
- Sanitisation of all hand tools, controls, machinery and equipment after use – see more information in the College protocol and plans for unlocking the College document.
- If you are cleaning after a known or suspected case of COVID-19 then you should seek the most up to date advice from your Head of Department/Domestic Bursar or College Nurse.

<table>
<thead>
<tr>
<th>Student kitchens and bathrooms</th>
<th>All staff cleaning these areas and those using these areas if not cleaned correctly.</th>
<th>Limit the number of people sharing these facilities. Provide notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Residents are currently responsible for cleaning their own rooms and jointly responsible for cleaning shared kitchens. Cleaning materials and vacuum cleaners are provided. Paper towels are to be provided in all areas currently in use.</th>
<th>1 x 3 = 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff changing rooms / showers</td>
<td>All staff accessing these areas.</td>
<td>Limit the number of people sharing these facilities. Provide notices in these areas setting clear use and cleaning guidance for these areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly. Only provide paper towels as opposed to hand driers in handwashing facilities.</td>
<td>1 x 3 = 3</td>
</tr>
</tbody>
</table>
| Social Distancing       | All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work or visit. | • All staff to maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling around the College site (internally and externally).  
• Staff from different households cannot “car share”.  
• Large scale reduction of resident students started on 15 March. As many students as possible encouraged to leave Cambridge.  
• Large scale reduction of persons working onsite in College from 24 March with use of Government Job Retention Scheme.  
• Staff working from home wherever possible.  
• All Fellows working from home and teaching remotely.  
• Gatherings of more than 2 people banned and employing the 2m distancing rule.  
• Non urgent two person jobs that can wait, will wait until the social distancing is lifted, however if a job is urgent (and will not take longer than 15 minutes) the appropriate PPE will be worn.  
• Student “households” created in larger blocks to reduce the risk of the virus spreading.  
• Staff go into “households” only to carry out mandatory compliance maintenance work (water flushing/fire alarm testing/room checks).  
• Staff are informed of all those in S.I. or H.S.I. and informed NOT to enter unless in an emergency situation and then PPE should be worn.  
• Notice given to inhabitants of all visits in line with ANUK (notice period for work). | 2 x 3 = 6 | Consider staggering of working hours to limit arrivals or departures at the same time.  
Consider staggering welfare breaks and make use of additional facilities as above. Introduce mobile “A frame board” or similar signage to be used by staff working in any property to warn inhabitants someone is working in the area. Consider disciplinary measures to be introduced for those who fail to observe the social distancing guidelines.  
Consider need for appointments for use by Office such as Tutorial or Bursary, or employ “one in one out” policy, or where appropriate |
• Introduction of self-cleaning of offices and student kitchens and bathrooms.
• College meetings now conducted by video conferencing.
• IT support provided remotely where possible for Staff and Fellows to minimise contact.
• Catering areas and communal meeting rooms closed from March with access for Hutton and other contractors only when necessary.

communicate through windows / at doorways.

High use doors e.g. to staircases may be wedged open where practicable to prevent accidental contact, where fire regs, environmental and security conditions permit.

Possible erection of barriers in Porters Lodge and Mong/Servery/Hall to maintain distancing.
Installing high level barriers (on top of the fabric desk dividers) in shared offices and change positioning of desks if possible (to avoid face to face) if home working and alternative shift rota patterns are not possible.
| Underlying health conditions | Those individuals (students or staff) that are “clinically extremely vulnerable” or “clinically vulnerable individuals” | • Those who are “clinically extremely vulnerable” should not currently return to College.  
• Those who are “clinically vulnerable” who are at higher risk of severe illness (for example, people with some pre-existing conditions) are asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role.  
• If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they will be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. | 1 \times 3 = 3 | We must take into account specific duties to those with protected characteristics, including, for example, expectant mothers who are, as always, entitled to suspension on full pay if suitable roles cannot be found. |

| Provision of Catering | All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work. | • The kitchen and Hall departments are currently closed  
• The College will continue to follow the Food Standard Agency’s (FSA) guidance on good hygiene practices in food preparation and their Hazard Analysis and Critical Control Point (HACCP) processes.  
• The College will stress the importance of more frequent handwashing and maintaining good hygiene practices in food preparation and handling areas. Staff should wash their hands for 20 seconds, especially after being in a public place, blowing their nose, coughing or sneezing.  
• Staff uniforms and aprons will require daily washing. More uniforms/aprons may be required.  
• Frequently cleaning and disinfecting of objects and surfaces that are touched regularly will be | 2 \times 1 = 2 | Longer-term, continue to review government and PHE guidance and their impact on collegiate dining norms and the re-opening of the Mong/Hall.  
Social distancing to be investigated in the main College kitchen as more staff return to work – the use of marked floor |
undertaken more frequently than might have been in pre-COVID days.

- Signage reminding people of handwashing and social distancing measures will be displayed in all catering areas.
- A good queuing system is in place to ensure social distancing in the queue.
- Hand sanitiser available at entrance of Mong/Main Hall.
- As per our normal procedures staff that are unwell should not be at work.
- All of the Catering staff have been furloughed.
- Catering for Michaelmas term and beyond is under review.
- For catering deliveries – see Deliveries.

**Shared equipment/tools**

- All staff that have to share equipment / tools.
  - Shared tools and equipment to be cleaned after each use to minimise the spread of the virus, with special attention to keyboards, fixed phone handsets and printer keypads.
  - Mobile phones noted to be major hand/mouth contact risk – use should not be shared.

**Shared office areas**

- All staff and SMs that have to share office or work areas.
  - Continue with remote working where possible.
  - Continue with new shift patterns to avoid cross-over between individuals.
  - Introduce a self-cleaning regime for those that have to share a space (provide antibacterial wipes/spray as required).
  - Clear signage with guidance needed.

- Installing high level barriers (on top of the fabric desk dividers) in shared offices and change positioning of desks if possible (to avoid face to face) if home working and alternative shift rota areas or barriers to be investigated.

Additional Plexiglas barriers at the tills and counters (Mong and Hall/Servery) are being investigated.

Insist on the use of contactless payments where possible.
| **Shared staff tearooms.** | **All staff that have to share a tearoom** | **• Stagger start and end times and tea break periods to avoid large numbers of people being in the same area at the same time.**  
**• Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.**  
**• Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to-face interactions.**  
**• Providing hand sanitiser in meeting rooms.**  
**• Holding staff meetings outdoors or in well-ventilated rooms whenever possible.** | 1 × 3 = 3 |
| **Use of meeting rooms and social areas (for example, JCRs, MCR and SCR).** | **All people who are resident. Staff, Senior Members and visitors that are allowed to enter these areas.** | **• Maximum numbers to be posted on the door to each room to ensure social distancing is maintained.**  
**• Reconfigure the seating and tables (where possible) to maintain spacing and reduce face-to-face interactions.**  
**• Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.**  
**• Avoiding transmission during meetings, for example, avoid sharing pens and or other objects.**  
**• Providing hand sanitiser in meeting rooms.**  
**• Holding meetings outdoors or in well-ventilated rooms whenever possible.**  
**• Using remote working tools to avoid in-person meetings.** | 1 × 3 = 3 |
| First aid | All people who are resident. Staff, Senior Members and contractors and visitors that are allowed to enter the College site. | • Work and Emergency First Aid at Work certificates expiring from March 16th onwards are being extended by 3 months. [HSE]  
• All first aiders should have access to PPE (face mask; disposable gloves; eye protection).  
• CPR/AED: First aiders should not carry out the ‘look, listen and feel’ procedure to check for normal breathing. Instead, they should simply look for ‘the absence of signs of life and the absence of normal breathing’.  
• PPE should be worn if possible and compression-only CPR should be carried out until the AED arrives.  
• Hands should be washed thoroughly afterwards with soap and water or alcohol-based hand gel.  
• All waste to be double bagged and disposed of via the College Nurse (bio-hazard bags). |
| Fire Safety | All people who are resident. Staff, Senior Members and contractors and visitors that are allowed to enter the College site | • Normal fire alarm testing to continue as per normal guidelines.  
• Fire Assembly Points to remain in same locations but people will be asked to spread-out to maintain socially distancing.  
• As sections of the new kitchen and dining hall are made operational the fire safety plans will be reviewed and updated.  
• In the event of a fire alarm activation all those in College would be expected to evacuate as normal, using their nearest fire escape route.  
• In the event of a fire alarm activation the Duty Porter would investigate the cause (as per normal) but if entering a student room would be advised to wear a |
paper mask and gloves and to immediately wash hands afterwards. A list of all rooms in which any students were S.I. or H.I. will be kept up to date in the Porters Lodge.
- Those individuals with PEEPs will need to be reviewed to see if they can be dealt with whilst maintaining social distancing, if not possible PPE will be needed for both the individual with the PEEP and those people assisting them.

<table>
<thead>
<tr>
<th>Manual Handling</th>
<th>Members of staff or students moving items around.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• Plan and assess before lifting, removing any obstructions. Use handling aids or mechanisation where possible so this can be done by one person.</td>
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<tr>
<td></td>
<td>• Work within safe limits – know your physical ability and don’t lift more than can easily be managed.</td>
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<tr>
<td></td>
<td>• Avoid lifting from floor level, or above shoulder height, especially heavy loads.</td>
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<tr>
<td></td>
<td>• Adopt a stable position – feet apart with one leg slightly forward to maintain balance; use bent hips and knees rather than fully flexed back.</td>
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<tr>
<td></td>
<td>• Push rather than pull.</td>
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<tr>
<td></td>
<td>• Ask for assistance when needed – but full PPE will be required where social distancing cannot be maintained.</td>
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<tr>
<td></td>
<td>• Hands should be washed or sanitized before and after the task.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Personal Protective Equipment (PPE)</th>
<th>All people who are resident. Staff, Senior Members and contractors that</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>• Appropriate Personal Protective Equipment (PPE) such as face masks, gloves and aprons provided for persons required to deal with self-isolating students.</td>
</tr>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>2 x 1 = 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>staircase or section of corridor.</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>2 x 1 = 2</th>
</tr>
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</table>
| Risk of running out of PPE: To constantly review and raise stock levels of PPE generally to support the College.
are allowed to enter the College site to work.

- Stocks of PPE are controlled by the College Nurse, but most items are available from Housekeeping, the Porter’s Lodge and the DB.
- Regular reminders given to staff that wearing of gloves, masks or other PPE is not a substitute for good hand washing or social distancing.

**Use of College Van**

<table>
<thead>
<tr>
<th>Staff that are authorised to use the College Van.</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Regular cleaning of vehicle interiors carried out of shared use vehicle sharing</td>
</tr>
<tr>
<td>• No passengers are carried unless from the same household.</td>
</tr>
<tr>
<td>• A notice placed in the van to remind users of the rules relating to the carrying of passengers and the regular cleaning of vehicle interior if a shared vehicle</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>Contractors</th>
</tr>
</thead>
<tbody>
<tr>
<td>All people who are resident. Staff, Senior Members and contractors that are allowed to enter the College site to work.</td>
</tr>
<tr>
<td>• Hutton Construction have their own health and safety plan in relation to Covid-19 in place which is reviewed by College on a weekly and monthly basis.</td>
</tr>
<tr>
<td>• Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.</td>
</tr>
<tr>
<td>• Encouraging visits via remote connection/working where this is an option.</td>
</tr>
<tr>
<td>• Limiting the number of visitors at any one time.</td>
</tr>
<tr>
<td>• Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people.</td>
</tr>
<tr>
<td>• Maintaining a record of all visitors, via the signing in process at the Porters’ Lodge.</td>
</tr>
</tbody>
</table>
| • Maintenance Contractors working within the College are to comply with the College “CORONAVIRUS /
COVID-19 – STANDARD OPERATING PROCEDURE” – as shown at the end of this risk assessment.
- All contractors attending the College site are to provide the relevant Head of Department/Domestic Bursar with their COVID-19 specific Risk Assessment before beginning works and subsequently to comply with this risk assessment.
- Heads of Department are required to have an appropriate level of staff onsite to support and manage any contractors working in the College.

<table>
<thead>
<tr>
<th>Deliveries to site</th>
<th>Porters Lodge staff and all other staff that accept deliveries.</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>• When possible pre-arrange delivery times to minimise person-to-person contact during deliveries and agree drop off points.</td>
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<tr>
<td></td>
<td>• Where possible and safe, having single workers load or unload vehicles.</td>
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<tr>
<td></td>
<td>• Maintaining social distancing.</td>
</tr>
<tr>
<td></td>
<td>• Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.</td>
</tr>
<tr>
<td></td>
<td>• All items to be handled wearing gloves or after handling the individual concerned to wash their hands well (at least 20 seconds with hot soapy water).</td>
</tr>
<tr>
<td></td>
<td>• Discourage all non-College related deliveries.</td>
</tr>
<tr>
<td></td>
<td>• Items that can be wiped over with antibacterial wipes or washed should be.</td>
</tr>
<tr>
<td></td>
<td>• All external unnecessary packaging to be removed asap and disposed of to the external bins.</td>
</tr>
<tr>
<td></td>
<td><strong>CATERING DELIVERIES:</strong></td>
</tr>
</tbody>
</table>

1 x 3 = 3
- The risk of catching the virus that causes COVID-19 from a package that has been moved, travelled, and exposed to different conditions and temperature is also very low.
- While food packaging is not known to present a specific risk, efforts should be made to ensure it is cleaned and handled in line with usual food safety practices.
- Cleaning should be in line with food hygiene practice and the environmental controls set out in the business’ HACCP.
- Staff should continue to follow existing risk assessments and safe systems of working. No additional precautions need to be taken.

| Display screen equipment for staff working from home | Staff risk problems and pain from prolonged use of computers improperly set up, including back injuries, shoulder injuries and RSI in the wrist and hands. Admin roles involve prolonged use of computers. | Workstation includes separate keyboard, mouse and display screen. | Workstation is located away from windows to avoid glare. | Staff member has self-assessed the workstation and has obtained an appropriate chair and a wireless mouse. | Standard light levels are appropriate for office use, and can be controlled further if desired. | Staff members offered regular eye tests. | Stress reduction measures outlined below. | 2 | x2 | 4 | Ask staff to self-assess their workstations - https://www.oh.admin.cam.ac.uk/oh-forms/display-screen-equipment-self-assessment-checklist | Make keyboards, mice and display screens available to those working from home. | Encourage staff to take regular breaks in which... |
RSI is made more likely in conjunction with stress, which causes tense muscles. Headaches or sore eyes can also occur, e.g. if the lighting is poor.

| Home-office environment | Staff may become uncomfortable if temperatures are too hot or too cold if rooms are stuffy or noisy. Clutter can form a trip hazard or a fire risk. | • Home offices are likely to have appropriate heating, lighting and ventilation for standard conditions. • Staff may need to store some extra materials at home, but this is unlikely to exceed one box, and should be manageable within the domestic context. | 1 \times 1 = 1 |
| -- | -- | -- | 

Stress | The current situation is placing a stress on all members of staff, both | • Email to be checked only during working hours, unless notified of an emergency via phone. • Ensure that staff take full allowance of annual leave. • Weekly (?) meetings with line manager, which can be used to address prioritisation, levels of work, and working hours. | 3 \times 2 = 6 |
| -- | -- | -- | Be aware of particularly demanding circumstances and monitor staff health during these times. |
| personally and professionally. | • Engage with colleagues across the University and in College in their regular social and support events.  
• Encourage staff to take part in welfare events. |
| Staff are unable to maintain a clear separation between work and home. |   |   |
CORONAVIRUS / COVID-19 – STANDARD OPERATING PROCEDURE
SIDNEY SUSSEX COLLEGE MAINTENANCE DEPT & ALL CONTRACTORS

The safety of our staff is of paramount importance. It is essential we follow safe procedures in our work, especially during these unprecedented times.

The purpose of this Standard Operating Procedure (SOP) is to protect you, and those you have contact with, as you go about your work by reducing the risk of exposure to CORONAVIRUS / COVID-19.

For further advice, including on risk assessments, please contact the Maintenance Manager, Porter’s Lodge, or the Domestic Bursar to.

**TRAVEL TO SITE – VEHICLES**
- The sharing of vehicles is not recommended
- Clean the inside of van cabs with antibacterial wipes at the start and end of every day

**WORKING ON SITE**
- Agree site attendance (including date and time) and a brief scope of work with your supervisor before attending site.
- Ensure that you work in accordance with the Lone Working Policy specifically:
  - keep your mobile phone on you at all times to maintain contact with your supervisor
  - contact your supervisor for advice if you feel the conditions at the workplace are in anyway unsafe
- Practice and promote frequent handwashing, or use alcohol-based hand sanitiser
- Avoid the use of others people’s tools and equipment - where this is not possible, regular cleaning of the tools and equipment with an antibacterial wipe should be completed
- Do not congregate in numbers
- Wash your hands before eating, drinking, smoking or vaping

**SITE EXIT**
- Clean all tools at the end of the day
- On leaving the vehicle, clean the outside of the vehicle, including handles and doors, and thoroughly wash your hands for 20 seconds once indoors
- Ensure you remove any rubbish from the cab that could be harbouring the virus
- Clean any items to be removed from the van such as mobile devices or wallet keys, with antibacterial wipes before taking them into your home
KEY MESSAGES

- Cough or sneeze into a tissue and dispose of immediately
- Wash your hands frequently
- If you feel unwell stay at home, avoid social interactions and follow self-isolation guidelines

RESIDENCES - Reducing the risk of exposure

Reducing the risk of exposure to CORONAVIRUS / COVID-19 when attending any occupied residence to carry out emergency work e.g. to deal with a flood or its consequences:

There is a difference between someone who is self-isolating and someone who is unwell. This will need to be a judgement call. Can the person leave the room where the flood has occurred to enable a minimum two metre separation to be maintained? In most cases, this should be possible. If not, does the work need to be done? If in doubt, a dynamic risk assessment should be undertaken using a Take 5 checklist (see below).

DYNAMIC RISK ASSESSMENT: Take 5 Safety Checklist

This SOP recognises that there may be a need to carry out a dynamic risk assessment to identify any health and safety hazards before starting work. The following five point procedure is a good guide:

1. **Stop** – think about the risk of exposure to Covid-19 associated with the job
2. **Look** – identify any hazards arising from a failure to maintain social distance and hygiene
3. **Assess** – consider the risk arising from a failure to maintain social distance and hygiene
4. **Control** – implement suitable control measures to maintain at least a two metre separation and achieve high standards of hygiene
5. **Monitor** – be vigilant as the work task is undertaken to ensure social distance and hygiene controls are maintained throughout