



UNIVERSITY OF
CAMBRIDGE

Return to the Workplace Pack

Faculty of Music

01 December 2021

Introduction

Please take the time to read this important document before you return to your workplace. It provides the following essential information to ensure the safety and wellbeing of you and your colleagues:

- Actions that the University has taken to prepare buildings for safe reoccupation;
- Specific safety adjustments that have been made to your immediate place of work; and
- Actions you need to take.



Your skills and expertise are key to the University's gradual return to some of our on-site operations. As we plan for that phased return, your safety is of paramount importance. Extensive work is taking place to ensure that you are able to go back to your place of work safely and confidently.

We will all need to make adjustments to fit the new working and social environment in which we find ourselves. More than ever, we will rely on your adaptability and perseverance to achieve a smooth transition back to our workplaces. Please know that your efforts are recognised and hugely appreciated.

Professor Stephen J Toope – Vice-Chancellor

Actions taken by the University to prepare buildings for safe reoccupation

The University has carefully considered the latest Government guidance and has worked with institutions to put robust measures in place to ensure that you can return to your workplace safely. The health, safety and wellbeing of all members of the University community has been and will remain at the heart of this activity. The University will continue to review and respond to any revised government guidance, ensuring that local measures continue to adapt as necessary.

Contents

| | |
|---|----|
| Introduction | 2 |
| Actions taken by the University to prepare buildings for safe reoccupation..... | 2 |
| Actions you need to take | 4 |
| Appendices | 7 |
| Faculty of Music Risk Assessment | 7 |
| Appendix 1: Fire Evacuation Procedures..... | 12 |
| Appendix 2: Maximum Room Capacities (Teaching & Research) | 13 |
| Appendix 3: Maximum Room Capacities (Music-Making)..... | 14 |
| Appendix 4: Online Booking Systems | 15 |
| Appendix 5: University Library Services | 15 |
| Appendix 6: Online Resources..... | 15 |
| COVID Recovery Website | 15 |
| Health & Safety Website | 15 |
| Appendix 7: Faculty Risk Assessments | 16 |

Actions you need to take

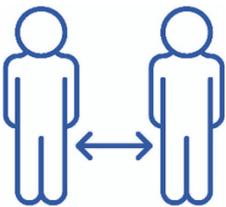
As we transition back to working more regularly in Faculty buildings, it is important that we all make adjustments and adapt to new ways of working to ensure the safety and comfort of us all. You are asked to take the following actions to ensure your own health and well-being and to be considerate of the needs and concerns of others.

VENTILATION



Wherever possible, you should ensure that doors and windows remain open as far as possible to maximise natural ventilation in the spaces you are using. As the weather cools, staff are advised to dress appropriately and bring additional layers to keep warm while maintaining ventilation, even at limited levels. If windows must be closed, doors should remain fully open and the maximum duration specified for the space should be reduced with the room ventilated well before return.

All staff should abide by the maximum occupancy/duration advised for each room as well as any other guidance provided on use of the space.



SOCIAL DISTANCING

Maintain a degree of social distancing from others in all communal spaces and be mindful that others may feel more comfortable with a larger space between themselves and others. Advise others politely if you would like more space and accept feedback about your social distancing from others. Please also note the advisory maximum capacity limits for Faculty rooms which will be displayed as you enter.

FACE COVERINGS



The Faculty requires all staff, students and visitors to provide and wear a suitable face covering in all communal areas of the buildings including all areas of the Pendlebury Library, unless they are exempt from doing so. Participants in lectures and seminars in the Faculty are encouraged to wear a face covering throughout. Where participants find this a barrier to participation, they may consider removing their face covering to contribute before replacing and we ask that all participants are considerate of others. Staff and students should note that face coverings continue to be required for all public events staged in the West Road Concert Hall.

Where staff are sharing offices and/or holding 1:1 meetings or supervisions in office spaces without face coverings, all those concerned should discuss and agree to a set of risk mitigations which may include:.

- confirmation of full vaccination status
- regular (twice-weekly) LFT testing undertaken
- maintenance of comfortable levels of social distancing and good ventilation
- maximum occupancy of the space



HAND WASHING

Wash your hands more often than usual, using soap and hot water for at least 20 seconds, or use a hand sanitiser - when you get home or into work, and during the day, when you eat or handle food, before eating, before and after using shared equipment and after using the toilet. Soap and hot water will continue to be available in washrooms/kitchens and hand sanitiser is provided throughout the buildings.

CLEANING



Suitable cleaning materials will continue to be provided throughout the building and you are asked to ensure that shared equipment (photocopiers, kitchen facilities, workstations etc) is sanitised after use in addition to washing/sanitising hands both before and after.

The Faculty continues to offer more frequent cleaning for communal surfaces like door handles and communal areas like bathrooms and kitchens but this is not a substitute for good hand hygiene.

VACCINATION AND TESTING

All staff who are able to be vaccinated are strongly encouraged to do so as soon as possible. Further advice and guidance is available at

<https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/>



We encourage all staff to participate in the government's asymptomatic testing scheme, taking self-administered rapid lateral flow tests twice-weekly and before larger events to help identify any possible infection at the earliest stages. Further advice is available at <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Should staff have symptoms of COVID-19, they must immediately report their symptoms and book a test. Guidance on reporting and the University testing service can be found at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test>

FOOD AND DRINK



In addition to washing your hands before using the kitchen and sanitising surfacing and equipment between uses, staff should wash, dry and put away all equipment and utensils provided before and after use.

If you are using the fridge to store food, this should be completely sealed.

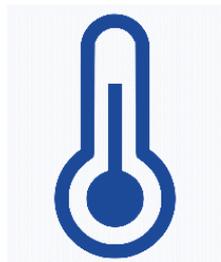
SICKNESS

It is vital that if you are showing [COVID-19 symptoms](#), however mild, you must not come to work and should follow government guidance on self-isolation and testing.

In the highly unlikely event that you develop symptoms whilst at work, you should inform your manager (by phone or email) and return home immediately if you are able to do so safely, avoiding touching anything unnecessarily and strictly following handwashing and respiratory hygiene guidelines. You must then follow the guidance on self-isolation and not return to the workplace until the period of self-isolation has been completed.

If you should have a positive test or be self-isolating for any reason, you must complete the University's online COVID Monitoring Form.

Guidance on COVID-19 symptoms, the University's testing service and links to other useful information can be found at <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test>



ADJUSTMENTS TO WORKING ARRANGEMENTS

The Faculty Manager and/or the Faculty Board Chair will discuss your working arrangements with you before you return. If you have any concerns before or after your return, you should raise these immediately with one or both soon as possible.



TRAVEL TO WORK

When travelling to work, think about how and when you travel. To reduce demand on the public transport network, you should walk or cycle wherever possible. If you do have to use public transport, you should wear a face covering.



SUPPORT

If you are concerned about your own wellbeing or the wellbeing of others, please speak to your line manager, the Faculty Manager or the Faculty Board Chair immediately. Please also feel free to make use of the [wellbeing and mental health provisions](#) of the University whenever you wish.



TRACK AND TRACE

Although no longer a requirement, the Concert Hall will continue to display track and trace QR codes for use by visitors and audiences. There is no expectation for staff working during standard office hours and students attending teaching to register.



Appendices

Faculty of Music Risk Assessment

University of Cambridge, general risk assessment form

Describe the activity, experiment or area under assessment.

COVID-19 and the Workplace

| List the significant hazard(s). ¹ | Describe what could go wrong – that is, say who might be hurt and how. ² | Is the risk high, medium or low? ³ | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴ | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
|--|--|---|---|--|
| COVID-19 | <p>Disruption for staff, students and visitors relating to requirements to self-isolate.</p> <p>Mild to severe ill-health.</p> <p>Death.</p> | High | <p>FACE COVERING USE</p> <ol style="list-style-type: none"> 1. The use of Face Coverings is required in all internal multi-occupancy spaces; they can be removed, but with an ongoing consideration for others who may prefer to use them. 2. Face covering will continue to be required for audiences at all public events in line with sector guidance. Refer to WRCH Guidance for Hirers. 3. Notices are displayed to encourage continued face covering use. 4. <p>SOCIAL DISTANCING</p> <ol style="list-style-type: none"> 1. A degree of social distancing will need to be considered in all workplace settings including rest/social areas.; 2. Notices displayed to encourage continued commitment to social distancing. 3. Occupancy levels for all spaces will be restricted to enable building users to maintain a comfortable level of distance | <p>Review when central University advice changes on face covering use.</p> |

| List the significant hazard(s). ¹ | Describe what could go wrong – that is, say who might be hurt and how. ² | Is the risk high, medium or low? ³ | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴ | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
|--|---|---|--|---|
| | | | <p>from one another.</p> <p>4. Lecturers and event organisers will be asked to start and finish sessions promptly to avoid “pinch points” where sessions overlap.</p> | |
| | | | <p>HAND HYGIENE</p> <ol style="list-style-type: none"> 1. Enhanced handwashing/sanitisation encouraged. 2. Supplies of hand sanitiser placed next to entrances/exits and in communal areas. 3. Notices displayed to encourage continued hand hygiene. | <p>Adjust supply in accordance with demand.</p> <p>Advise to maintain this control measure long term.</p> |
| | | | <p>WORKPLACE CLEANING</p> <ol style="list-style-type: none"> 1. Continue to ensure the workplace is cleaned regularly concentrating on hand contact points and shared surfaces e.g. door handles. 2. Ensure cleaning provider has a recorded cleaning schedule. 3. Continue to provide cleaning materials for DIY use in all multi-occupancy spaces and food/eating areas. 4. Display signage to encourage staff/students to clean shared areas before/after use. | <p>Adjust supply of DIY cleaning materials in accordance with demand.</p> <p>Advised to have this control measure in place long term.</p> |
| | | | <p>VENTILATION ASSESSMENT</p> <ol style="list-style-type: none"> 1. Ensure that ventilation risk factors are known for all internal communal spaces. 2. Ensure that in high risk areas, strict control measures are in place i.e. limiting number of occupants or limiting duration | <p>Space occupancies are reviewed by the Faculty Manager and DSO on an ongoing basis and in light of prevailing government/Public</p> |

| List the significant hazard(s). ¹ | Describe what could go wrong – that is, say who might be hurt and how. ² | Is the risk high, medium or low? ³ | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴ | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
|--|---|---|--|---|
| | | | <p>of use of an area.</p> <p>EATING AND DRINKING</p> <ol style="list-style-type: none"> 1. In house food provision can recommence. 2. Lunch break areas can open with a degree of social distancing, consideration of suitable occupancy levels and provision of DIY cleaning materials. <p>INDIVIDUAL TESTING</p> <ol style="list-style-type: none"> 1. Follow current government requirements on COVID testing, report positives and follow requirements for self-isolation accordingly. 2. University testing facility information has been communicated to all individuals returning to work. <p>COVID-19 VACCINATION</p> <ol style="list-style-type: none"> 1. Encourage individuals returning to the workplace to take up a COVID-19 vaccination. (<i>Note: vaccination cannot be enforced</i>) <p>WELFARE PROVISION</p> <ol style="list-style-type: none"> 1. Toilets and showers should have adequate cleaning procedures and cleaning materials in place. | <p>Health requirements and guidance.</p> <p>Continue for as long as advised by Government.</p> <p>The University will continually monitor and follow Government and scientific advice on vaccines/vaccine uptake and their use in risk assessment as a control measure.</p> |

| List the significant hazard(s). ¹ | Describe what could go wrong – that is, say who might be hurt and how. ² | Is the risk high, medium or low? ³ | Please list the existing and/or intended control measures which will reduce the likelihood of all this happening. ⁴ | Suggest here any further actions which may be beneficial. Say who will carry them out and by when. |
|--|---|---|---|--|
| | | | FIRST AID PROVISION 1. First aider provision is in place for the number of building occupants at all times. | Each time building occupancy is increased. |
| | | | SYMPTOMS – STAY AT HOME ADVICE 1. All staff are instructed not to attend the workplace if they have symptoms of COVID-19 or other communicable illness. | Permanent control measure. |

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here.

Safety Office ventilation risk assessment tool: <https://www.safety.admin.cam.ac.uk/policy-guidance/miscellaneous/hsd211m-ventilation-risk-assessment-tool>

Local transmission rate data: <https://coronavirus.data.gov.uk/details/cases?areaType=Itla&areaName=Cambridge>

Covid-19 individual risk assessment for non-clinical areas: http://www.safety.admin.cam.ac.uk/system/files/covid_19_risk_assessment_non_clinical.docx

Rapid lateral flow testing (NHS): <https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/>

Free PCR testing (NHS): <https://www.gov.uk/get-coronavirus-test>

Report symptoms and get a test (Cambridge): <https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/report-symptoms-and-get-a-test>

COVID-19 vaccination (NHS): <https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/coronavirus-vaccine/>

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service.

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose.

Please complete this section to confirm that this constitutes a suitable and sufficient assessment of risk.

| | | | | | |
|---------------------------------|---|---------------------|---|---|---------------------|
| Name of assessor: Alex Drury | Signature:  | Date: 14/09/2021 | Name of supervisor: Prof Katharine Ellis | Signature:  | Date: 14/09/2021 |
|---------------------------------|---|---------------------|---|---|---------------------|

This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

| Reviewed by (name) | Signature | Date | Indicate changes here ⁵ |
|--------------------|---|------------|---|
| Alex Drury |  | 01/12/2021 | Amended face covering use from "strongly encouraged" to "required" in line with changes to government guidance. |
| | | | |
| | | | |

¹ A list of hazards is provided below to help you, but this may not be exhaustive. If any of these hazards can be eliminated altogether, or can be reduced at source by making an inherent change then we must consider doing so. Hazards in **bold** will also need an additional, more technical assessment on a specialist form - please ask your Departmental Safety Officer or the University Safety Office for further advice.

| | | | | | |
|----------------------------|-----------------------|-------------------------|---------------------------|---------------------------------------|------------------------|
| High or low temperatures | High pressures | Chemical hazards | Biological hazards | Genetically Modified Organisms | |
| Ionising radiations | Lasers | Sharp objects | Dusts | Work at heights | Animal houses |
| Magnetic fields | Machinery hazards | Electricity | Manual Handling | Noise | Vibration |
| Falling objects | Collapsing structures | Flooding | Slips, trips and falls | Asphyxiant gases | Flammable gases |

² Please explain how an accident, incident or health condition could arise. We must consider all events which are *reasonably foreseeable*.

³ Please see the health and safety risk assessment handbook for further guidance on levels of risk.

⁴ When deciding on suitable control measures, you should ensure that you are complying with all relevant University policy and guidance documents, and that you have considered the hierarchy of control measures. In order to comply with legislation, we must also take all steps which are 'reasonably practicable' to reduce risk. This means that we should take all steps which are (in terms of time, cost and trouble) reasonable in relation to the reduction of risk achieved.

⁵ If changes are extensive, you will need to complete a whole new form, or attach a written amendment. If there are no changes say so.

Appendix 1: Fire Evacuation Procedures

Emergency Evacuation and Fire Safety Procedures (September 2021)

- Ensure you know the location of the nearest **fire exits** from your place of work.
- Note where the nearest **fire extinguishers** are, in or near your office, and what type they are.
- **Fire doors** are marked with a blue circle and 'Fire Door Keep Shut' label. Some doors are currently propped open during staffed hours to increase ventilation. In an emergency the doors are to be closed, where possible, by those exiting. Fire Wardens will check doors are closed.
- A **fire alarm** is indicated by a voice alarm throughout the buildings:

'Emergency – There is a fire in the building. Evacuate immediately'

- On hearing the fire alarm **leave the building immediately** by the closest fire escape. Do not stop to take personal belongings other than your face covering if immediately at hand.
- **Congregate** on West Road pavement outside the Faculty and wear a face covering if possible to mitigate against the potential density of people present.
- The Fire Wardens and Fire manager (Custodian) will make themselves known and check that everyone is accounted for.
- Do not leave the vicinity until given the permission to do so by the Fire Manager.
- No one is to return to the building until given permission to do so.

Report any potential fire risks or other concerns to wrch@mus.cam.ac.uk

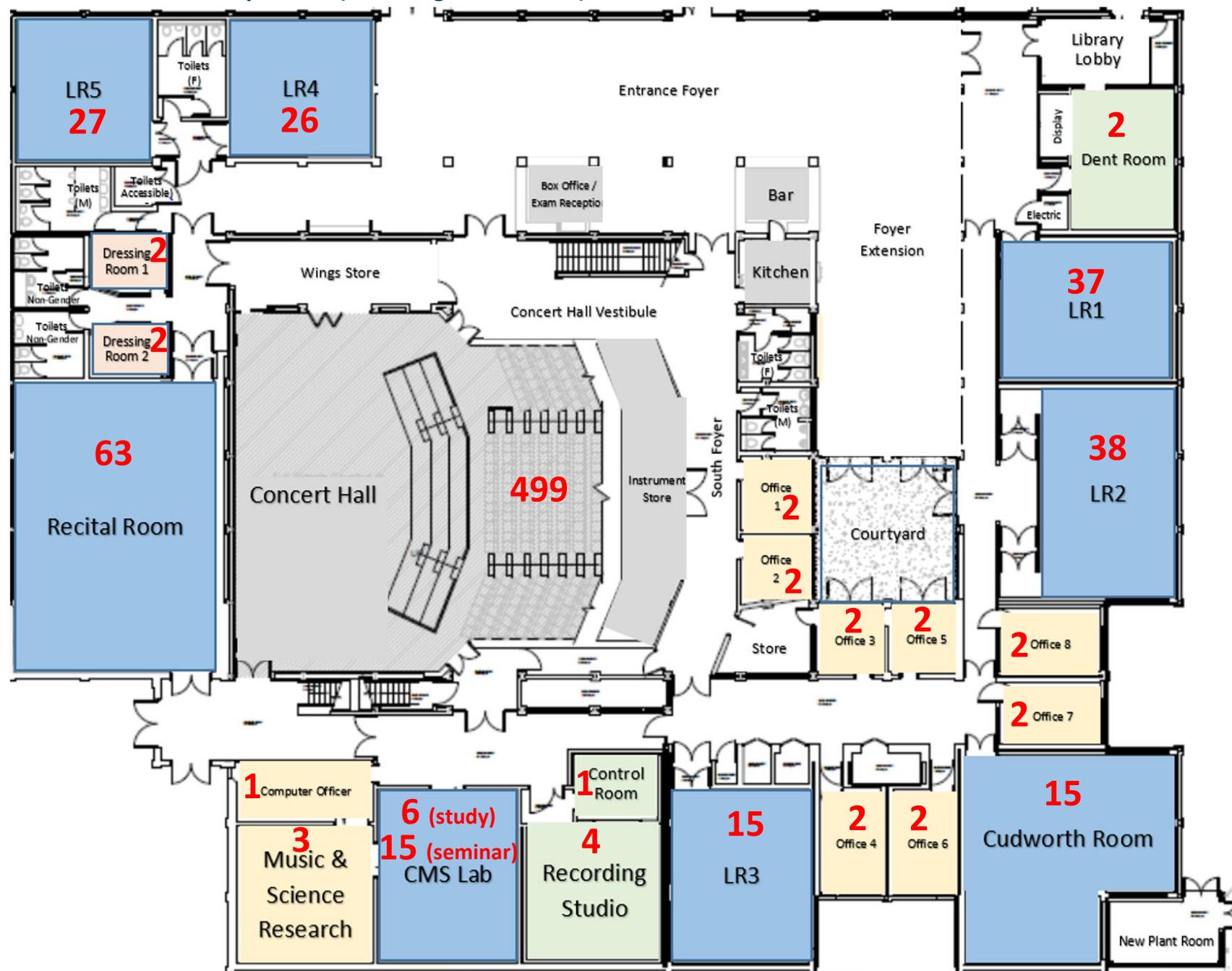
Good Practice

- Take a proactive approach to fire safety, aiming for best practice at all times
- Never obstruct or block (let alone lock) a fire exit or a fire route
- Make sure a gap of 1.2 metres (minimum) is maintained for any fire route
- Be especially aware of combustible material and remove it well away from any heat source
- Do not overload electrical sockets and ensure cables are not restricted in any way
- Turn off all portable heaters before leaving your room at night
- Take particular care with any cooking equipment, particularly toasters

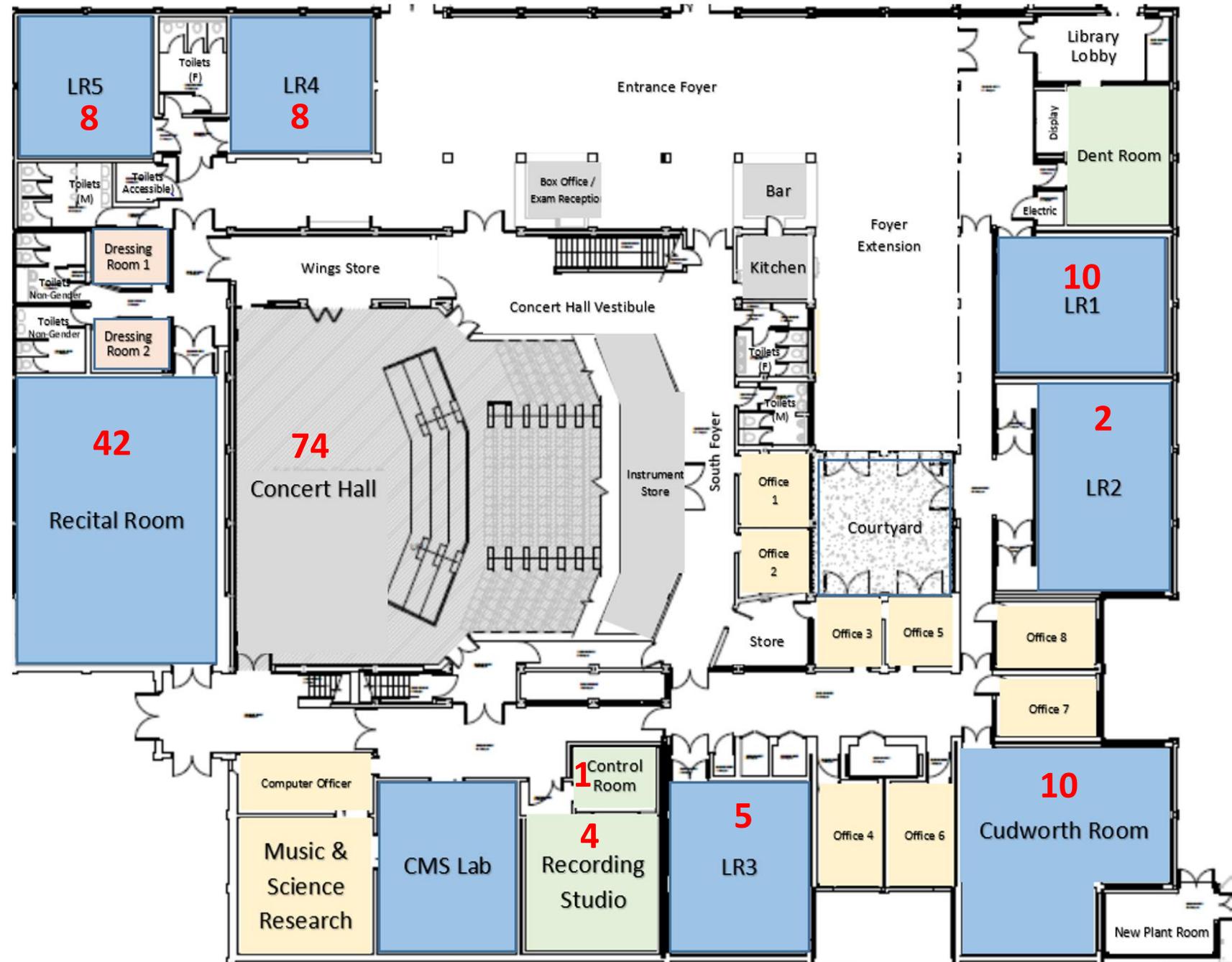
Fire Wardens

- Designated jobs carry designated Fire Warden duties
- Maps showing which job covers which area are appended
- When the fire alarm sounds, grab the nearest available hi-vis jacket
- Proceed immediately to your area and check every unlocked door for evidence of fire
- Make sure your area is evacuated and be firm with anyone who refuses to leave
- Report to the Custodian on duty who will be in the front carpark (they may need to meet the fire engine)
- Proceed to the fire evacuation point (on the West Road pavement) and await the all-clear

Appendix 2: Maximum Room Capacities (Teaching & Research)



Appendix 3: Maximum Room Capacities (Music-Making)



Appendix 4: Online Booking Systems

All room bookings are administered using the Priava venue management software. Staff (and students) wishing to make a booking can use the [Online Room Booking system](#). A discussion from the doorway of the Administration Office in The Old House is also possible at quiet times, or a conversation by phone or using Teams.

Please note that only authorised users will be given access to the Recording Studio and CMS Lab (including Music & Science Research room and Sound Booth). Users are expected to adhere to all specific guidance offered for use of these facilities.

The CMS computer room has a limited capacity and users are asked to be collegial about space sharing.

Appendix 5: University Library Services

The University Library is offering a range of [services](#) that will enable you to either borrow or consult music items. The Anderson Room (the music reading room) is not yet open to readers so if you are looking for materials that are only listed in the card catalogues, or that may be in our uncatalogued printed or archival collections, please contact the music team directly on music@lib.cam.ac.uk

Scan & Deliver

Scans for individual study and research can be requested through the University Library [Scan and Deliver](#) service.

Appendix 6: Online Resources

COVID Recovery Website

The University has gathered a selection of information and guidance for staff returning to the workplace on its COVID Recovery SharePoint site. This includes University statements, general guidance on new working practices, details of actions to take if you have COVID symptoms and a great many other things which you may find of interest.

<https://universityofcambridgecloud.sharepoint.com/sites/COVIDRecovery>

Health & Safety Website

If you are keen to understand more about the detailed policies and procedures around the University's response to COVID-19 from a health and safety perspective, you can find out more at <https://www.safety.admin.cam.ac.uk/latest-information/covid-19>.

Appendix 7: Faculty Risk Assessments

Risk assessments for Faculty activities are regularly reviewed and updated. These are available via the staff intranet pages of the website at https://www.mus.cam.ac.uk/intranet/health_safety.

If you spot any risk assessments which are missing or out of date, please contact the Departmental Safety Officer (Anthony Brice, asb210@cam.ac.uk) at the earliest opportunity.