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1. INTRODUCTION
The College recognises COVID-19’s significant impact on all areas of its community. Since the summer of 2021, both UK government and University Guidance have moved away from stringent restrictions on everyone’s day-to-day lives towards advising people on how to protect themselves and others, alongside targeted interventions to reduce risk. The College will seek to follow suit, creating as close to pre-pandemic an environment as possible for its students and constituent members while recognising its obligations to keep its community as safe as possible. The College looks to achieve this through a managed risk approach, supporting the Government’s key objectives, to:

- Reinforce the country’s vaccine wall of defence through booster jabs and driving take up
- Enable the public to make informed decisions through guidance, rather than laws
- Retain proportionate test, trace and isolate plans in line with international comparators
- Manage risks at the border and support a global response to reduce the risk of variants emerging globally and entering the UK
- Retain contingency measures to respond to unexpected events, while accepting that further cases, hospitalisations and deaths will occur as the country learns to live with COVID-19.

The College will adopting the University’s messaging approach, focusing on:

- Get vaccinated
- Wear a face covering
- Test regularly
- Stay home if unwell
- Wash hands
- Be considerate of others’ space.

Equally, the college will look to retain its own contingency measures where appropriate.

2. REDUCING THE SPREAD OF COVID-19
The following paragraphs outline the measures that are being assessed to ensure all reasonably practicable measures are in place to limit the spread of COVID-19. The Domestic Bursar will ensure there is a suitable implementation plan to address the outcome of the site Risk Assessment (RA). The site RA follows the checklist principle outlined in the Health and Safety Executive’s sector guidance.

In line with the Government’s guidance, the aim of the site RA is to do everything reasonably practicable to minimise the risks, recognising we cannot completely eliminate the risk of COVID-19 while people are working in and around our buildings. In all cases a hierarchy of control will be considered (see 2.1 below).

The RA will be shared with staff and students so they understand the reasoning behind the identified control measures. Feedback is welcome and members of the community are asked to raise any concerns through the usual routes. The College website will be used to ensure that all those involved in College life are able to view the guidance and the plans in an accessible and transparent manner. The final decision for the RA sits with the Warden.

The RA will be reviewed as needed to ensure it is (a) effective, (b) appropriate to the number of work activities that are authorised and (c) reflects the UK government’s guidance at the time of review.

Those individuals who are returning to work will be given appropriate guidance by their manager in the usual way, and they must read and adhere to the Safety Guide updated guidance. This will help implement the

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1 Managing risks and risk assessment at work – Overview - HSE
identified measures, as well as assuring staff and students that the spread of COVID-19 can be reasonably managed.

2.1. Hierarchy of Control
The risk of catching or passing on COVID-19 can be higher when doing certain activities and is greater indoors than outdoors. COVID-19 is spread by airborne transmission and close contact with an infected person is one of the significant ways in which COVID-19 is spread. When someone with COVID-19 breathes, speaks, coughs or sneezes, they release particles which contain the virus that causes COVID-19. These particles can be breathed in by another person. The particles can come into contact with the eyes, nose or mouth or can be breathed in by another person.

In general, the risk of catching or passing on COVID-19 is higher in crowded and enclosed spaces, where there are more people who might be infectious and limited fresh air.

In situations where there is a higher risk of catching or passing on COVID-19, you should be particularly careful to follow the guidance on keeping yourself and others safe as we return to normality. Every little action helps to keep us all safer.

The basis of all working plans will be to reduce COVID-19 transmission between individuals by applying the requirements and guidance set out by the UK Government. The following hierarchy of control will be applied:

1. Encourage staff and college members to get vaccinated and support them through this process
2. Do everything practicable to increase fresh airflow for meeting in doors, and meeting outdoors when possible
3. Mandate the continued use of face coverings when moving around in a common area space
4. Actively promote a policy of ‘get tested, and self-isolate if required’
5. Encourage all college members to actively undertake lateral flow (asymptomatic) testing, and specifically request this of attendees/any staff working at any large event
6. Individuals reminded to maintain good personal hygiene e.g. regularly washing hands with soap and water or hand sanitiser
7. Meetings should take place virtually wherever appropriate.
8. Meetings and events taking place in person on the College site must be managed in line with the guidance outlined below.

2.2. Ventilation
Most of the spaces in College rely on natural ventilation, i.e. opening doors and windows. Therefore, users are asked to open doors and windows wherever possible, bringing layers in warmer weather to guard against the cold. Posters are displayed to remind users accordingly.

Two spaces on the College site are air-conditioned: the Nissan Lecture Theatre and the Investcorp Lecture Theatre. The Nissan Lecture Theatre air-conditioning system re-circulates air around the room and hence will remain turned off. The doors and windows in the Nissan Lecture Theatre are all openable and meeting/event organisers are encouraged to open them during meetings and events. The Investcorp Lecture Theatre air-conditioning system brings in fresh air and hence will continue to operate as normal.

2.3. Face coverings
The University has introduced a face coverings policy which means that face coverings must be worn in the college in shared indoor spaces.

A face covering can be very simple and just needs to cover the mouth and nose. The College will supply every member of staff and every Fellow with two washable face coverings. In using these, please remember that you must:
• Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.
• When wearing a face covering, avoid touching your face or face covering, as this could contaminate the covering with germs from your hands.
• Change your face covering if it becomes damp or if you have touched it.
• Continue to wash your hands regularly.
• Change your face covering daily.
• If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste at home.

2.4. Get tested

How do I Access Testing?
The University’s in-house COVID-19 testing service is open to all staff of the University and colleges, providing rapid access to free symptomatic (PCR) testing if they think they have coronavirus symptoms (minor or major). If you have symptoms of coronavirus, please inform the College via easresults@sant.ox.ac.uk and see the University’s Early Alert Services webpages: Testing for COVID-19: Early Alert Service | University of Oxford.

The main advantages of the University service are that:
• The swab will be done by someone trained and experienced in swabbing, so the result may be more accurate;
• The College will be informed about the result, so can take rapid action to support you and protect others when necessary.

You may also find that the University can offer you a more rapid and convenient appointment for testing. However, if accessing either of the University’s testing sites is difficult, you can ask for a test through the NHS website.

You can also now access asymptomatic testing (Lateral Flow Tests) via the University (Symptom-free testing for COVID-19 | University of Oxford) or via this Government website: Order coronavirus (COVID19) rapid lateral flow tests - GOV.UK (www.gov.uk). Lateral flow test kits are available for collection from the College Lodge. We encourage all those working in College to take regular (twice-weekly) lateral flow tests, and self-isolate if required.

2.5. COVID-19 Case Management

The information below is provided to set out the response you should take if you develop symptoms:

Covid-19 Symptoms
The most common symptoms of coronavirus (COVID-19) are:
• high temperature – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
• a new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual)
• A loss of, or change in, normal sense of taste or smell – this means you’ve noticed you cannot smell or taste anything, or things smell or taste different to normal.

Symptom Advice
If you have any of the main symptoms of coronavirus, stay home and arrange to have a test.

If you live in the same household as someone with COVID-19, you should stay at home and self-isolate. However, from 16 August, if you are fully vaccinated or aged under 18 years and 6 months you are no longer required to self-isolate if you are a contact of someone who has tested positive for COVID-19. See Stay at home: guidance for households with possible or confirmed coronavirus (COVID-19) infection - GOV.UK (www.gov.uk).

2.6. Response to Reported Cases

**Employee Guidance**

If you are displaying the symptoms, you must follow this guidance.

- If you are at home, stay at home
- If you are at work, leave immediately and go home
- Contact your manager and easresults@sant.ox.ac.uk to advise them that you have suspected symptoms of COVID-19
- Seek a symptomatic (PCR) test via the instructions above
- Whilst you wait for the test results you must stay at home
- If the test is negative and symptoms have ceased, you can return to work
- If the test is positive, you must continue to self-isolate as per Government guidance.

If someone in your household displays symptoms or tests positive AND you are not double vaccinated, you must also follow the above guidance.

In all cases, you must inform your line manager if you feel unwell with symptoms of coronavirus and leave work OR remain at home if feeling unwell. **Do not come to work if you have symptoms of coronavirus.** Sickness absence will be managed in line with the usual College policy.

Managers may inform other team members of a member of staff who has symptoms or tests positive for coronavirus **only if** they give their permission for this detail to be released. This **MUST** be sought from the employee directly.

2.7. Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) protects the user against health or safety risks at work. It can include items such as safety helmets, gloves, eye protection, high-visibility clothing, safety footwear and safety harnesses. It also includes respiratory protective equipment, such as face masks.

Where PPE is already used for an existing [non-COVID-19] work activity, this must be used as per normal procedures.

For COVID-19, the hierarchy of control outlined in section 2.1 must be applied and good ventilation, use of face coverings, and good cleaning and hygiene protocols are the most effective ways of minimising the spread of COVID-19.

However, when completing individual RAs, specific activities or locations may be identified that require specific types of PPE. This assessment must again be done in line with the hierarchy of control in section 2.1. Where a risk assessment identifies a need for PPE, this must be provided by the manager to the individuals concerned, along with information and instruction on their correct use, fitting, and disposal.

2.8. Hand washing

Regular hand washing and/or use of sanitiser will continue to be encouraged, with hand sanitising stations provided throughout and posters displayed to remind all those on the College site of the importance of good hand hygiene.
2.9. NHS Covid-19 app/QR code posters
The College will make use of the ‘NHS Covid-19 app’ on site, and printed posted with QR codes are displayed throughout the College. All users of the site (Fellows, staff, visitors, students) are asked to use the ‘scan in’ each day on arrival at the College.

2.10. Cleaning Regimes
The Health and Safety Executive have indicated it is necessary to review cleaning in the workplace (https://www.hse.gov.uk). Existing cleaning regimes have therefore been reviewed to identify where cleaning might be necessary, especially where frequent contact by different people is possible. This includes, but is not limited to:

- Door handles
- Light and power switches
- Security access controls or lift buttons
- Toilet and handwashing facilities, particularly regular removal of waste items
- Shared items of equipment, including shared reception pens, shared desks, photocopiers, printers, photocopies, keyboards.

Staff, Fellows and students will be asked to decontaminate their own equipment or areas at regular intervals throughout the day, especially for sensitive or frequently touched items. Appropriate cleaning agents will be made available for this purpose. Individuals will also be asked to declutter spaces, as far as possible, to help with any enhanced cleaning regime.

Pre pandemic levels of cleaning are set to return form the 1st October 2021 across the estate. These include but not limited to daily cleaning of Centres, libraries, common areas, academic and administrative offices. Weekly cleaning of student housing will also resume.

2.11. Social Distancing
From 19 July 2021 most coronavirus restrictions were removed in England and UK Government social distancing guidance no longer applies. However, room capacities at 1m and 2m social distance will be made available to event organisers on request.

3. IN-PERSON MEETINGS AND EVENTS
Since the UK Government announced the easing of restrictions in the summer of 2021, and with the new academic year approaching, the College is returning to levels of activity that will be more akin to pre-pandemic levels. For College-run meetings and events, there are specific mitigations and expectations detailed in Appendix 1. These follow University guidance and, in brief, include:

- Use of online platforms where possible, whether as standalone or hybrid approaches;
- We encourage people not to attend a meeting or event until they are 10-days post-vaccination;
- Asking attendees to take a lateral flow test twice weekly or, if you are largely based at home, on the morning of the meeting/event, and only attend if it is negative and you feel well;
- Asking organisers/hosts to ensure good natural ventilation where possible;
- Ongoing use of face coverings while moving around shared indoor spaces. We encourage people to keep these on as much as possible during meetings/events also, particularly during a large event;
- Ongoing use of hand sanitiser/encouragement to wash hands regularly;
- For larger events involving a predominantly non-University audience, encourage organisers to request proof of COVID-19 status, natural immunity, or to register a negative lateral flow test.

For further information please see Appendix 1.
Together with the University, the College encourages all event organisers to have robust contingency plans in place, in case restrictions are reinstated. Event planners should be prepared to move any in-person events online or be able to implement social distancing if government restrictions are re-imposed.

4. **ADVICE FOR COLLEGE STAFF**
   
   4.1. **Return to working in College**
   The legal obligation for home working ends for most people in England from 19 July, and the Government recommends a gradual return to offices for employers that choose to implement a return.

   The University moved to Business Continuity Plan (BCP) Level 1 on Monday 6 September, enabling all staff to return to working on site.

   The College will continue a phased return to work over the summer, seeking to be back to full onsite working by 1 October 2021, for all staff who do not have an agreed homeworking arrangement in place by that date.

   4.2. **Vulnerable Adults**
   As restrictions have been eased, the UK Government advice for clinically extremely vulnerable people is simply to follow the same guidance as everyone else, as a minimum: [Guidance on protecting people who are clinically extremely vulnerable from COVID-19 - GOV.UK (www.gov.uk)].
Appendix 1: COVID-19 Site Risk Assessment – St Antony’s College

1. ASSESSMENT SUMMARY

<table>
<thead>
<tr>
<th>Date of Assessment:</th>
<th>September 2021</th>
</tr>
</thead>
<tbody>
<tr>
<td>People Returning to On-site Working (status/numbers):</td>
<td>line with UK Governmental and University Guidance and agreed individually</td>
</tr>
<tr>
<td>Location of work (Building and types of room / facilities expected to be in use):</td>
<td>All site owned and operated by St Antony’s College</td>
</tr>
<tr>
<td>Activity Summary (Types of activities expected &amp; authorised to take place):</td>
<td>As per terms of employments</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk Rating</th>
<th>Control measures</th>
<th>Risk Rating</th>
</tr>
</thead>
</table>
| Risk of exposure to COVID-19 | 4 x 3 = 12 | • Enable workers to work from home while self-isolating, if appropriate.  
• Ensure current guidance for people who have symptoms and, where relevant, those who live with others who have symptoms is followed.  
• Avoid shaking hands or other forms of social etiquette that might increase close contact.  
• Follow governmental guidance on close contacts (within 2m for 15 mins or more) with a confirmed case of COVID-19. | |
| Suspected case on site | 4 x | • Member of staff affected to go home immediately. | 4 x |

Risk matrix used in risk assessment below, RR = residual risk
<table>
<thead>
<tr>
<th>Hazard</th>
<th>Risk Rating</th>
<th>Control measures</th>
<th>Risk Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>4 = 16</td>
<td>• Direct to government guidance to all if a case is suspected whilst working on site.</td>
<td>1 = 4</td>
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<tr>
<td></td>
<td></td>
<td>• Ensure staff are kept up to date with Government foreign travel regulations including recent return to the UK and quarantine requirements.</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Ensure staff notify HR of any overseas travel requiring quarantine on return to UK</td>
<td></td>
</tr>
<tr>
<td>Coming to and leaving work</td>
<td>4 x 3 = 12</td>
<td>• The College provides parking and facilities such as bike-racks to help people walk, run, or cycle to work, where possible.</td>
<td>4 x 1 = 4</td>
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<tr>
<td></td>
<td></td>
<td>• Signage to promote key messages set out in the Hierarchy of Controls 2.1</td>
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<tr>
<td></td>
<td></td>
<td>• Provide sanitisers or wash facilities entry points to buildings</td>
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<tr>
<td>Cleaning</td>
<td>4 x 4 = 12</td>
<td>• Cleaning for busy areas will resume once per day</td>
<td>4 x 1 = 4</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Remind staff that frequent cleaning of work areas and equipment between uses remains best practice Cleaning materials will be provided for staff the clean their own areas.</td>
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<td></td>
<td></td>
<td>• Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and testing surfaces. This includes provision for individuals to wipe shared areas/devices (e.g. photocopiers) clean immediately after use. Signs will remind staff where appropriate.</td>
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<td></td>
<td></td>
<td>• Clear use and cleaning guidance for toilets will be set out to ensure they are kept clean and social distancing is achieved as much as possible. Cleaning materials to be provided.</td>
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<td></td>
<td></td>
<td>• Staff will be asked to clean and clear there workspaces / desks.</td>
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<td></td>
<td></td>
<td>• Handwashing facilities, or hand sanitisers where not possible, will be provided at entry and exit points and other key locations and these will be cleaned daily</td>
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<tr>
<td>Hazard</td>
<td>Risk Rating</td>
<td>Control measures</td>
<td>Risk Rating</td>
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<tr>
<td></td>
<td></td>
<td>• Providing hand drying facilities – paper towels wherever possible.</td>
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<td></td>
<td></td>
<td>• Signs and posters will build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</td>
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<tr>
<td></td>
<td></td>
<td>• Wipes and cleaning equipment to be provided in toilets along with posters to inform users to sanitise after use.</td>
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<td>• Regular reminders and signage will be provided to maintain hygiene standards</td>
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<tr>
<td></td>
<td></td>
<td>• The College will adjust booking processes as necessary to reduce the number of people in a work space at the same time to avoid overcrowding.</td>
<td></td>
</tr>
<tr>
<td>Office Spaces and the Lodge</td>
<td>4 x 4</td>
<td>• All layouts reviewed and changes implemented as below.</td>
<td>4 x 1 = 4</td>
</tr>
<tr>
<td></td>
<td>1 = 4</td>
<td>• Managing occupancy levels, to maintain social distancing in areas with restricted space, for example, by adapting booking systems to limit usage.</td>
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<td></td>
<td></td>
<td>• Staff to clean their own workstations and shared equipment and machinery, where it is feasible to do so.</td>
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<td></td>
<td></td>
<td>• Spaces will be naturally ventilated as much as possible whenever possible.</td>
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<tr>
<td>In-person meetings</td>
<td>4 x 4</td>
<td>• Staff are asked to use videoconferencing technology, even within buildings, to help reduce the need for face-to-face contact.</td>
<td>4 x 1 = 4</td>
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<tr>
<td></td>
<td>1 = 4</td>
<td>• Hold meetings outdoors or in well-ventilated rooms whenever possible.</td>
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<td></td>
<td></td>
<td>• Capacity limits will be provided for both 2 and 1m on all meeting rooms to allow facilitators to manage their own risks</td>
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<tr>
<td></td>
<td></td>
<td>• The College will provide hand sanitisers in meeting rooms.</td>
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<tr>
<td>Hazard</td>
<td>Risk Rating</td>
<td>Control measures</td>
<td>Risk Rating</td>
</tr>
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<td>------------------------------------</td>
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<td>-----------------------------------------------------------------------------------</td>
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<tr>
<td>Internal events: an event is internal if it includes College-only members</td>
<td>4 x 3 = 12</td>
<td>• Ask all college members to actively undertake LFD testing, particularly when hosting large event</td>
<td></td>
</tr>
<tr>
<td>Note this applies to events and not meetings, i.e. seminars, dinners etc. For guidance on meetings, see above</td>
<td></td>
<td>• Organisers are asked use online only or hybrid approaches where possible.</td>
<td>4 x 1 = 4</td>
</tr>
<tr>
<td>Events which are run on behalf of the University are considered internal events (e.g. matriculation)</td>
<td></td>
<td>If proceeding in person:</td>
<td></td>
</tr>
<tr>
<td>University guidance: Health and safety guidance</td>
<td></td>
<td>• Hold gatherings outdoors where possible</td>
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<td></td>
<td></td>
<td>• The following guidance MUST be sent to attendees:</td>
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<tr>
<td></td>
<td></td>
<td>- Take a lateral flow test on the morning of the event. If positive, stay at home</td>
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<td>- Stay home if you feel unwell</td>
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<tr>
<td></td>
<td></td>
<td>- Wear a face covering where indicated</td>
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<td></td>
<td></td>
<td>- Be considerate of other people’s space</td>
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<tr>
<td></td>
<td></td>
<td>- Wash your hands regularly with soap or sanitiser.</td>
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<tr>
<td></td>
<td></td>
<td>• The latest University guidance on the use of face coverings should be checked and followed: unless exempt, you are asked wear one while moving around indoor spaces, where possible, while seated, particularly during larger events.</td>
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<tr>
<td></td>
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<td>• Attendees are asked to use the official NHS QR code posters displayed throughout the College site.</td>
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<td></td>
<td></td>
<td>• COVID status proof (e.g. vaccine certificate) must NOT be required for internal events, meetings or educational activities where only staff and students are present.</td>
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<td></td>
<td></td>
<td>• Spaces will be naturally ventilated as much as possible whenever possible.</td>
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<td></td>
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<td>• All other mitigations as listed in 2.1 Hierarchy of Control</td>
<td></td>
</tr>
<tr>
<td>External events</td>
<td></td>
<td>• ALL of the above ‘internal events’ measures must be followed</td>
<td></td>
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<tr>
<td></td>
<td></td>
<td>• Event organisers should tell attendees that they need to have one of:</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>1. Proof of COVID-19 vaccination status</td>
<td></td>
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<tr>
<td>Hazard</td>
<td>Risk Rating</td>
<td>Control measures</td>
<td>Risk Rating</td>
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<td>2. Registration (via NHS app) of a negative Lateral Flow Device test (LFD test) taken in the last 48 hours or 3. Proof of natural immunity via a positive PCR test taken within 180 days of the event, but following the 10-day isolation period</td>
<td></td>
</tr>
</tbody>
</table>
| Common areas | 4 x 4 = 16 | • Ask staff bring their own refillable drinking bottles and coffee/mugs from home – drinking water/tea/coffee to be provided. Dedicated areas for eating/drinking will be clearly marked.  
• Only sealed or disposable cups are to be used, unless an individual’s personal cup is used.  
• Packaged take-away meals will be provided. Will continue to be available.  
• Individuals are asked to encourage visits via remote connection or remote working for visitors where this is an option.  
• Where possible, schedules for essential services and contractor visits will be revised to reduce interaction and overlap between people, for example, carrying out services at night.  
• College guidance on safety measures on site during COVID-19 must be provided by the person engaging (who arranged the visit) the contractor/liaising with the visitor before arrival, for example, by phone, on the website, by email.  
• Notice to be placed at entrance to Lodge explaining signing in and social distancing.  
• Facilities will be available for all visitors to wash or sanitise hands, with signage to serve as a reminder. | 4 x 1 = 4 |
| Risk assessing the need and use of PPE | 4 x 4 = | • Department Heads should review the hierarchy of control for identifying under which specific circumstances PPE might be required, noting the limitations for use of PPE as a general means of controlling COVID-19.  
• The Domestic Bursar will identify those specific circumstances where PPE is required as a result of this or other risk assessments, including the specific types of PPE that will be provided. | 4 x 1 = |
### 2. RESIDUAL COVID-19 RISK MANAGEMENT

*Taking all the above into account, the following residual risks remain, with appropriate action items identified (outline):*

<table>
<thead>
<tr>
<th>Hazard (Cause and consequences)</th>
<th>Affected Groups</th>
<th>Existing Controls (If any in place)</th>
<th>Risk</th>
<th>Further Action (If necessary)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk of lack of compliance by staff, Fellows, students and visitors/contractors</td>
<td>Individuals and workers</td>
<td>As set out above</td>
<td>4 x 2 = 8</td>
<td>Further actions will be identified if lack of compliance appears to be an issue as the number of people on site increases</td>
</tr>
<tr>
<td>Risk that large number of staff within a team, or critical individuals within a small team, may become unwell due to COVID-19</td>
<td>Individuals. Depending on where any sickness might arise, there could be an impact on College operations in a range of different areas, which may in turn impact on others e.g. students</td>
<td>As set out above</td>
<td>4 x 2 = 8</td>
<td>Department Heads will consider potential impact on their area, and possible mitigating actions</td>
</tr>
</tbody>
</table>

### 3. MANAGING EXISTING RISKS

- Individuals who choose to provide or use their own personal face coverings will be supported to do so and reminded of the requirements for regular changing, washing and enhanced hygiene levels.
- Signed copies of this RA will be published on the website.
- This RA will be reviewed in light of changing Government guidance.
- The College will provide clear, consistent and regular communication to improve understanding and consistency of ways of working.
- The College will develop materials to support workers prior to returning to site, especially around new procedures for arrival at work.
Are additional control measures required in any areas: | YES

Further information
Domestic Bursary departments are to review their own areas and provide a specific risk assessment for their staff as needed.

Additional control measures, including possible consequences/mitigations of reduced staffing levels, will be tackled in individual RAs.

### 4. WARDEN/BURSAR APPROVAL

<table>
<thead>
<tr>
<th>Bursar Signature: (undertaking review)</th>
<th>Warden Signature: (Approving assessment/work plan)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Review:</td>
<td>Date of Approval:</td>
</tr>
<tr>
<td>Review Comments:</td>
<td>Approval Comments:</td>
</tr>
</tbody>
</table>