UNIVERSITY OF HUDDERSFIELD

UNIVERSITY COVID-19 HEALTH AND SAFETY RISK ASSESSMENT FORM

Description of activity: To facilitate a safe campus environment for essential activities, inform restart protocols, risk assess the COVID-19 hazard & review existing interacting risks			
Location: University of Huddersfield Campus	**Assessment by:** L Churchill	**Initial Assessment Date:** 20/05/20	**Review date:** Continuously and on new Government requirements & guidance

Acronyms
OHS – Office Health & Safety
S&S – School or Service
E&F – Estates & Facilities
RA – Risk Assessment
H&S – Health & Safety
VCO – Vice Chancellor's Office
HR – Human Resources
PEEP – Personal Emergency Evacuation Plan
PLSP – Personal Learning Support Plan
OH – Occupational Health
PHE – Public Health England
HVAC – Heating, Ventilation, Air Conditioning
PPE – Personal Protective Equipment
COSHH – Control of Substances Hazardous to Health Regulations

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions

1 -Campus Environment during COVID-19 Pandemic	Transmission during campus activities
	
	• Incidents of infection
	• Ill health or death to campus users & contacts
	• Continuity issues in delivering & completing study programmes safely and maintaining campus operations
		Campus users including:
		
		• Staff
		• Students
		• Visitors
		• Contractors
		• Public
		• Contacts of the above
			• University COVID-19 Risk Assessment (RA)
			• University-wide COVID-19 Management Strategy and Precautions (to assist individual schools and services through a co-ordinated approach, to develop procedures & risk assessments, supported by OHS)
			• Precautions to include arrangements for:
			    o Enable working from home as a first option unless it is not possible
			    o Plan for minimum numbers on site to operate safely & effectively (occupancy levels to support 2 metre social distancing)
			    o Campus users to be kept 2 metres apart wherever possible
			    o Where campus users cannot be kept 2 metres apart, practical controls to be implemented to manage COVID-19 transmission risk
			    o Frequent & increased hand washing
			    o Frequent & increased surface cleaning
			    o Mechanical ventilation configured and used in accordance with Government guidance facilitated and use of natural ventilation where possible
			    o Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant
				• Office of Health & Safety oversight, support and input to enable to the local arrangements of Schools & Services to enact the University's COVID-19 Risk Assessment and Management Strategy (OHS & BCMG)
				• Deans, Directors, School Managers & School Technical Managers, HS Co-ordinators and equivalent will have responsibility or delegated responsibility for actions in their areas, with support available from OHS
				• All staff have duties under the Health & Safety at Work Act 1974 to take care of their own health & safety and that of others who may be affected by their acts or omissions at work. Workers must co-operate with their employer and co-workers to help everyone meet the requirements. This would apply for all COVID-19 controls and arrangements the University puts in place
				• Students required to co-operate with HS arrangements as part of student code of conduct
				• For consistency & to assist, OHS will provide support as required during S&S RA drafting & check RAs for COVID-19 control measures (S&S, OHS)
				• RA submission & checking process in place in OHS to be observed by S&S via a named co-ordinator as a point of contact & oversight in each S&S (S&S, OHS Support)
				• OHS advice on enactment of control measures where required/applicable from S&S RAs (S&S, E&F, OHS)
				• Communication of any new RAs to all relevant campus users & stakeholders to be

			background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air
			  o Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so)
			• To balance the need for increased ventilation while maintaining a comfortable temperature, consider:
			  o opening high level windows in colder weather in preference to low level to reduce draughts
			  o increasing the ventilation while spaces are unoccupied
			  o rearranging furniture where possible to avoid direct draughts (while maintaining social distancing plans and one way systems)
			  o Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces
			  o Activity times as short as possible
			  o Back-to-back or side-to-side working wherever it is not possible to move workstations more than 2 metres apart (avoid face-to-face work)
			  o Reducing campus user contacts by using fixed teams, shift groups or work partnering arrangements where possible
				suitable & effective (S&S & E&F, OHS Support)
				• Monitoring of new RAs for effectiveness (S&S, E&F, OHS)
				• New RAs for areas identified necessary for COVID-19 (e.g. classroom spacing, repurposed spaces, one-way system, restarting building services etc.) (S&S, OHS Support)
				• Communal and shared areas to be identified & RAs to be completed in collaboration between E&F & relevant S&S (E&F, S&S, OHS Support)
				• Natural ventilation to be utilised where available and mechanical ventilation to be configured and used as per government guidance for this where possible (S&S & E&F)
				• Local arrangements for isolation of COVID-19 symptomatic staff or student requiring assistance (e.g. first aid) to be prepared for such an event in Schools & Services (only where it is safe to move the campus user) (S&S, OHS Support)
				• Arrangement where possible for safe transit home for symptomatic unwell campus user via somebody from the same household, through sufficient social distancing (S&S, Student Services, OHS Support)
				• Known or suspected infection informed to University COVID-19 Track & Trace Reporting System and where required HR, Student Services & VCO/OHS (S&S, University COVID-19 Track & Trace Reporting System Team)
				• Confirm with accommodation providers (Large Halls, Known HMOs, Hudd Lets & Digs) arrangements in their residences for

- o Identify workers who are especially vulnerable category or vulnerable category for COVID-19 or those living with people in those categories and make suitable arrangements with them for their circumstances
  - o Ensuring campus users 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
  - o Support homeworkers & monitor wellbeing and any support needs
- Local Health & Safety Management arrangements for COVID-19 in Schools, Services & E&F communal areas in use (e.g. RAs, safe systems of work, training provision, information, instruction, monitoring, review), in line with University's COVID-19 RA and Management Strategy
- Arrangements for Staff/Student departure from campus & self-isolation on displaying symptoms or knowledge of contact with symptomatic or confirmed infected person
- Arrangements to communicate cases of advised self-isolation action to relevant Dean/Director & update to HR or Course Leader
- Arrangements to identify self-isolator/known infection campus contacts (staff)
- Use of University COVID-19 Track & Trace Reporting System and advice to students

self-isolation of student tenants where this is required (Student Services, SU, OHS)
- Enhanced cleaning plans/actions as a universal control measure with reference British Institute of Cleaning Science resources (S&S & E&F, OHS Support)
- Keeping buildings as well ventilated (safely) as possible (S&S & E&F, OHS Support)
- Arrangements for centralised procurement (avoid duplication and competition for scarce resources) of essential COVID-19 supplies for control measures, to be co-ordinated and as per a requisition process (e.g. signage, barriers, screens, distance markings/floor tape, alcohol-based sanitiser/sanitiser stations, ready use cleaning kit/University approved cleaning solution to support staff cleaning personal responsibilities (S&S), liquid soap, paper towels, masks, gloves, aprons, eye shields, cleaner's equipment, etc (E&F, Finance Dept, BCMG, Supported by OHS)
- Arrangements for storage of stock items and issuing of these through a clear centralised request and authorisation process and then a restocking procedure, to be confirmed (E&F, S&S, supported by OHS)
- Prioritised plan for opening elements of campus to be enacted as per risk assessment and control measures (E&F, S&S, BCMG, Supported by OHS)
- Arrangements to be applied as a pilot in a priority building to appraise and validate approach and measures (E&F, S&S, BCMG, Supported by OHS)
- Phasing of subsequent priorities to be confirmed, planned and actioned, through

			Health and safety risk management measures	Responsibilities/Actions
			and staff around self-isolation and COVID-19 testing as applicable to confirmed or symptomatic cases (University COVID-19 Track & Trace Reporting System Team) • Operational priorities and sequence for opening of services, schools, research, facilities established in line with Government guidance on permissible activity • Communication of University COVID-19 health & safety arrangements, useful information and advice on symptoms to be aware of, action to take, etc to be provided to campus users by a variety of engagement means (e.g. posters, whiteboards, Email, Website, FAQs, COVID-19 Campus Rules etc) • Arrangements for consultation with Unions and staff representatives will be a key aspect in ensuring due consideration and application of views and input is sought and utilised as part of a collaborative approach to manage the risks of COVID-19 between all involved, through all parties meeting their respective responsibilities.	suitable risk assessment and principals established during pilot (E&F, S&S, BCMG, Supported by OHS) • Arrangements in place and ongoing for consultation regarding COVID-19 risk management provisions at the University with the relevant Unions (OHS, VCO, HR)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
2 - Airborne transmission of virus from infected campus user (presence in airborne droplets (coughs, sneezes) or	• COVID-19 transmission through inhalation primarily • COVID-19 transmission through touch, absorption or consequences of	Campus Users including: • Staff • Students • Visitors • Contractors • Public	• Staff, students and other building users required to wear face coverings while indoors on campus (unless exempt). Evidence suggests wearing a face covering provides limited protection to the wearer but may protect others if the wearer is infected but has not developed symptoms. It should cover the nose and	• PPE for safety as part of work activities required (e.g. cleaning, first aid, lab work, OH etc.) (S&S, OHS Support) • Information and instruction on PPE use/requirements and good practice to be provided (S&S, OHS) • Face Coverings should be worn on campus in all buildings. As per Government guidance, face

| consequently on surfaces | droplet settle & spread
• COVID-19 infection
• Asymptomatic transmission
• Ill health or death to campus users and their contacts | • First Aiders
• Fire Marshalls/ Wardens
• Contacts of the above | mouth. The benefits of face coverings increase where they are worn by more/all contacts.
• Safe wearing of face coverings requires the:
  • cleaning of hands before and after touching – including to remove or put them on
  • safe storage of them in individual, sealable plastic bags between use
• Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day
• Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately
• Appropriate PPE (First Aiders – e.g. masks, gloves, eye protection and apron)
• Handwash & hand sanitizing arrangements/stations & advice
• Information & communication on not touching eyes & face
• No shaking hands/physical contact between campus users (from different households)
• Catch it, bin it, kill it information & advice
• Hand dryers in toilets taken out of use and replaced with paper towels | coverings should also be worn where social distancing is not possible and where campus users come into contact who do not normally meet. This is most relevant for short periods indoors in crowded areas (e.g. classes, lectures, points of potential congestion or where 2 metre social distance is problematic due to building layout, public transport, etc) but is relevant in crowded outdoor areas also. Evidence suggests wearing a face covering provides limited protection to the wearer but may protect others if the wearer is infected but has not developed symptoms. It should cover the nose and mouth. The benefits of face coverings increase where they are worn by more/all contacts. (S&S, OHS Support)
• Clear/transparent face coverings can be utilised in environments where there is a requirement for the face and mouth to be seen for communication purposes, to provide a means to limit droplet transmission. As with face coverings, the likely benefits and limitations of these should be understood. Suitable social distancing to be maintained in such situations
• Where shower and changing facilities are required, clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible, to be provided (E&F, S&S, OHS Support)
• Enhanced cleaning of all shower & changing facilities regularly during the day and at the end of the day (E&F, S&S, OHS Support)
• Natural ventilation to be utilised where available and mechanical ventilation to be configured and used as per government guidance for this where possible (S&S & E&F) |

| | | | | Enhanced cleaning arrangements on campus (in accordance with British Institute of Cleaning Science) Mechanical ventilation configured and used in accordance with Government guidance facilitated and use of natural ventilation where possible Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) To balance the need for increased ventilation while maintaining a comfortable temperature, consider: opening high level windows in colder weather in preference to low level to reduce draughts increasing the ventilation while spaces are unoccupied rearranging furniture where possible to avoid direct draughts (while maintaining social distancing plans and one way systems) Heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces Homeworking and home learning approaches as far as possible for staff and students | |

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
3 - Contact with COVID-19 via close proximity with infected person at less than 2 metre distance	• COVID-19 transmission through inhalation - airborne transmission of virus from infected campus user - presence in airborne droplets or consequently on surfaces (coughs, sneezes), touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts	Campus Users including: • Staff • Students • Visitors • Contractors • Public • First Aiders • Fire Marshalls/ Wardens • Contacts of the above	• Staff work from home unless this is not possible • Students currently study home where possible and through blended learning • Options for blended homeworking and home learning approaches are prepared based on 6 phases of operations/recovery scenarios for COVID-19 • Limited staff and student contact time • Suitable arrangements to facilitate social distancing to a minimum of 2 metres on campus • Mechanical mechanical ventilation configured and used in accordance with Government guidance facilitated and use of natural ventilation where possible • Natural ventilation – opening windows (in cooler weather windows should be opened just enough to provide constant background ventilation, and opened more fully during breaks to purge the air in the space). Opening internal doors can also assist with creating a throughput of air • Natural ventilation – if necessary external opening doors may also be used (as long as they are not fire doors and where safe to do so) • Catch it, bin it, kill it advice poster, if no tissue, use sleeve • Encouraging staff to remain on campus (socially distanced) and when needing to leave campus (e.g. lunch break), maintaining social distancing while off campus (e.g. town centre)	Building plans & local knowledge utilised by E&F & S&S to identify how safe distancing can be facilitated in their buildings, enabling safe activities through control measures, e.g. - • Where congestion or queuing is likely, signage and distance markings/floor tape identifying the 2-metre distance rule, giving a visual guide to adhere to (S&S, E&F, OHS Support) • Where possible, signposted one-way direction systems around buildings, common, study and lecture areas and workspaces therein (S&S, E&F, OHS Support) • Arrangements for use of staircases and lifts as per the identified direction of travel and with provisions for distancing & ensuring lifts are available for campus users with disabilities (S&S, E&F, OHS Support) • Dedicated building entry and exit points (S&S, E&F, OHS Support) • Ensure new arrangements do not cause any confusion or conflict with priorities and actions in the event of an emergency evacuation (safe escape from the building the priority) building numbers to be considered to support safe evacuation and Fire Marshalls & Wardens present in suitable numbers with social distancing as far as reasonably practicable (S&S, E&F, OHS) • Fire drills to be replaced with fire evacuation briefs/walkthroughs with suitably numbered groups, to enable social distancing but provide this key information. This would be building specific, provided at induction initially and revisited at a future point as a refresher during

- Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage
- Staff, students and other building users required to wear face coverings while indoors on campus (unless exempt). Evidence suggests wearing a face covering provides limited protection to the wearer but may protect others if the wearer is infected but has not developed symptoms. It should cover the nose and mouth. The benefits of face coverings increase where they are worn by more/all contacts.
- Safe wearing of face coverings requires the:
  • cleaning of hands before and after touching – including to remove or put them on
  • safe storage of them in individual, sealable plastic bags between use
- Where a face covering becomes damp, it should not be worn, and the face covering should be replaced carefully. Staff and students may consider bringing a spare face covering to wear if their face covering becomes damp during the day.
- Face visors or shields should not be worn as an alternative to face coverings. They may protect against droplet spread in specific circumstances but are unlikely to be effective in reducing aerosol transmission when used without an additional face covering. They should only be used after carrying out a risk assessment for the specific situation and should always be cleaned appropriately.

current circumstances. Could be backed up with a video evacuation walk through of each building to be watched periodically by campus users in the relevant areas (OHS, E&F, S&S)
- Fire/Emergency evacuation procedure to be prominently displayed throughout each building as a reminder and reference (OHS, E&F, S&S)
- Fire Emergency evacuation principals to be reinforced in fire mandatory e-learning (OHS, S&S)
- Fire/Emergency evacuation arrangements to feature, where possible, on TV screens periodically, staff and student portals and by periodic email updates/PC home screen/screen saver communications (OHS, S&S, Marketing, CLS)
- Arrangements for vulnerable campus users with mobility issues or disabilities to be reviewed in line with new COVID-19 measures and the PEEP or PSLP to be amended to reflect this – liaise with relevant parties (Student Services, OHS, S&S, E&F)
- Where staff are in a front line ''person facing'' role, suitable arrangements for such protective measures as a protective-screens to be implemented (e.g. – Ipoint, reception, catering and refreshment environments, 1-to-1 rooms/sessions, etc.) (S&S, E&F OHS support)
- Where possible, replace person facing contact with suitable technology to remove the risk and achieve the same intended outcome e.g. – direct campus users to online FAQs, displayed/online campus map, etc (Marketing)
- Screens between staff desks, or to separate suitably spaced areas, to be considered, where 2 metre distance cannot be achieved (S&S & E&F, OHS support)

				• Spaces to be configured so that any seating is back-to-back and side-to-side as a control measure to be considered, rather than face to-face where it is not possible to move workstations further apart for 2 metre distancing (E&F, S&S, OHS Support)
				• Contact time between staff, students, campus users to be limited to where necessary/essential only (S&S, OHS support)
				• Suitable PPE for first aiders to available from the Control Hub and with first aid kits (face masks, gloves, apron, eye protection, suitable waste bag & alcohol-based hand sanitiser) (S&S, E&F, OHS)
				• Staff and student campus attendance start, finish and break times to be co-ordinated across the University as far as possible to facilitate staggering numbers on/using campus to manageable levels to support the control measure arrangements implemented (Relevant parties – e.g. Unions, BCMG, S&S, OHS Support)
				• Where possible, staff and students (where the work/study impact is minimal), to continue to work/study from home as much as possible, with their return to work phased in line with government advice and virus risk being suitably managed & decreasing (Relevant parties – e.g. Unions, BCMG, S&S, OHS Support)
				• Campus users in the Government's extremely clinically vulnerable category have been strongly advised not to work outside their home (HR, S&S, OHS Support)
				• Clinically vulnerable campus users who are at higher risk of severe illness have been asked to take extra care in observing social distancing and should be helped to work from home, either in their current role or in an alternative role. If clinically vulnerable (but not extremely

				clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others, during onsite activity (HR, S&S, OHS Support)
				• Classrooms/learning spaces, communal areas in use, offices, campus study areas & workplaces to be reconfigured to facilitate the 2-metre social distance requirement and to avoid face-to-face arrangements (S&S, E&F, OHS Support)
				• Where possible and required to facilitate sufficient work or learning space and 2 metre social distancing, reconfigure shared or communal areas if additional capacity is required (S&S, E&F, OHS Support)
				• At locations using turnstile access, to avoid any congestion, consider various approaches, (e.g. access ID being shown to a staff member at a distance and disabling the turnstiles, floor markings for 2 metre distancing on either side of the access/egress point) – any system should be supportive of managing and controlling numbers to facilitate social distancing (Barbara Hepworth & Library) (S&S, H&S Support)
				• Discourage non-essential movement around campus (E&F, S&S, OHS Support)
				• Reduce job & location rotation (S&S, OHS Support)
				• In any circumstances when social distancing is not possible, equally effective measures must be in place to protect campus users from virus infection (the broad spectrum of activities means this will be as per RA in specific identified situations, where control measures could include doing the task/arrangement a different way (e.g. technology), reducing contact or potential for contact time, use of shields between people, PPE, face coverings,

				transparent face coverings, personal responsibility, etc.) (E&F, S&S, OHS Support)
				• Face Coverings should be worn on campus in all buildings. As per Government guidance, face coverings should also be worn where social distancing is not possible and where campus users come into contact who do not normally meet. This is most relevant for short periods indoors in crowded areas (e.g. classes, lectures, points of potential congestion or where 2 metre social distance is problematic due to building layout, public transport, etc) but is relevant in crowded outdoor areas also. Evidence suggests wearing a face covering provides limited protection to the wearer but may protect others if the wearer is infected but has not developed symptoms. It should cover the nose and mouth. The benefits of face coverings increase where they are worn by more/all contacts. (S&S, OHS Support)
				• Clear/transparent face coverings can be utilised in environments where there is a requirement for the face and mouth to be seen for communication purposes, to provide a means to limit droplet transmission. As with face coverings, the likely benefits and limitations of these should be understood. Suitable social distancing to be maintained in such situations
				• Any driving for work requirements (using University vehicles) to be risk assessed with controls that could be considered including only using vehicles when essential, vehicles being allocated to staff members specifically and their being alone while driving (where 2 metre social distancing is not possible), the vehicle being subject to thorough pre-use and post-use cleaning with suitable a University approved cleaning solution and equipment, that is signed off (as is the case for vehicle checks), keeping

				the vehicle well ventilated (windows open), etc. (E&F, OHS Support) • Regular cleaning of vehicles that workers may take home (E&F, S&S, OHS Support) • Nonessential work-related travel is currently advised against. As this changes going forward, a risk assessment on use of hire vehicles and public transport for any work activities will be required, in line with government advice and the University position at that point (S&S, BCMG, OHS Support) • Set clear cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible to access them (E&F, S&S, OHS Support) • Updated instructions to be provided to First Aiders & Fire Marshalls & Wardens (OHS) • Natural ventilation to be utilised where available and mechanical ventilation to be configured and used as per government guidance for this where possible (S&S & E&F)
Hazards identified	**Risks to health and safety**	**People at risk**	**Health and safety risk management measures**	**Responsibilities/Actions**
4 - Contact with COVID-19 by touch (e.g. shared resources, equipment, inanimate objects, common touch points, etc.)	• COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts	Campus Users including: • Cleaners • First aiders • Staff • Students • Visitors • Contractors • Public • Contacts of the above	• General requirements for hand washing as per PHE to be informed to all campus users and monitored • Enhanced cleaning arrangements centrally (E&F) and locally (S&S) as per British Institute of Cleaning Science • Catch it, bin it, kill it posters • Handwashing technique posters • Anti-bacterial handwash liquid soap available at all handwash points. As COVID-19 is a virus, this is not a situation where this is killed on contact with this soap. As per PHE advice, wash with soap & water for	• Message/reminders for campus users to wash hands for 20 seconds minimum as per the advised technique reiterated. PPE & paper towel disposal ideally located by handwash area. (S&S, E&F, OHS) • Schedule of regular emptying of PPE & paper towel bins (S&S, E&F, OHS Support) • Schedule of signed off checks that soap/sanitiser has not run out at handwash/sanitiser locations & contact details if it has run out (S&S, E&F, OHS Support) • Where required additional soap & alcohol-based hand sanitiser procured to ensure sufficient

20 seconds minimum thoroughly. This washes the virus off hands and the soap loosens the chemical bonds of the virus in the process, compromising its onward survival. Anti-bacterial soap the best standard for general protection available in the circumstances

- Alcohol-based hand sanitiser stations situated across campus (as per RA)
- Work from home unless essential
- Blended homeworking and home learning approaches as far possible for staff and student circumstances (6 phases of operations/recovery scenarios for COVID-19)
- Ceasing hot desking, sharing of equipment where possible and where this is not, a thorough cleaning regime is required between users (before & after use)
- Communication of requirement to wash hands on arrival on campus, before eating/drinking, following using the toilet, before/following touching any high frequency touch points and when departing campus, to be via the various means to inform campus users of the necessity of this (TV screens, email, staff/student hub, at login screen/desktop background, poster, etc)
- Hand sanitisers available as an additional provision and measure

stock continuity and this to be a rolling arrangement under continuous assessment (S&S, E&F, OHS Support)
- Enhanced cleaning regimes at high traffic touch points (e.g. lift buttons, door handles, banisters, light switches, open access keyboards, telephones, printers, toilet locks & flushes, etc) (S&S, E&F, OHS Support)
- Staff advised to use their own cutlery & crockery and bring their own food/drink to campus where possible (S&S, OHS Support)
- Shared resources such as fridges, microwaves, kettles, etc to be subject to regular cleaning arrangements locally, before and after touch events, as a matter of staff & student personal responsibility, through the use of a University approved cleaning solution (S&S, E&F)
- Shared equipment/resources/literature (e.g. magazines, books, etc) to be removed where not essential (e.g. reception areas) and to be subject to pre and post use cleaning elsewhere if possible. Agreed periods for any resources to be effectively quarantined and unavailable to the next user to be considered as an additional control measure to cleaning though there is limited current knowledge on how long COVID-19 can survive and pose a transmission threat on different surface types (e.g. library) (S&S, E&F, OHS Support)
- Non-essential communal areas to be out of use/inaccessible to avoid unauthorised use, aid campus management and limit the potential for virus spread. Where these areas are identified for repurposing, they should be risk assessed, their intended use should be confirmed and then included in arrangements for cleaning activity, one-way systems, configured for 2

				metre social distancing, etc (S&S, E&F, OHS Support)
				• Communal areas in use to be subject to regular documented cleaning (S&S, E&F, OHS Support)
				• Suitable PPE for first aiders to be ensured in all first aid kits (face masks, gloves, apron, eye protection, suitable waste bag & alcohol-based hand sanitiser) (S&S, E&F, OHS)
				• Areas where ''hot desking'' was facilitated to be re-evaluated & the pcs/desk areas to be assigned to individuals going forward where possible, for their use only, at a suitable 2 metre social distance (S&S, E&F, OHS Support)
				• Clear desk policy as far as possible to be initiated as part of wider good housekeeping arrangements, to aid cleaning (S&S, OHS Support)
				• Identifying areas where people directly pass things to each other, for example office supplies, and find ways to remove direct contact, such as using drop-off points or transfer zones (S&S, OHS Support)
				• Shared telephones and emergency phones to be identified and where possible removed/taken out of service. Look at options for providing the users of shared phones with personal phones or alternatives. Options include the addition of extra phone sockets or personal issue mobiles (expensive and full number dialling rather than extensions would be required). If there is the facility on a shared phone this could be used on load speaker, but this could be disruptive to others and has privacy concerns. Personal headsets plugged into a shared phone removes the risk of the shared handset, but there are still shared contact/touch points with the body of the phone. If possible, email and interaction through Zoom and Microsoft Teams when it is

				available, can be alternatives to use of a shared phone as means of communication (CLS, E&F, OHS) • Emergency phones are seldom used. These should be on the schedule for touch point cleaning. Additional to the emergency phone at each location, displaying the emergency number to be contacted from a personal mobile (rather than an extension) is an option instead of using the fixed handset. Issuing all campus users with the emergency number to store in their personal mobile phone would also be a measure to help limit the need to use the emergency phones, though their use for those with no phone the main aim (CLS, E&F, OHS)
Hazards identified	**Risks to health and safety**	**People at risk**	**Health and safety risk management measures**	**Responsibilities/Actions**
5 - Confirmed case/s of COVID-19 among staff and/or students	• Further COVID-19 transmission through inhalation, ingestion, absorption or touch • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts	• Staff • Students • Visitors • Public • Contacts of infected person	• Use of University COVID-19 Track & Trace Reporting System in the event of student or staff infection or symptoms • Local arrangements to contact and inform potential students/staff contacts of confirmed case • In the limited events of visitors to the campus (where this is deemed essential only currently), a register of all non-staff or non-student campus visitors working or hosted at the campus, would aid in identifying possible contacts in the event of a known COVID-19 infection coming to light	• Communication and escalation protocol outlining the management, information flow and decision-making in the event of a confirmed case or cluster (e.g. – Line Manager, Dean, HR, OHS, VCO, Student Services) instigated as part of COVID-19 Track & Trace Reporting System response as part of the University COVID-19 Management Strategy (BCMG) • Information flow to and from COVID-19 Track & Trace Reporting System confirmed and in place (S&S, HR, VCO, OHS Support) • Staff and student contacts to be identified and informed locally in Schools and Services (S&S, OHS Support) • Use of local investigation and communications system to identify and inform contacts for event of staff/student infection – (BCMG, OHS, COVID-19 Track & Trace Reporting Team)

				• Communications processes for all external stakeholders involved in response to a potential COVID-19 case/outbreak, including: -Protocols with health service (KMBC, local CCG, University Health Centre, Huddlets, DIGS, Student Halls, etc) -Protocols with local, regional, and national institutions (PHE, OFS, DfE, etc) (BCMG, Marketing, OHS Support) • Where an infected campus user (source of infection unconfirmed) is known to have used a specific area (Office, School or Service location), review RA for activities, related local COVID-19 precautions (e.g. one-way system), cleaning arrangements, etc., as aspects of due diligence to reaffirm control measures and arrangements for that area going forward where identified as necessary. Cleaning as per decontamination protocol to be enacted for areas of concern identified (S&S, E&F, OHS) • For campus visitors, the point of sign in (via reception, could be done by staff there from behind a screen) would provide an opportunity to log the details of the person and have their host greet them at a suitable social distance. This could provide a chance to sanitise hands. There could also be information on the University's COVID-19 protection arrangements/expectations on a screen as a brief. The host would then ensure the visitor is escorted as per the University's one-way system, socially distancing and campus locations they attend will be known. On completion the visitor will be signed off campus (S&S, E&F, OHS)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
6 - Incorrect or ineffective use of PPE	• COVID-19 transmission through touch, absorption, ingestion or inhalation • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts	Campus Users including: • Staff • Students • Visitors • Contractors • Public • Contacts of the above	Training, information, instruction and arrangements for fitting, wearing and using PPE as well as safe removal, sanitizing, storing and disposal	• PPE for specific tasks (e.g. cleaning) to be identified & reviewed (for COVID-19 hazard & controls) in local risk assessments. PPE procured & issued/available for users (S&S, OHS Support) • As per manufacturers usage instructions & in accordance with local RAs, documented training & information in the use of PPE to be provided to campus users where applicable (S&S, OHS Support) • Arrangements for suitable stock management documented in S&S for their PPE requirements (S&S, OHS Support) • Business Continuity plans for the event of shortage or unavailability of PPE in current circumstances (BCMG, E&F, S&S, OHS)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
7 - Contact with contaminated PPE	• COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission	Campus Users including: • Cleaners • Staff • Students • Visitors • Contractors • Public	• Campus users dispose of PPE designed for single use with care as instructed, to ensure protection & prevent cross contamination (e.g. some face masks may be designed for single use) • Cleaners emptying PPE disposal points do so as per a risk assessment and safe system of work	• Campus users to be aware of what is single use PPE and which PPE can be sanitised & reused. PPE for work or study requirements will be provided by the University and as such, will be risk assessed to be suitable for the activity (COSHH assessment & safety data sheets required where applicable). Staff and students should therefore not use their own PPE, unless

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
	• Ill health or death to campus users and their contacts	• Contacts of the above	• After removing PPE, campus users wash their hands immediately using the correct technique and dry with paper towels provided	this is assessed as meeting the required standard for the intended protection & is authorised (S&S, OHS Support) • Suitable, identified PPE disposal points provided to campus users (S&S, E&F, OHS Support) • PPE instruction & training to be provided (S&S, OHS Support) • In accordance with local RAs and training arrangements for safe cleaning & storage of reusable PPE, suitable arrangements to be made and adhered to (S&S, OHS Support) • Cleaners instructed on requirements for safe disposal of single use PPE as per risk assessment controls and a safe system of work (S&S, E&F, OHS Support) • Campus users using their own PPE on site to counter the risks of potential COVID-19 transmission while in circulation or shared areas, should take any advice from Government/PHE (can be reiterated by the University in FAQs and other communication means) (OHS, S&S, Marketing) • Hypo-allergenic PPE to be provided where possible to mitigate against any potential user allergies. This should be covered during relevant inductions, training provided on PPE and in any PPE manufacturer data sheets and instructions, which should be incorporated into usage. Also, could be captured in PLSPs for students with known allergies (S&S, OHS)

| 8 - COVID-19 contamination on hands prior to arrival at Campus (e.g. public transport) | • COVID-19 transmission through touch, absorption or ingestion
• COVID-19 infection
• Asymptomatic transmission
• Ill health or death to campus users and their contacts | Campus Users including:
• Staff
• Students
• Visitors
• Contractors
• Public
• Contacts of the above | • Arrangements to clean hands at earliest opportunity on arrival to campus
• Alcohol-based hand sanitiser stations available at identified key locations including entrances & exits
• Signage to identify nearest hand washing facility
• Staff work from home where possible to do so
• Blended homework and home learning approaches being planned for staff and student circumstances being planned (6 phases of operations/recovery scenarios for COVID-19) | • RAs to be carried out on alcohol-based hand sanitiser, including type & locations of dispensers, storage of stock, disposal of used containers/dispensers and expired stock, considering risks of fire. Information & instruction on alcohol-based hand sanitiser use to be provided at dispensers & through other available methods (S&S, E&F, OHS)
• Issues to consider include using alcohol-based hand sanitiser with emollients to prevent dermatitis and if required, alternatives for anyone with dermatitis or relevant allergy (S&S, E&F, OHS)
• Alcohol-based hand sanitisers and Muslim community - permitted, due to not being intoxicating (Student Services)
• Provision of suitable alcohol-based hand sanitiser stations (S&S, E&F, OHS Support)
• Signage to identify alcohol-based hand sanitiser and hand wash stations/facilities (S&S, E&F, OHS Support)
• Ensuring suitable anti-bacterial soap & alcohol-based hand sanitiser stock (S&S, E&F, OHS)
• Locations of wall mounted hand sanitisers to be away from electrical points (switches, sockets, etc.) (E&F, S&S support from OHS)
• Where possible hand sanitizer dispensers to have drip trays to avoid spillage & potential slip hazards on hard floors. Where not equipped with a drip tray, alternative arrangements to capture drips to be explored (drip shields that can be added to dispensers for example) (E&F, S&S, support from OHS)
• Plans for the event of shortage or unavailability of liquid anti-bacterial soap, alcohol-based hand sanitiser and other supplies in current circumstances (BCMG, E&F, S&S, OHS Support) |
| | | | | |

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
9 - COVID-19 arrangements and normal safe working practices	Where measures for COVID-19 have not been considered in relation to interface with usual safe working practices and arrangements and any omissions potentially resulting in accident or incident	Campus Users including: • Staff • Students • Visitors • Contractors • First Aiders • Fire Marshalls /Wardens • Public • Contacts of the above	• Campus users to follow all applicable safety practices for usual work activities, referring to existing regulatory requirements, policies, procedures, risk assessments and method statements in place in the School or Service, with COVID-19 requirements included as per review of risk assessments & method statements in their area. Advice and guidance are available from OHS • COVID-19 related changes and standalone measures to campus arrangements to be communicated to and adhered to by all campus users	• Consider any changes that may be necessary as a result of COVID-19 control measures within the building and update local HS documentation to reflect this, detailing how equivalent risk management is attained where changes are necessary (S&S, OHS Support) • Review and update risk assessments & method statements (S&S, OHS Support) • Inform all relevant campus users of any changes to risk assessments, method statements or safe systems of work (S&S, OHS Support) • Where there is any resultant significant lone work (given requirements for distancing and potential differences to work practices going forward) a risk assessment to be completed first and authorised as a requirement for such activities, as per the arrangements for this initiated on campus closure (S&S, OHS Support)

Hazards identified	Risks to health and safety	People at risk & how	Health and safety risk management measures	Responsibilities/Actions
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	• COVID-19 transmission from any compromised cleaning provisions due to lack of materials • Potential harm to cleaners in event of lack of or incorrect use of equipment or PPE (e.g. - unsuitable attempts to improvise outside of	• Staff • Cleaners • First Aiders • Students • Visitors • Public • Contacts of the above	• Inventory of cleaning chemicals • Arrangements for and availability of applicable COSHH safety data sheets and COSHH assessments for cleaning product use • Provision of cleaning equipment, materials and arrangements to re-order as used (in volumes appropriate in current circumstances to ensue suitable stock) • Cleaning staff trained and updated on any enhanced requirements for COVID-19 (e.g. correct use of PPE, decontamination duties, etc)	• Review campus inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancies and the requirements of any enhanced cleaning requirements/regimes (S&S & E&F, OHS Support) • Ensure a safety data sheets are available for all chemicals and requirements for safe use are followed and applied in COSHH assessments (S&S & E&F, OHS Support) • Ensure PPE, cleaning equipment and tools are in sufficient supply in locations they are required, and this is monitored (S&S & E&F, OHS Support) • Cleaning staff should review and complete refresher training on general cleaning and any

				updated COVID-19 or location-specific protocols, or for the event of alternative duties (e.g. decontamination) where identified as a useful post lockdown refresher or additional training (E&F)

normal safe system of work)
- COVID-19 transmission to campus users from lack of required PPE, cleaning materials/equipment required to support identified control measures (e.g. signs), resulting in COVID-19 spread

- After use, cleaners properly dispose of or sanitize PPE where applicable as instructed
- Where PPE, cleaning materials or equipment are not available, cleaners to report this immediately to their Line Manager

updated COVID-19 or location-specific protocols, or for the event of alternative duties (e.g. decontamination) where identified as a useful post lockdown refresher or additional training (E&F)
- Cleaners trained on disinfecting guidelines as per any additional requirements related to COVID-19 (e.g. equipment colour coding, correct dilution ratios, etc. (E&F)
- Determine areas that require thorough cleaning due to heavy usage such as communal areas, gyms/locker rooms, classrooms, dining areas and toilets, etc, and plan for the prioritised reopening of these areas (S&S & E&F, OHS Support)
- Prior to initiating cleaning tasks, ensure all staff practice hand hygiene, washing hands thoroughly before putting PPE on, safely disposing of it after use (S&S & E&F, OHS Support)
- Treat all surfaces using disinfectants appropriate for COVID-19, ensuring all chemical dwell times are adhered to (S&S & E&F, OHS Support)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
11 - Staff & student anxiety & the readiness of the workforce/students physically, emotionally and psychologically

The potential impacts on individuals and the | • Colleagues worried about their personal health and the health of those they care about
• Anxieties about jobs, the future of the University in the circumstances
• Anxieties over study progress | • Staff
• Students | **Staff**
• Line Managers aware of support available
• Mental health first aiders where appropriate
• Occupational Health support
• University Employee Assist System – mental health and wellbeing support
• Regular staff notices update, information from Line Managers and one to ones
• Personal responsibility of all to adhere to arrangements and protect campus users | Current protocols for identifying and escalating instances where support is required by staff, and students to be utilised & a reminder of what is available to be distributed to Deans, Directors, Course Leaders and Line Managers (OH & HR, OHS Support)

Reassurance over new arrangements
• A wide range of communication channels and materials— email, employee portals, text messages, video, posters/digital displays (after |

| University where staff are significantly affected | | | **Students**
• Student Services
• Student Union
• International Office
• Welfare & Wellbeing Service
Training & Communications
• Providing clear, consistent and regular communication to improve understanding and consistency of ways of working & learning
• Engaging with campus users & representatives through existing communication routes to explain and agree any changes in working arrangements
• Developing communication and training materials for campus users prior to returning to site, especially around COVID-19 specific procedures for arrival at work
• Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.
• Awareness and focus on the importance of mental health at times of uncertainty | workplace return), pc desktops on log in, etc to inform staff, students, visitors and public of new measures, advice and guidance (Marketing, S&S, HR, OHS)
• Instructions on how to prepare for arrival at the University on in circumstances – e.g. first day back (S&S, HR, OHS)
• An orientation briefing around the new arrangements for social distancing, hygiene, cleaning and personal responsibilities to protect self and others, to be provided for all staff and students and signed off as read and understood (HR, OHS, OH, S&S)
Details of:
• Staggered work start & finish times (as per any agreement between HR, Unions, VCO, etc)
• Overview of what to expect when returning employees arrive on campus i.e. new entrance protocols for students, employees and visitors, one-way systems, 2 metre social distancing, lift use, toilet access, shared kitchens and appliances, etc (S&S, Marketing, Supported by OHS)
• Campus maps displayed to highlight intended entry & exit points (controlled access & egress), one-way systems, hand wash locations, hand sanitiser stations, etc (S&S, E&F, Supported by OHS)
• FAQs for safety provisions on campus displayed and available via app, staff & student portals, on tv screens, posters, etc (Marketing)
• Suggestions for commute alternatives (e.g. walking routes, cycle route from Strothes Hall) and arrangements for car parking, bike storage points, vehicle movements and disabled access on campus, etc to be provided (S&S & E&F, OHS Support) |

				• Guidance for staff and students for suggestions to stay safe on public transport, should it be this is their only option for any essential travel to campus (S&S, OHS, Student Services) • What will be available or supplied, e.g. - food and beverages on campus (E&F, S&S, Supported by OHS) • What will not be provided or not, e.g., campus users encouraged to bring own food, drink, utensils, cups, etc. (E&F, S&S, Supported by OHS) • Instructions on bringing equipment (laptops, chairs, etc.) back into the workplace and sanitization requirements (E&F, S&S, Supported by OHS) • Changes to the work environment including room availability, relocation of workspaces, desks, no hot desking, etc. (E&F, S&S, Supported by OHS) • PPE & hygiene arrangements (E&F, S&S, Supported by OHS) • Modifications to internal and external meeting protocols (e.g. use of MS Teams, zoom), hosting of visitors/events, and visitor access (e.g. additional Marshalls/Student Ambassadors for example to facilitate/ensure adherence to COVID-19 arrangements and controls for hosting of any significant future events) (E&F, S&S, OHS Support) • Only absolutely necessary participants should attend meetings and should maintain 2 metre separation throughout. Avoid transmission during meetings, for example, do not share pens and other objects. Provide hand sanitiser in meeting rooms. Hold meetings outdoors or in well-ventilated rooms whenever possible. For areas where regular meetings take place, use

				floor signage to help people maintain social distancing (S&S, E&F, OHS)
				• Arrangements for access to toilets & welfare facilities (E&F, S&S, OHS Support)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
12 - Resistance to change and potential impacts on HS of staff/students	The event of resistance to change and any deviation from the changed process/circumstances could heighten the possibility of accidents/incidents and the potential for COVID-19 transmission	Staff (depending on role and circumstances) Students	• Ensuring employees & students understand what the University will be like upon return, new procedures and details of the changes • Preparing staff & students and reminding them that any changes are designed to help keep them safe & healthy • As plans are forming, keep colleagues & students involved and informed as soon as appropriate • Team norms to evolve to be inclusive of those in and outside of the office as a new normal • Colleagues to be able to utilise virtual collaboration tools for teaching & meetings • Managers to adapt to leading distributed teams (office & homework) • Encourage employees to participate and comply with new work practices • Facilitate opportunities for regular feedback and support amongst staff and students	• Review risk assessments, method statements and safe systems of work, communicating the outcomes to relevant staff & students (S&S, OHS Support) • Consultation, training, information and instruction in any new methods of work consequent of any significant changes for those involved (S&S, OHS Support) • Careful management to ensure staff and students follow all reasonable instructions designed for the safety of themselves and others (S&S, OHS Support) • Providing information on what the workplace changes will be and how these will be implemented (S&S, OHS Support) • Ensure new use of technology is inclusive to all involved (home workers, workers with protected characteristics, etc.) (S&S, OHS Support) • Where there is a lack of adherence or co-operation with the measures put in place for the safety of the individual and other campus users, this should be reported via the COVID-19 Contravention Reporting System and acted on

				by Deans/Directors, Line Managers, Course Leaders or BCMG where this is possible (S&S, HR, OHS, BCMG)
Hazards identified	**Risks to health and safety**	**People at risk**	**Health and safety risk management measures**	**Responsibilities/Actions**
13 - Contaminated (COVID-19) items that may enter the University	• COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts	Campus Users including: • Staff • Students • Visitors • Contractors • Public • Contacts of the above	• Encourage individuals to store and secure their own items separately from others (i.e., individual coat hooks) • Separate waste bins for PPE • Designated location for any deliveries to the campus and disinfect incoming items centrally • Assign delivery management and sterilization as a task to specific employees	• Arrangements for storage of personal belongings away from other staff and students (S&S & E&F, OHS Support) • PPE bins to be provided, available and identifiable, regularly emptied and the requirements for their use communicated and instructed to campus users (informed by local area PPE arrangements, use and volumes). Onward disposal arrangements for PPE to be confirmed (S&S & E&F, OHS Support) • Deliveries location and sanitising arrangements for staff involved to be confirmed/implemented, review pick-up and drop-off collection points, supporting procedures, signage and markings – deliveries to come through a central location where possible (S&S & E&F, OHS Support) • Minimise unnecessary contact at Security Hub & Firth Street Stores. For example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking (E&F, Supported by OHS) • Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often (S&S, E&F, Supported by OHS) • Where possible and safe, have single workers load or unload vehicles (E&F, Supported by OHS)

				• Where possible, using the same pairs of people for loads where more than one is needed (E&F, Supported by OHS) • Enable drivers to access welfare facilities when required, consistent with campus arrangements for COVID-19 (E&F, Supported by OHS) • Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice (E&F, Supported by OHS)
Hazards identified	**Risks to health and safety**	**People at risk**	**Health and safety risk management measures**	**Responsibilities/Actions**
14 –Arrangements of Suppliers, Contractors, Tenants, Accommodation Providers, University affiliated partners & any other stakeholders, where not suitable & sufficient to control the risk of COVID-19 transmission, can impact the health & safety of University campus users & various elements of operational safety and business continuity	• COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts • Supply chain issues	Campus Users including: • Staff • Students • Visitors • Contractors • Public • Field Based Staff • R&E Staff • Contacts of the above	• All stakeholders to have COVID-19 Safe Self-Certification and supporting suitable & sufficient documentation in place as to how this has been enacted & validated. • This should be available to the University and kept under review • Where R&E staff are field based and visiting businesses they support, they must maintain social distancing, hygiene measures and work in accordance with the COVID-19 control measures of their host and also as directed by the University for their activities (risk assessment for field based work during COVID-19)	• Identification of all relevant stakeholders in each school, service & from VCO e.g.- campus tenants, 3MBIC, Legal Advice Office in Huddersfield Centre, Security, Building Works Contractors, Service Contractors, Accommodation Providers (via Hudd Lets & Digs), Research Partners, Gases & Chemical suppliers, Employment & Placement Partners, Logistics and Consumable Suppliers, etc (S&S, VCO supported by OHS) • The expectations of the University for COVID-19 safety from all stakeholders to be confirmed & communicated (BCMG, OHS) • Arrangements to obtain copies of COVID-19 Safe self-certification and supporting documentation of this (e.g. - RAs, Safe systems of work, policies, procedures, training documentation, etc) to be made with stakeholders (S&S, E&F, Supported by OHS) • Documentation received to be assessed and where further clarification is required, action taken to request & resolve (S&S, E&F, VCO, OHS)

				- A standard documentation request proforma and delivery method to stakeholders to be established (OHS, VCO, S&S) - Named contact at all such stakeholders and contact details to be confirmed and compiled centrally as part of a register of stakeholders (perhaps in each school & service and then compiled for BCMG) (OHS, S&S, BCMG) - Field-based staff (e.g. R&E colleagues) to be provided with the risk assessment and details of controls at businesses they visit and observe these when on site (S&S, OHS) - Risk assessment for field-based work to detail protective control measures to mitigate the COVID-19 risk for their work activities (S&S, OHS) - Staff to be instructed on any consequent requirements/methods of work they are to adhere to (S&S, OHS)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
15 – Bringing building services safely back into use – i.e. Safety - Artificial lighting - Lifts - Ventilation & refrigeration - Security & alarm systems - Fire detection & protection Efficiency - Energy supply & use	- Where building services are supportive of COVID-19 control measures (e.g. water supply for personal hygiene & cleaning activities, ventilation systems for circulating air, electrical & communication systems to support remote working on & off campus etc.) any reliability issues	Campus Users including: - Staff - Students - Visitors - Contractors - Public - Contacts of the above - Estates & Facilities Staff restarting or maintaining	- Estates and Facilities staff have confirmed a presence on campus during lockdown completing programs of planned preventative maintenance & associated activities - These activities will contribute to confirming the status of building services and infrastructure for readiness for return to phased normal use - A best practice is to thoroughly inspect for any damage or issues caused by the shutdown/decreased usage of building service systems - The physical condition & operation of equipment & services supporting the	- Identify core infrastructure/building services elements (systems, utilities, adjuncts, etc) & document these on a campus infrastructure/building services register (useful for all business continuity/emergency planning scenarios and a part of a central building information reference resource for all buildings going forward) (S&S & E&F, BCMG, OHS Support) - System & significant equipment owners to be identified as contacts & best placed to advise due to their expertise (S&S & E&F, BCMG, OHS Support) - Where subject to shutdown/reduced usage, with a view to restart/increase to normal usage,

• Communications networks • Building infrastructure/ engineering elements Comfort • Heating & ventilating • Water, drainage & plumbing • Air conditioning & refrigeration -Buildings shut down with little warning or opportunity for preparation -Damage or maintenance issues potentially caused by sudden changes to building services usage -Building services may not restart or operate as desired if the closure & attempted restart has caused a strain/damage to key components, impacting University operations -Potential hazards specific to the variety of building service components and the consequent risks involved from	with the outputs of these can heighten COVID-19 related risks • Key safety systems (e.g. fire detection & alarm systems) if compromised heighten associated risks (e.g. unserviceable or creating false alarm/evacuation and bringing campus users together unnecessarily) • Building services failure or malfunction could affect the ability of campus users to use equipment, systems, work comfortably or at all (e.g. HVAC, electrical supply, water for welfare, etc.) with a range of risks this could incur • Accidents, injury, death could result from unidentified damage to building services infrastructure or by attempting to restart infrastructure	building services • Service providers or agencies/co ntractors commission ed to assist (e.g. – utility providers, Protec Fire, etc.)	building should be assessed & documented • For bringing building services live this may include the following where applicable e.g.: -Mechanical Systems -HVAC -Potable water: flush faucets -Fire Life Safety Systems, etc	risk assess reinstating identified building service (E&F & S&S, OHS Support) • Create a prioritised schedule of prestart checks or condition checks for building service that has been shut down or running at a reduced capacity but will see this increased as return to campus phases up. For specific services, the condition & prestart checks will be in accordance with RA control measures as part of a safe system of work (where applicable) (E&F & S&S, OHS Support) • Where there are interdependencies & interaction between services, identify these & factor them into the RA & sequenced restart protocols (E&F, S&S, OHS Support) • Assess physical condition & operation of relevant equipment where these are direct significant appendages of the building service element. Document these inspections & checks (E&F, S&S, OHS Support) • Schedule of building services restarts to be prioritised to take account of a confirmed sequence of reopening (e.g. to prevent load shed from a simultaneous start) & infrastructure restart lead times (e.g. 2-week lead-in for vent systems to be brought back into use & 1 week plus for the water system) (E&F, S&S, OHS Support) • Depending on length of time equipment has been inactive, systems should be allowed to run for a period with careful observation to ensure such components as valves, switches, etc. are operating correctly (S&S & E&F, OHS Support) • For the event of failure of any infrastructure/building services impacted from shutdown period & the various potential consequences of this, documented emergency & business continuity plans to describe the

| malfunction during operation or being out of service | without doing pre-use checks & following sequenced restart protocols, taking account of all system elements (e.g. fixed electrical installations, gas supplies, etc.)
• COVID-19 transmission through inhalation, touch, absorption or ingestion
• COVID-19 infection
• Asymptomatic transmission
Ill health or death to campus users and their contacts | | | measures to mitigate the impact on University operations from foreseeable scenarios to be drafted (in terms of building services as entities & applied to the circumstances in each building & campus wide where applicable) (E&F, S&S, BCMG, OHS Support) |

DOCUMENT SIGN-OFF AND OWNERSHIP DETAILS	
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Author:	Lee Churchill – Head of Health & Safety

Owner (if different from above):	Lee Churchill – Head of Health & Safety
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Related Policies/Procedures:	

REVISION HISTORY				
Version	**Date**	**Revision description/Summary of changes**		**Author**
V1.0	19/05/20	New risk assessment		L Churchill
V1.1	28/05/20	Addition - Under Section 14 – People at Risk: • Field Based Staff • R&E Staff **Under Section 14 – Health & Safety Risk Management Measures:** • Where R&E staff are field based and visiting businesses they support, they must maintain social distancing, hygiene measures and work in accordance with the COVID-19 control measures of their host and also as directed by the University for their activities (risk assessment for field based work during COVID-19) **Under Section 14 – Responsibilities/Actions:** • Field-based staff (e.g. R&E colleagues) to be provided with the risk assessment and details of controls at businesses they visit and observe these when on site (S&S, OHS) • Risk assessment for field-based work to detail protective control measures to mitigate the COVID-19 risk for their work activities (S&S, OHS) • Staff to be instructed on any consequent requirements/methods of work they are to adhere to (S&S, OHS)		L Churchill
V1.2	29/05/20	Reference to ''alcohol wipes'' replaced with University approved cleaning solution and warm water replaced with water		L Churchill
V.1.3	05/08/20	Position of face coverings should be worn in all buildings and face shield use updated/added		L Churchill

V.1.4	08/01/21	• Reference to Communicable Disease Communications System (CDCS) removed and replaces with COVID-19 Track & Trace Reporting System and COVID-19 Trace Reporting Team referenced (pg 3,4,14) • Additional reference made to requirement for use of natural ventilation where available and mechanical ventilation to be configured as per Government Guidance where possible (pg 2,3,5,6,11) • Reference made to 6 phases of operations/recovery scenarios from the University's COVID-19 Recovery Plan (pg 6,12,17) • COVID-19 Contravention Reporting System named specifically as incident reporting system for COVID-19 (pg 23) • Description of Risk Assessment and Review Date updates (pg 1)	L Churchill
V1.5	21/01/21	• Wording on face coverings added to 'Health and safety risk management measures' of section 2. • Replaced 'material safety data sheets' with 'safety data sheets' in sections 7 and 10.	G Wood
V1.6	02/03/21	• Full review in line with HE guidance document for spring term from Department for Education • Reference to transparent face shields updated and transparent face coverings identified as the required alternative where applicable as part of the risk assessment process. • Check on suitable reference to natural ventilation covers the renewed emphasis on this in the latest government guidance. Additional guidance on utilising natural ventilation added	L Churchill