**UNIVERSITY OF HUDDERSFIELD**

**APPENDIX 1. UNIVERSITY COVID-19 HEALTH AND SAFETY RISK ASSESSMENT and OPERATIONAL METHOD STATEMENT for AREAS of CAMPUS**

1. **STUDENT UNION**

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| **Description of activity:** Operation of Student Union on Campus in COVID-19 Scenario | | | |
| **Location:** University of Huddersfield Campus | **Assessment by:** | **Assessment date:** | **Review date:**  At least once every 3 months; or  Ahead of any planned operational changes; or  Changes in government advice. |
| **Location/Room Identifier:** | **Room Activities:** | **Service/School:** | |

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| **Summary Data** | |  |
| **Category** | **Summary of Control Information** | **Notes** |
| **People at risk** | * Staff * Students * Campus Users (e.g. contractors & suppliers) * Contacts of the above |  |
| **Notational maximum capacity defined by estates plan** | At 2 metre distancing as identified by E&F campus mapping is: XXX |  |
| **Operational capacity defined by Schools** | Allowing for entry/exit and logistics of activity is: XXX |  |
| **Co-considerations linked to other activity in building** | Circulation from other rooms in building, need staggered start and finish times |  |
| **Cleaning Schedule** | After each user, wipe down of all surfaces & periodic cleaning |  |
| **Face Covering & PPE requirement for occupants** | Face coverings should be worn in buildings (while being aware of their limitations and this not being PPE)  PPE for work activities to be used as per activity risk assessment |  |
| **Social Distancing Behavior** | Must be adhered to by all campus users |  |
| **Entry and Exit** | Follow signage and logistics plan |  |
| **Nearest welfare facilities** |  |  |
| **Other information as necessary** |  |  |

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| **Hazards identified** | **Health and safety risk management measures for the area listed** | **Operational Control Methods and Responsibility** |
| 1 -Campus Environment during COVID-19 Pandemic | * Plan for minimum numbers in Student Union settings to operate safely & effectively (occupancy levels to support 2 metre social distancing) * Student Union campus users to be kept 2 metres apart wherever possible * Where not possible, transmission risk to be assessed & managed * Heightened cleaning, handwashing and hygiene provisions and requirements in place * Enable working from home as a first option unless it is not possible | * E&F to define maximum occupancy levels from Student Union room plan * Directors to determine operational occupancy levels (depending on numbers and activities to take place in Student Union) * Students required to co-operate with HS arrangements as part of student code of conduct * Staff required to co-operate with HS arrangements as part of personal responsibilities for health & safety of themselves and campus users * Ensuring Student Union area staff (e.g. cleaners & caterers, etc) with protected characteristics have suitable protective arrangements made for them to mitigate the COVID-19 risk & ensure they suffer no detriment in their working arrangements (Deans, Directors, Managers, HR, OHS, Student Services, Student Union)   Deans/Directors/Student Union & Managers to:   * Assist homeworkers & monitor wellbeing & any support needs * Identify workers who are especially vulnerable category or vulnerable category for COVID-19 or those living with people in these categories and make suitable arrangements with them for their circumstances |
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| 2 - Airborne transmission of virus from infected campus user  (presence in airborne droplets (coughs, sneezes) or consequently on surfaces) | * Face coverings should be worn in buildings * Enhanced cleaning arrangements * Keep Student Union areas as well ventilated as possible * Catch it, bin it, kill it advice communicated | * Deans/Directors & Managers to provide prior information to students & colleagues about wearing face coverings in buildings and how these should be used * Staff and students to observe:   + Face coverings should be worn in buildings   + No shaking hands/physical contact in Student Union   + Observe social distancing rules * E&F enhanced cleaning procedures * Local cleaning procedures for touch points, shared equipment or resources in the Student Union actioned by staff & students * Liaise with E&F on optimum settings for ventilation/air conditioning systems in Student Union area and use natural ventilation where this is possible |
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| 3 - Contact with COVID-19 via close proximity with infected person at less than 2 metre distance | * Defined process/arrangements for entry, exit and queueing (where this cannot be avoided) for Student Union areas * Configuration of Student Union to facilitate 2 metre social distancing where possible * Where Student Union area campus users cannot be kept 2 metres apart, practical controls to be implemented to manage COVID-19 transmission risk * Back-to-back or side-to-side seating wherever it is not possible for seating locations/configuration more than 2 metres apart (avoid face-to-face interaction) * Reducing Student Union area campus user contacts by using fixed teams, shift groups or study/work partnering arrangements where possible for staff and students * Student Union area use/presence as short as possible | * Student Union to have defined entry/exit logistics in line with E&F signage and route maps * Configuration of Student Union for distancing, one-way systems, etc to be assessed and actioned by E&F |
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| 4 - Contact with COVID-19 by touch (e.g. shared resources, equipment, inanimate objects, common touch points, etc.) | * Frequent & increased hand washing * Access to hand sanitiser * Frequent & increased surface cleaning * No sharing of consumables * Avoid sharing equipment or other resources unless impossible to do so * No unnecessary touching of material beyond immediate Student Union seated area | * Staff and students   + Not to share equipment   + Observe social distancing rules   + No unnecessary touching of objects beyond area occupied in Student Union   + Limiting use of high-touch items and shared equipment   + Where resources must be shared, identify these and arrangements for their cleaning and a location to leave them to be collected, in an area enabling 2 metre social distancing (for example, find ways to remove direct contact, such as using put-down-pick-up processes)   + Limit skin contact with door handles and fixtures where possible   + University approved cleaning solution to be made available/used for any immediate cleaning where there is oversight or a necessity to touch items or equipment |
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| 5 - Confirmed case/s of COVID-19 among staff and/or students | * Communications to known contacts, authorised/actioned by the University - VCO | * Directos/Deans & School Managers liaise with Student Union, Student Services, HR and OHS where applicable * Communicable Diseases Communication System deployed for students (OHS & Student Services) * Local arrangements for investigation and information to staff/other campus user contacts (School/Service, HR, VCO, OHS) |
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| 6 - Incorrect or ineffective use of face covering or PPE | * During Student Union area work, PPE required as per control measures for the activity (e.g. cleaners & caterers) * PPE subsequently disposed of, or where reusable, cleaned and stored as per requirements & arrangements * Face coverings should be worn in buildings as additional measure (ensure this does not compromise the effectiveness of other PPE donned where required) | * Deans/School Managers to provide prior information to staff and students on benefits, limitations and use of face coverings. OHS provide support * Staff and students to observe:   + Face coverings should be worn in buildings   + No shaking hands/physical contact in Student Union   + Observe social distancing rules * E&F to provide safe disposal means for face coverings in proximity to Student Union * E&F to provide safe disposal means for activity PPE of cleaners/caterers (could subsequently be contaminated with COVID-19) * Provide storage for staff/students for clothes and bags where possible, where not possible, encourage segregation of these items in the vicinity of the owner and their seated area, but away from possible cross contamination * Requesting staff change into work clothing on-site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met (e.g. where retail staff, cleaners and caterers wear uniforms) |
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| 7 - Contact with contaminated face covering or PPE | * Appropriate disposal facilities for face coverings * Information and instruction on face coverings use/requirements and good practice to follow government guidelines * Suitable disposal methods for standard PPE that may have become contaminated by COVID-19 during use, to protect cleaners and anyone else who may come into contact with it | * Responsible staff to provide prior information to colleagues and students about face coverings * Staff and students to observe:   + Face coverings should be worn in buildings   + No shaking hands/physical contact in Student Union or on campus   + Observe social distancing rules * E&F to provide safe disposal means for face coverings in proximity to Student Union * Student Union staff PPE to be safely disposed of where single use |
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| 8 - COVID-19 contamination on hands prior to arrival at Campus (e.g. public transport) | * Arrangements to clean hands at earliest opportunity on arrival to campus * Hand sanitiser stations available at identified key locations including entrances & exits * Signage to identify nearest hand washing facility, soap, water & paper hand towels available * Instructions on hand hygiene technique communicated | * E&F signage to ensure hand sanitiser stations visible and marked * Nearest hand wash facilities to be identified * Deans/Directors & Managers to provide prior information to students/colleagues about hand sanitising/washing arrangements * Staff and students to use hand sanitiser and wash hands as directed |
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| 9 - COVID-19 arrangements and normal safe working practices | * Follow all applicable safety practices for usual work activities, referring to existing regulatory requirements, policies, procedures, risk assessments & method statements in place in the School/Service * COVID-19 related changes and standalone measures to Student Union to be communicated to and adhered to by all campus users | * Responsible Student Union and/or E&F staff consider any changes that may be necessary to any risk assessments/method statements related to Student Union activity as a result of COVID-19 control measures * If necessary, E&F staff to update and inform colleagues potentially effected, such as cleaning staff, of relevant changes |
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| 10- Issues with supply chain for cleaning equipment, cleaning materials stock, PPE or equipment required in support of control measures due to COVID-19 related increased demand | * Suitable PPE, hygiene and cleaning materials required for the safe conduct of Student Union activities, made available and replenished as necessary * Checks and restock to be part of daily routines for PPE, safety & cleaning equipment & supplies | * In the event of any lack of availability of PPE, cleaning equipment or other provisions required for safe Student Union operations, staff & students to be aware to not work in any conditions they deem unsafe and how to raise concerns with the Student Union or their Dean or Director * Arrangements for stock monitoring, minimal levels and re-ordering through centralised COVID-19 supply system or where unrelated, local arrangements, to be in place |
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| 11 - Staff & student anxiety & the readiness of the workforce/students physically, emotionally and psychologically  The potential impacts on individuals and the University where staff are significantly affected | * Information and signposting provided to staff & students as to support services available to them in the University and through the Students Union * Contingency arrangements for the event staff are unwell and unable to attend campus and fulfill their duties in supporting colleagues or students work | * Regular (socially distanced to 2 metres, or via online meeting platforms):   + One to ones for University staff working in Student Union with their Line Managers   + Team meetings   + Updates and communications on any new Student Union control measures or arrangements * Feedback actively sought from students and acted on by staff |
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| 12 - Resistance to change and potential impacts on HS of staff/students | * Preparing staff & students and reminding them that any changes are designed to help keep them safe & healthy * Encourage staff and students to participate and comply with new work practices | * Directors/Deans & Managers to provide prior information and instruction to staff/students about any arrangements and requirements for COVID-19 on campus and in Student Union * Where necessary, additional training will be provided to University staff working in the Student Union, supported by OHS * Staff and students to observe:   + Face coverings should be worn in buildings   + No shaking hands/physical contact in the Student Union   + Observe social distancing rules   + Lack of adherence to rules notified as a disciplinary matter |
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| 13 - Contaminated (COVID-19) items that may enter the University | * Encourage students to bring minimal personal possessions onto campus and into Student Union * Encourage individuals to store and secure their own items separately from others * Separate waste bins for face coverings * Enhanced cleaning arrangements * Means of cleaning available through a University approved cleaning solution * Deliveries to be cleaned with University approved cleaning solution on receipt | * Prior information to staff & students about requirements for minimal baggage, to be provided through the Director/Dean or Manager * Staff and students to keep personal possessions in own sphere or where available, their own locker * E&F provide route for disposal of face coverings * E&F arrange enhanced cleaning routines in Student Union |
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| 14 –Arrangements of Suppliers, Contractors, and others | * Contractor’s and supplier’s COVID-19 risk assessments, method statements and ‘Staying COVID-19 secure in 2020’ confirmation/declaration certificate, to be provided and checked/quality assured by their host/OHS | * Arrangements of the supplier/contractor to be requested, and the procedures of the University for their safety while onsite to be communicated, by the person handling the account or commissioning/hosting the interaction/work in the School/Student Union |
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| 15 –Reopening of buildings and rooms | * Restarting and testing significant/specialist equipment which may have been unused for a longer than usual period | * For the restarting and directions for use required for any air conditioning systems or utilities, contact E&F * Deans/Directors & Managers to liaise with E&F staff competent in the safe restarting of significant or specialist equipment |