



Risk Assessment

Task/Activity/Area:		
<p>Covid-19 is a new illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p> <p>This is a University general Risk Assessment for staff and students, for dealing with the current Covid-19 situation in the workplace. It is not likely to cover all scenarios and each Dean/Director is responsible for ensuring existing risk assessments are reviewed and/or additional risk assessments created specifically for COVID-19 as applicable, for staff activities and teaching and learning activities.</p>		
Assessed by:	Sue Emery	Head of Health, Safety and Wellbeing
Consultation with:	Trade Unions and the Senior Leadership Team	
Approved by:	Ian Blachford	Chief Operating Officer and Chair University Health and Safety Committee
	Adrian Rowlands	Director Estates and Commercial Services
Date of Assessment:	v1 = 30 June 2020 with regular reviews (see footer) as the COVID-19 situation and/or government advice is updated	

Hazard	Harm/Injury	Persons at Risk	Controls	Risk with Controls
Virus transmission in the workplace	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Personal assessment has been undertaken for all staff prior to working on campus. HR Business partners and/or Occupational Health have given advice where necessary.</p> <p>There is a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties to reduce the risk of workplace infections.</p>	A

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			<p>Face coverings will be required to be worn in the areas stipulated by the Government and/or DfE and signage will be installed as appropriate. It is acknowledged that some individuals are exempt from wearing face coverings, and we expect all students and staff to be sensitive to these circumstances. The University supports the Sunflower Scheme.</p> <p>QR Codes for the NHS COVID-19 App have been installed in the areas as required by the Government and staff, students and visitors are encouraged to check-in. Alternative arrangements are on place for those who do not have the App installed on a device.</p> <p>Staff will be informed if they are required to work remotely, according to Government/DfE guidance.</p> <p>Staff will follow the Blended Working Policy as directed and where appropriate for business need.</p> <p>A tracking system and reporting procedure is in place to keep track of when staff can return to work after a confirmed positive test or self-isolation.</p> <p>Training arrangements have been developed to ensure staff have been trained before returning to work on campus.</p> <p>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our education industry guidance.</p> <p>Staff activities are segregated to promote the social distancing distance prescribed by the Government as a minimum.</p> <p>Face to face contact has been limited and screens installed at reception areas and other key locations.</p> <p>Visual aids, such as floor strips and signage are used for maintaining social distance, wherever possible.</p> <p>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</p> <p>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</p> <p>Alcohol hand gel and sanitising and cleaning stations have been placed at the entrances and in other communal areas where they will be seen. Adequate supplies are maintained.</p>	

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			<p>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed using an alcohol-based hand sanitiser that contains at least 60-95% alcohol.</p> <p>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime where possible.</p> <p>The kitchens have a staggered entry to maintain social distancing rules, and cleaning of all facilities and touchpoints before and after use is encouraged.</p> <p>Toilet blocks have clear social distancing signage.</p> <p>Staff working remotely are requested to keep in touch through remote technology such as phone, internet and social media.</p> <p>Desks and workstations are arranged to maintain the minimum Government recommended social distancing.</p> <p>PPE and face coverings, are considered for work processes where close contact is required and will be risk assessed accordingly for that activity.</p> <p>Face coverings and additional COVID-19 PPE will be assessed to ensure compatibility with required PPE for activities as relevant in the School/Service specific risk assessments.</p> <p>Disposal of PPE:</p> <ul style="list-style-type: none"> • If the items are general use and the person using it does not have COVID-19 or was not using it to protect against someone else with COVID-19, then it can go in normal household rubbish as you would discard a used tissue etc • If the PPE was for any known COVID-19 use then it is double bagged and dated, then left for 72 hours in a secure place before it is put into clinical waste bins • (Lab specific PPE disposed of in the usual way identified for that activity) <p>The Government and DfE guidance is monitored regularly for latest details.</p> <p>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. Iris, WorkVivo, line managers) and shared with staff.</p>	

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			<p>Business related travel is assessed and approved on a specific basis.</p> <p>All non-essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines.</p> <p>Staff discouraged from hand shaking and general close personal greetings</p> <p>Employees are made aware of the impact of COVID 19 on their job/change of working environment.</p>	
Someone entering the workplace with COVID-19	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Request that companies who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.</p> <p>Work with our supply chain to ensure that they're adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <p>Staff are made aware of COVID-19 symptoms via Comms and visual aids such as posters in key locations, screensavers.</p> <p>Anybody visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations.</p> <p>Staff are informed about COVID-19 symptoms and Government advice is followed and implemented.</p>	A
Psychological wellbeing	Potential risk of exposure to COVID-19	Staff Students	<p>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely.</p> <p>Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</p> <p>Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.</p> <p>Concerns on workload issues or support needs are escalated to line manager.</p> <p>Managers are aware of the trained Mental Health First Aiders across all Schools, Services and Campuses and will contact them if they recognise signs and symptoms that a person is working beyond their capacity</p>	A

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			<p>to cope and will deal sensitively with employees experiencing problems outside of work.</p> <p>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</p> <p>Stress risk assessments can be completed, and guidance is available from HR&OD and the Occupational Health provider.</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. MHFAs, counselling, occupational health, HR&OD, EAP etc) through line managers and information is on Iris.</p>	
Travelling to work	Potential risk of exposure to COVID-19	Staff	<p>Workers will be instructed to use their own transport for work activities, wherever possible and appropriate.</p> <p>Workers advised to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc</p> <p>Where public transport is used, staff will follow the Government guidelines.</p>	A
Driving at work	Potential risk of exposure to COVID-19	Staff	Staff roles that are required to car share will be reviewed and controlled in the local School/Service risk assessment and Government advice followed.	A
Entry and exit to building	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Access to the buildings/campuses has been restricted to essential visitors and contractors etc.</p> <p>Visitors confined to strictly defined areas and unnecessary movements around the building avoided.</p> <p>Hand sanitiser and cleaning stations are available at entrances and on main travel routes through the building/site including access and egress areas</p> <p>Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate.</p> <p>Signs displayed reviewed and replaced as necessary according to current Government guidance for face coverings and social distancing etc.</p>	A

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First Aid	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>First aid: First aider numbers may be reduced but the university is still legally compliant</p> <p>Contact Security on ext. 4444 for assistance if no First Aider in your immediate work vicinity or 999 if an emergency</p> <p>Separate guidance has been issued to First Aiders on assistance during COVID-19 following industry guidance.</p>	A
Evacuation	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Usual evacuation procedure to be followed.</p> <p>Social distancing to be observed during evacuation and at the assembly point wherever possible.</p> <p>If anyone requires assistance during an evacuation this needs to be risk assessed separately by the appropriate School/Service using the PEEP (Personal Emergency Evacuation Plan) Procedure.</p>	A
Environmental Cleaning	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	A deep clean of the Campus before returning is performed if required.	A
Cleaning Frequency	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Estates have increased the cleaning of communal areas and touchpoints and have reviewed the delivery of this.</p> <p>Personal responsibility of cleaning is paramount and cleaning stations and materials are located across all campuses.</p>	A
Commonly touched surfaces	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets, canteen / food preparation areas.</p> <p>Appropriate cleaning products are used during daily preventative clean regime.</p> <p>Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations. Where this is not possible cleaning material are provided and staff told to clean before and after each use.</p>	A

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			Any use of common work equipment is restricted and managed.	
Use of cleaning products	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Persons undertaking the cleaning been instructed with clear safe usage instructions. The relevant Material Safety Data Sheet and COSHH assessment is provided for the substances in use. Correct PPE is provided for the use of cleaning materials as applicable.	A
Housekeeping	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. Waste bins have been reduced in number to decrease the number of waste bin contact by the cleaning staff. Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.	A
Fire, heat, burns, smoke inhalation	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out fire safety checks on the buildings prior to return to work. The fire risk assessment suitable and sufficient and current. The storage and extra stock of alcohol gel and sanitiser has been considered. Fire drills and/or training will be completed as appropriate in buildings and accommodation.	A
Ventilation	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out safety checks on the buildings prior to return to work. Natural ventilation is available in the workplace, e.g. windows or open doorways. If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. Air exchange rate of the air handling system meet standard requirements for the occupants in the building. Air handling systems are set to fresh air where applicable. Re-circulation systems are switched off.	A

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			Ventilation systems have been adequately maintained and serviced.	
Gas Installations	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out checks on the buildings prior to return to work. Gas installations e.g. boilers been inspected, tested and maintained at required frequencies. Adequate ventilation available next to gas installations. Carbon monoxide detection available next to gas installations and in operation. Gas isolation control switches available and clearly identified. Supplier's emergency contact number clearly displayed, un-obscured and legible. Gas cylinders being used safely (if used).	
Water outlets Legionella	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out checks on the buildings prior to return to work. Suitable controls are in place to reduce the risk of Legionnaires disease following the guidance in L8.	A
Drinking water	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Drinking water facilities are safe for use	A
Statutory Inspections	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out checks on the buildings prior to return to work. Thorough examination, inspection, test and maintenance certificate and logs available and up to date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.	A
Lifts and lifting equipment	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out checks on the buildings prior to return to work. The thorough examination, inspection, testing and maintenance records for the lifts in date.	A

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Plant and Equipment	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Estates have carried out checks on the buildings prior to return to work.</p> <p>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up to date</p> <p>Technical Services and Academic staff have carried out checks on equipment during the COVID-19 lockdown.</p> <p>All fixed guards on machinery in place, secure and well maintained as relevant.</p> <p>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</p> <p>Defective equipment been taken out of service awaiting repair.</p> <p>Enough space is available for personnel to undertake their tasks safely and comfortably.</p> <p>Personnel have the appropriate competences and/or trained to use machines/work equipment.</p>	A

Key to result:

T = Trivial Risk

A = Adequately Controlled

N = Not Adequately Controlled

U = Unable to decide, (further information required).