



Risk Assessment

Task/Activity/Area:		
Covid-19 is an illness that can affect your lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.		
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.		
Assessed by:	Sue Emery	Head of Health, Safety and Wellbeing
Consultation with:	Trade Unions, Director of Estates and Commercial Services and the Incident Management 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 Assessments were initially undertaken for all staff prior to return to working on campus over the Summer/Autumn of 2020. HR Business Partners and/or Occupational Health have given advice where necessary. Staff are reminded to talk to their line manager if circumstances change.</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</p>	A

Hazard	Harm/Injury	Persons at Risk	Controls	Risk with Controls
			<p>infections. A Silver Incident Management Team (IMT) has been meeting virtually daily since March 2020 to oversee all controls.</p> <p>Staff and students communicated to regularly about current Government advice regarding self-isolation, symptoms etc.</p> <p>Controls will be implemented according to the latest guidance and rulings from the Government and/or DfE. It should be noted that in some cases the University may adopt its own control measures and they will be at least equal or better to the Government/DfE guidance, and may include:</p> <ul style="list-style-type: none"> • Staff, students and visitors to be reminded to follow the current Government advice on lateral and PCR testing and reporting • Vaccinations encouraged and supported • Covid Passports or similar will be adopted according to the current requirements • Face coverings to be worn according to current University and Government guidance. 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 • QR Codes for the NHS COVID-19 App will be installed according to the Government requirements at the time. Alternative arrangements will be available for those who do not have the App installed on a device • Staff will be informed if they are required to work remotely, according to Government/DfE guidance • Staff will follow the Blended Working Policy as directed and where appropriate for business need • A tracking system and reporting procedure is in place or ready to be put in place and appropriate to the current government guidance • Arrangements have been developed to ensure staff have been adequately informed, communicated with and trained if necessary, on any changes to controls on campus • Social distancing will be instigated according to the current Government/DfE advice and activities adjusted as appropriate • Face to face contact and use of screens will be reviewed at reception areas and other key locations according to latest Government guidance • Visual aids, such as floor strips and signage will be used as applicable and checked regularly for relevancy 	

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			<ul style="list-style-type: none"> Hygiene guidance is communicated for general infection control 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. Posters are displayed reminding staff and students of latest Government advice and guidance on symptoms and protocols 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. Staff have been reminded about the importance 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 School/Service specific risk assessments as relevant, including inclusion of Covid-19 controls in existing risk assessments Disposal of infection control PPE e.g. face coverings will be following current Government guidance The Government and DfE guidance is monitored regularly for latest details. Business related travel is as per current guidance Student trips and fieldwork will be planned and assessed according to current guidance. Staff and students are made aware of the impact of COVID 19 on their job/change of working environment. 	
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 as relevant to current guidance</p> <p>Work with our supply chain to discuss arrangements and control measures to ensure that they're adopting good practices to prevent the spread of COVID-19</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 and to test and report as per current Government guidance</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 work controls</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>	A

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			<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 to cope and will deal sensitively with employees experiencing problems outside of work.</p> <p>Staff encouraged to contact their line manager to discuss any 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 on Iris.</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>	
Travelling to work and driving for work	Potential risk of exposure to COVID-19	Staff	Staff will follow the current Government guidelines, including for car share.	A
First Aid	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>First aid: First aider numbers may be reduced at times, 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>SafeZone app is available for student and staff use to summon assistance in an emergency.</p> <p>Separate guidance has been issued to First Aiders on assistance during COVID-19 following industry guidance.</p>	A

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Evacuation	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Usual evacuation procedure to be followed. Social distancing and review of PEEPs (Personal Emergency Evacuation Plans) as per current Government guidance.	A
Environmental Cleaning	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Deep cleaning of the Campus will be as per Government guidance	A
Cleaning Frequency	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have increased the cleaning of communal areas and touchpoints and review this regularly Personal responsibility of cleaning is paramount and cleaning stations and materials are located across all campuses.	A
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	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. 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	Estates have carried out safety checks on the buildings. Natural ventilation is available in the workplace, e.g. windows or open doorways.	A

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		Contractors	<p>Air monitoring will take place of occupied areas to assess the efficacy of the ventilation and remedial action completed as appropriate and HSE guidance will be followed</p> <p>Air exchange rate of the air handling system meet standard requirements for the occupants in the building.</p> <p>Air handling systems are set to fresh air where applicable.</p> <p>Re-circulation systems are switched off, until guidance states otherwise.</p> <p>Ventilation systems have been adequately maintained and serviced.</p>	
Gas Installations	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Estates have carried out checks on the buildings</p> <p>Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.</p> <p>Adequate ventilation available next to gas installations.</p> <p>Carbon monoxide detection available next to gas installations and in operation.</p> <p>Gas isolation control switches available and clearly identified.</p> <p>Supplier's emergency contact number clearly displayed, un-obscured and legible.</p> <p>Gas cylinders being used safely (if used).</p>	
Water outlets Legionella	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	<p>Estates have carried out checks on the buildings</p> <p>Suitable controls are in place to reduce the risk of Legionnaires disease following the guidance in L8.</p>	A
Drinking water	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Drinking water facilities are safe for use	A

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Statutory Inspections	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out checks on the buildings 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 The thorough examination, inspection, testing and maintenance records for the lifts in date. Capacities of lifts will be reviewed as per current Government guidance	A
Plant and Equipment	Potential risk of exposure to COVID-19	Staff Students Visitors Contractors	Estates have carried out checks on the buildings There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up to date Technical Services and Academic staff carry out checks on equipment during any COVID-19 lockdowns.	A

Key to result:

T = Trivial Risk

A = Adequately Controlled

N = Not Adequately Controlled

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