UNIVERSITY OF HUDDERSFIELD

UNIVERSITY COVID-19 HEALTH AND SAFETY RISK ASSESSMENT FORM

Description of activity:

- Mitigate the COVID-19 hazard and risk on Campus to support operational continuity, consequently also providing mitigations against respiratory infections
- Implement measures to ensure the teaching and learning outcomes for students and wider activities offered/facilitated by the University are not limited by mitigation arrangements for COVID-19, as advocated though HM Government Guidance
- Enabling the University community to take personal responsibility for protecting themselves and others and to support their ongoing health and safety

Location: University of Huddersfield Campus

Acronyms	
OHS – Office Health & Safety	**LFT Test – Lateral Flow Test**
S&S – School or Service	**PCR Test – Polymerase chain reaction**
E&F – Estates & Facilities	**OH – Occupational Health**
C&M – Communications and Marketing	**PHE – Public Health England**
HR – Human Resources	**NHS – National Health Service**
OH – Occupational Health	**H&S – Health & Safety**
TT – Time Tabling	**UKHAS - UK Health Security Agency**
RAMS – Risk Assessment and Method Statement	**NHS – National Health Service**
RA – Risk Assessment	**R&E – Research & Enterprise**

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
		University Community 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 Options for hybrid working to be explored to aid phased return to campus working and operations
			   o Plan for prioritised and phased return to campus working through service recovery plans
			   o Ongoing cleaning arrangements assessed as suitable and sufficient to the circumstances
			   o Mechanical ventilation configured and used in accordance with Government/industry guidance and use of natural ventilation wherever possible
			   o Use of measures such as back-to-back or side-to-side working wherever it is not possible to move workstations, maximising the benefits of phased return to campus in terms of work force population and hybrid working
			   o Plan and configure spaces in support of their usage to utilise opportunities for space/distancing where this is possible as an ongoing supportive mitigation
				• 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. alcohol-based sanitiser/sanitiser stations, University approved cleaning solution to support staff cleaning personal responsibilities (S&S), liquid soap, 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 (E&F, S&S, supported by OHS)
				• Prioritised plan for opening/operating elements of campus to be enacted as per risk assessment and control measures (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)
				• Ongoing engagement with and working knowledge of the University's Track and Trace system by Deans and Directors and staff managing essential aspects such as attendance monitoring. This system is subject to change in the dynamic circumstances, hence the importance of keeping up to date with the system's function and expectations (S&S, OHS Support)

			- o Reducing campus user contacts by exploring use of fixed teams, shift groups or work partnering arrangements where feasible - o Identify workers who are especially vulnerable category or vulnerable category for COVID-19 or those living with people in those categories and assess suitable arrangements with them for their circumstances and the wider situation - 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 - o Suitable pandemic infection control measures help mitigate against other relevant seasonal illnesses that can transmit through similar mechanisms and potentially exacerbate COVID-19 outcomes, were concurrent infections to occur - Local Health & Safety Management arrangements for COVID-19 in Schools, Services & E&F communal areas in use (e.g. RAs, safe systems of work, information, instruction, monitoring, review), in line with University's COVID-19 RA and Management Strategy - Communicate/report cases of self-isolation (as per NHS guidance – see link in responsibilities/actions) &	- Ongoing support to Marketing and Communications to work together on engagement and information to control COVID-19 (S&S, OHS, M&C) - Collaboration between HR, OH, OHS, Student Services and Line Managers to support staff and students with vulnerabilities and anxieties (S&S) - Communicate and enact latest NHS What to do if you have coronavirus (COVID-19) or symptoms of COVID-19 Guidance https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/

			update to HR or Course Leader	
			• Use of University COVID-19 Reporting System and advice provision to students and staff, around self-isolation and COVID-19 testing as applicable to confirmed or symptomatic cases, (as per NHS Guidance) - (University COVID-19 Reporting Team) also detailed in COVID-19 FAQs for students and staff - (C&M)	
			• Operational priorities and sequence for opening of services, schools, research, facilities established in line with Government guidance on permissible activity (Service Recovery Plans)	
			• 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, 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.	
Hazards identified	**Risks to health and safety**	**People at risk**	**Health and safety risk management measures**	**Responsibilities/Actions**
2 - Transmission of virus:	**Airborne Transmission**	University Community including:	**Airborne Transmission**	• PPE for safety as part of work activities required (e.g. cleaning, first aid, lab work, OH etc.) (S&S, OHS Support)

• Airborne • Touch	• COVID-19 transmission through inhalation • COVID-19 transmission through consequences of droplet settle & spread (e.g., touch, absorption) • COVID-19 infection • Symptomatic or asymptomatic onward transmission • Potential for Ill health or death to members of the University community and their contacts where susceptible or vulnerable, depending on individual circumstances	• Staff • Students • Visitors • Contractors • Public • Contacts of the above	• The wearing of face coverings is strongly encouraged indoors on campus • Assessment of individual areas of activity may identify the wearing of a face covering (e.g. close face-to-face working for prolonged periods with other individuals). In these instances, the assessment will also establish if the wearing of a face shield is a suitable alternative to a transparent face covering as part of ensuring inclusivity • Appropriate PPE (First Aiders – e.g. masks, gloves, eye protection and apron) • Mechanical ventilation to be adjusted to increase the ventilation rate wherever possible and checked to confirm that normal operation meets current guidance criteria and that only fresh outside air is circulated • If possible, systems should be adjusted to full fresh air or, if this is not possible, then systems should be operated as normal as long as they are within a single room and supplemented by an outdoor air supply • 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 (non-fire) 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)	• Information and instruction on PPE use/requirements and good practice to be provided (S&S, OHS) • Natural ventilation to be utilised where available and mechanical ventilation to be configured and used as per government/industry guidance for this where possible (S&S & E&F) • Managers provide guidance on return to work schedules and hybrid working parameters (S&S, HR) • Managers give consideration to any situations amongst their team where screens would be beneficial as a risk reduction measure (S&S, OHS)

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• To balance the need for increased ventilation while maintaining a comfortable temperature, consider:
  o opening high level windows (where present) 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
  o heating should be used as necessary to ensure comfort levels are maintained particularly in occupied spaces
  o appropriate seasonal attire should be worn by those populating buildings
• Hybrid working and blended learning (in person, virtual and asynchronous aspects) possibilities for staff and students, help contribute to flexibility of building and space utilisation, to aid management of numbers present, where reasonably practicable
• Use of suitable CO2 monitors to help identify any areas where there is poor ventilation
• Installation of screens, in particular for situations where face-to-face contact is unavoidable and a reasonable level of social distancing is difficult to maintain (e.g. reception counters, advice desks, payment points)
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Touch Transmission
• COVID-19 transmission through touch and consequent absorption or ingestion
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Touch Transmission
• Liquid soap available at all handwash points. Hand washing best practice encouragement and advice to be provided (posters, comms, etc)
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• Handwash & hand sanitizing advice, arrangements/stations (M&C, E&F, S&S) https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/
• Shared resources such as fridges, microwaves, kettles, etc to be subject to regular cleaning
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	• COVID-19 infection • Symptomatic or asymptomatic onward transmission • Potential for Ill health or death to members of the University community or their contacts where susceptible or vulnerable, depending on individual circumstances • COVID-19 contamination on hands prior to arrival at Campus (e.g. public transport) • Contaminated (COVID-19) items that may enter the University		• Alcohol-based hand sanitiser stations situated across the University at strategically identified places (e.g. at entrances and exits, by water dispensers, catering outlets, at identified high touch point locations, etc.) • Communication of requirement to wash hands on arrival on campus at earliest opportunity, 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 • Self-service cleaning stations (cleaning solution with paper towels or anti-viricidal wipe dispensers) and communication on use, to be provided, particularly to support any necessity to share equipment • Cleaning arrangements devised/implemented by the Cleaning Services Team, to support safe campus operations during the pandemic, reflective of latest Government guidance and authoritative cleaning information sources, and applied to the University's circumstances • Electro-static sprays continue to be used in identified locations where regular shared touch occurs • Encourage individuals to store and secure their own items separately from others • Designated locations for any deliveries to the campus and disinfect incoming items centrally where possible • Where direct to specified campus location/direct to desk deliveries are	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) • Message/reminders for campus users to wash hands for 20 seconds minimum as per the advised technique reiterated. PPE & paper towel disposal (where provided) ideally located by handwash area. (S&S, E&F, OHS) • 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 stock continuity and this to be a rolling arrangement under continuous assessment (S&S, E&F, OHS Support) • Suitable cleaning regimes at high traffic/ priority touch points (e.g. water dispensers, lift buttons, door handles, banisters, relevant shared equipment, toilet locks/flushes, etc.), as assessed as required to be appropriate to the pandemic circumstances, by Cleaning Services and colleagues with local area knowledge (S&S, E&F, Cleaning Services, 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) • 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) • Arrangements to be made for provision of alcohol-based hand sanitiser, including type &

			organised, couriers to adhere to the University's COVID-19 arrangements while on site and this should be communicated through their employer	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)
			• Assign delivery management and sterilization provisions as a task to identified employees concerned • In shared spaces, occupants take collective responsibility for adherence to and maintenance of mitigations for COVID-19	• 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) • Where possible and necessary, 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 soap, alcohol-based hand sanitiser and other supplies in current circumstances (BCMG, E&F, S&S, OHS Support • Disposal points, including for used face coverings, to be available and regularly emptied (S&S & E&F, OHS Support)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
3 - Virus Infection - circumstances of an individual, a cluster	• Further COVID-19 infection cases by symptomatic or	University Community including:	• Clear instructions for individuals to not access the campus if: 1 – displaying COVID-19 symptoms	• Communication and escalation protocol outlining the management, information flow and decision-making in the event of a confirmed

| or an outbreak (localised or large-scale) on campus (staff or students) | asymptomatic onward transmission
• Potential for ill health or death to members of the University community or their contacts where susceptible or vulnerable, depending on individual circumstances | • Staff
• Students
• Visitors
• Contractors
• Public
• Contacts of the above | 2 – Required to be self-isolating
• Information on LFT testing and PCR testing and when/how to access this from NHS
• Information and encouragement on COVID-19 vaccination, getting a first, second, third vaccine, boosters, and local provisions to access this
• Encouraging students to register with a GP
• University COVID-19 Reporting system to continue to request/accept COVID-19 reports, to monitor cases and also to ensure that cases that are reported are still captured in a database and spreadsheets automatically. This is a useful arrangement in the event of any future necessity to fulfil UKHSA, Kirklees Council and any other official requirements to identify and report any suspected linked cases on campus. This also enables continued advice as per UK Government/NHS guidance on testing and isolation, etc, to be provided to those reporting, to help mitigate virus onward transmission. Supports the NHS
• Ongoing conscientious access/attendance monitoring at the security hub and locally in schools and services as dictated by the changing mode of operations on campus and relevant circumstances
• Continued diligent student attendance monitoring in teaching and learning
• Ongoing logging of all non-staff or non-student campus visitors working or hosted at the campus, to aid in identifying | case or cluster (e.g. – Track and Trace Duty Staff, Line Manager, Dean, HR, OHS, VCO, Student Services) instigated as part of the University's COVID-19 Reporting System, RA and Outbreak Plan response as part of the University COVID-19 Management Strategy. This will also support the event of any future reinstatement of reporting requirements for UKHSA, Kirklees Council etc, should the pandemic circumstances of adversely change. (BCMG)
• Information flow to and from COVID-19 Reporting System confirmed and in place (S&S, HR, VCO, OHS Support)
• Use of local investigation and communications systems to identify contacts for event of staff/student infection where there is a requirement for this (e.g. significant number of potential linked cases/cluster/outbreak), in conjunction with COVID-19 Reporting System data, to communicate any relevant advice – (BCMG, OHS, COVID-19 Reporting System)
• 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 (UKHSA, OFS, DfE, etc) (BCMG, Marketing, OHS Support)
• Known or suspected infection informed to University COVID-19 Reporting System and where required to HR (S&S, University COVID-19 Reporting System)
• For campus visitors, the point of sign in (e.g. via reception areas, could continue to be done by staff there from behind a screen), this would |

			possible contacts in the event of a known COVID-19 infection coming to light • Encouragement of staff/students to use the NHS COVID-19 App • Display QR codes in identified locations to support the NHS COVID-19 App • University of Huddersfield COVID-19 Outbreak Plan to be enacted in applicable circumstances • Liaison with local Director of Public Health, Health Protection Team and UKHAS as necessary	provide an opportunity to log the details of the person and have their host greet them. 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 for example. The host could then ensure the visitor is escorted to campus locations they attend. On completion the visitor can sign off campus (S&S, E&F, OHS) **Communications and guidance** (M&C, S&S OHS Support) Continued communications around community public health provisions and protective measures available: • Home lateral flow test kit advice https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests • PCR test advice (to confirm a positive lateral flow test) https://www.gov.uk/get-coronavirus-test • How to book a vaccination https://www.nhs.uk/conditions/coronavirus-covid-19/coronavirus-vaccination/book-coronavirus-vaccination/ or phone 119 • Vaccination pop ups and locations in Kirklees COVID-19 vaccination programme | Kirklees Council • How to register with a GP • https://www.nhs.uk/nhs-services/gps/how-to-register-with-a-gp-surgery/
Hazards identified	**Risks to health and safety**	**People at risk**	**Health and safety risk management measures**	**Responsibilities/Actions**
4 - Incorrect or ineffective use of PPE	• COVID-19 transmission through touch, absorption,	University Community including:	• Training, information, instruction and arrangements for fitting, wearing and using	• PPE for specific tasks (e.g. cleaning, first aiders) to be identified (for COVID-19 hazard &

	- ingestion or inhalation - COVID-19 infection - Asymptomatic transmission - Ill health or death to campus users and their contacts - Contact with contaminated PPE	- Staff - Students - Visitors - Contractors - Public Contacts of the above	PPE as well as safe removal, sanitizing, storing and disposal - Campus users dispose of PPE with care as instructed, to ensure protection & prevent cross contamination (e.g. some face masks may be designed for single use) - Cleaners emptying disposal points likely containing used face coverings, to do so employing good infection control practice - After removing PPE, campus users wash their hands immediately using the correct technique and dry hands thoroughly	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) - 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 this is assessed as meeting the required standard for the intended protection & is authorised (S&S, OHS Support) - Suitable, identified disposal points provided to campus users (S&S, E&F, OHS Support) - In accordance with local RAMS and training arrangements for safe cleaning & storage of reusable PPE, suitable arrangements to be made and adhered to (S&S, OHS Support) - Cleaners and first aiders instructed on requirements for safe disposal of single use PPE (S&S, E&F, OHS Support) - 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)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
5 - COVID-19 arrangements and normal safe working practices	Where measures for COVID-19 and updates to these have not been considered in relation to the interface with usual safe working practices and arrangements in Schools and Services, and any omissions potentially resulting in accident or incident	University Community including: • Staff • Students • Visitors • Contractors • Public • Contacts of the above	• University Community to follow all applicable safe practices for usual work activities in their respective roles, 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 support are available from OHS • COVID-19 related changes and standalone measures to campus arrangements, to be communicated and adhered to by the University community on an ongoing basis • Risk Assessment and Method Statements (RAMS) in schools and services continue to be used to manage COVID-19 risk and where circumstances dictate, successful measures such as use of face coverings, can be encouraged or applied and managed as aspects of local mitigations, as the assessed circumstances dictate • Visits/Visitors - sharing our COVID-19 arrangements with those we host, as expectations during their presence on site, and gaining equivalent information and insight from the offsite locations our staff are attending ○ University COVID-19 rules broadly cover the requirements for those visiting campus, any additional	• Office of Health & Safety support and input to enable to the local arrangements of Schools & Services to enact the University's COVID-19 Risk Assessment and Strategy (OHS & BCMG) • Deans, Directors, School Managers & School Technical Managers, HS Co-ordinators and equivalent will have responsibility or delegate 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 cooperate with HS arrangements as part of student code of conduct • For consistency & to assist, OHS will provide support as required during S&S RAMS drafting & check RAMS for COVID-19 control measures (S&S, OHS) • RAMS submission & checking process in place in 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 RAMS (S&S, E&F, OHS)

				• Communication of any new RAMS to all relevant campus users & stakeholders to be suitable & effective (S&S & E&F, OHS Support) • Monitoring of new RAMS for effectiveness (S&S, E&F, OHS) • Consider any changes that may be necessary due to updated COVID-19 control measures/mitigations within the School/Service, building or workplace, and update local HS documentation to reflect this, detailing how suitable equivalent risk management is attained where changes are necessary (S&S, OHS Support) • Review and update RAMS and version control on the University's WISDOM system (S&S, OHS Support) • Inform relevant members of the University community of any changes to RAMS and safe systems of work and provide induction to any significant new ways of working that incorporate COVID-19 risk management (S&S, OHS Support) • Colleagues hosting, attending or organising visits to apply COVID-19 considerations during planning (S&S, OHS Support)
			specifics should be identified and informed to visitors o Arrangements and advice to facilitate the University being made aware where visitors receive a positive COVID-19 test result and their presence on campus was in the 48 hours prior to the on-set of symptoms or date of positive test result if asymptomatic	

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
6 - 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	University Community including: • Staff • Students • Visitors • Contractors • 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)	• 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 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)

use of equipment or PPE (e.g. - unsuitable attempts to improvise outside of 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		• Cleaning staff trained and updated on any enhanced requirements for COVID-19 (e.g. correct use of PPE, decontamination duties, etc) • 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	• 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/easing of restrictions 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/changing rooms, classrooms, dining areas and toilets, etc, and plan for the prioritised reopening and use 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 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
7 - Staff/Student anxiety post lifting of national restrictions The potential impacts on	• Colleagues concerned about their personal health and that of their close contacts, particularly if vulnerable	University Community including: • Staff • Students • Visitors	**Staff Support:** • Line Managers made aware of support available to them and staff • Mental health first aiders where appropriate • Occupational Health support	Current protocols for identifying and escalating instances where support is required by staff and students, to be utilised and a reminder of what is available to be distributed to Deans, Directors, Course Leaders and Line Managers (OH & HR, OHS Support)

| individuals and the University where staff health and wellbeing is significantly affected | • Anxieties about the impact of the pandemic on the University and working arrangements
• Anxieties over study progress | • Contractors
• Public
• Contacts of the above | • University Employee Assist System for mental health and wellbeing support
• Regular staff notice updates, information from Line Managers, one to ones and regular information
• Personal responsibility of all, to adhere to arrangements and protect University community
Student Support:
• Student Services
• Student Union
• International Office
• Welfare & Wellbeing Service
Training & Communications
• Provision of clear, reliable and regular communication to improve understanding and consistency of ways of working & learning in the post restrictions circumstances
• Engaging with campus community & representatives through existing communication routes to explain and agree any changes in working/learning arrangements
• Developing communication and induction materials for the University community, especially around specific procedures for work arrangements and COVID-19 (e.g. LFT testing provision)
• Ongoing engagement with colleagues (including through trade unions or employee representative groups) to consult, monitor and understand any planned or unforeseen impacts of changes to working arrangements
• Awareness and focus on the importance of mental health after the unprecedented pandemic related events | **Reassurance over new arrangements**
• Continue to communicate supportive measures, advice and guidance (C&M, S&S, HR, OHS Support)
• Instructions on how to prepare for return to work/learning at the University – e.g. first day back (S&S, HR, OHS Support)
• Induction around arrangements for measures including hygiene, cleaning and personal responsibilities, to protect the individual and others, to be provided for staff and students (HR, M&C, OHS Support, OH, S&S)
Details of:
• FAQs for safety provisions and arrangements on campus displayed via the University website https://www.hud.ac.uk/important-update/student-covid-19/ (M&C)
• Arrangements for car parking, bike storage points, and disabled access on campus, etc to be highlighted/communicated (M&C, S&S & E&F, OHS Support)
• Guidance for staff and students to stay safe on public transport (S&S, OHS Support, Student Services)
• What will be available, e.g. – provision of food and beverages on campus (E&F, S&S, OHS Support)
• Instructions on bringing back to campus equipment from home if required (e.g. laptops, chairs, etc.) (S&S, OHS Support)
• Communicate changes to the work environment including any relocation of workspaces or new expectations (E&F, S&S, OHS Support)
• Personal responsibility and hygiene arrangements (E&F, S&S, Supported by OHS) |

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
8 - Resistance to change and potential impacts on Health & Safety of staff/students	Resistance to change and re-adjustment from the COVID-19 protective measures established during the period of the pandemic, pre-vaccine and during restrictions, to the updated position post vaccine/boosters and with the gradual lifting of restrictions and phased return to more normal operations and ''living with COVID-19 and respiratory viruses'' Government Guidance. This also needs to be considered in the context of risk management measures and provisions as they were pre-COVID-19 pandemic and as they will be post return to campus and in the ''living with COVID-19'' phase	University Community including: • Staff • Students • Visitors • Contractors • Public • Contacts of the above	• Ensuring employees & students understand what the University will be like upon return, any new procedures and details of changes and how ongoing changes will be introduced and communicated as the pandemic progresses • Preparing staff & students by reminding them that any changes are designed to help keep them safe & healthy • As plans are developed, keep colleagues & students involved and informed as soon as appropriate • Team norms to evolve to be inclusive of those in and outside of the workplace, to include hybrid mode of working options • 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 RAMS and safe systems of work regularly, communicating the outcomes to relevant staff & students (S&S, OHS Support) • Consultation, training, information and instruction in any new methods of work as a consequence 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 the University community, this should be reported locally to the responsible person for Health and Safety and acted on by Deans/Directors, Line Managers, Course Leaders or BCMG where this is escalated (S&S, HR, OHS, BCMG)

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

9 - Bringing building services safely back into use Safety i.e. • Artificial lighting • Lifts • Ventilation & refrigeration • Security & alarm systems • Fire detection & protection Efficiency • Energy supply & use • Communications networks • Building infrastructure/ engineering elements Comfort • Heating & ventilating • Water, drainage & plumbing • Air conditioning & refrigeration	• 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 & digital/communication systems to support remote/hybrid working/learning on & off campus etc.) • 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 equipment, systems, and workplace comfort (e.g. HVAC, electrical supply, water for welfare, etc.) with a range of risks this could incur	University Community including: • Staff • Students • Visitors • Contractors • Public • Contacts of the above • Estates & Facilities Staff restarting or maintaining building services • Service providers or agencies/ contractors partners to assist (e.g. – utility providers, Protec Fire, etc.)	• Estates and Facilities staff have confirmed a presence on campus during lockdown and restrictions, completing programs of planned preventative maintenance & associated activities • These activities contribute to confirming the status of building services and infrastructure for readiness for return to phased normal use and post return to campus • 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 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	• 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, 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 and once back to normal campus operations. 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 RAMS & 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

	• Accidents, injury, death could result from unidentified damage to building services infrastructure or by attempting to restart infrastructure 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			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 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)

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Document Location:	OHS Wisdom Area
Compliance Checks:	OHS & BCMG
Related Policies/Procedures:	UOH Outbreak Plan, School/Services COVID-19 RAMS, COVID-19 Templates and Guidance Note

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
V1.3	05/08/20	Position of face coverings should be worn in all buildings and face shield use updated/added	L Churchill

V1.4	08/01/21	• Reference to Communicable Disease Communications System (CDCS) removed and replaces with COVID-19 Track & Trace Reporting System and COVID-19 Track & 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
V1.7	21/05/21	• Replace reference to anti-bacterial soap with liquid soap which is still effective in disrupting the envelope layer surrounding the virus cell to pull it apart and also in washing virus cells off hands.	G Wood
V1.8	13/07/21	Amendments: • 3 Contact with COVID-19 via close proximity with infected person at less than 2 metre distance (now incorporated in Transmission of virus: Airborne / Touch) • 5 Confirmed case/s of COVID-19 among staff and/or students (renamed sections - Virus Infection - circumstances of an individual, a cluster or an outbreak (localised or large-scale) on campus (staff or students)) • 7 Contact with contaminated PPE now incorporated into incorrect/ineffective use of PPE • 8 COVID-19 contamination on hands prior to arrival at Campus (e.g. public transport) Now incorporated in Transmission of virus: Touch	L Churchill

		• 13 Contaminated (COVID-19) items that may enter the University – Now incorporated in Transmission of virus: Touch • Update to acronym list (LFT, PCR, M&C)	
V.1.9	09/09/21	• 2 Removal of reference to mandatory use of face coverings indoors on campus • 2 Addition of reference to considerations of suitable screens for staff where there would be a risk reduction benefit • 2 Update on direct to location or direct to desk deliveries • 5 Addition of visitor/visits guidance following lifting of restrictions	L Churchill
V2.0	03/11/21	• 1 Reference to potential seasonal illness and COVID-19 interaction • 2 Cleaning arrangements including priority touchpoints, to be identified as part of suitable cleaning regimes/measures, as COVID-19/infection control campus mitigations	L Churchill
V2.1	29/11/21	• COVID-19 Omicron variant discovered in society. While its impacts are studied and understood, mandatory face coverings indoors as a mitigation are reintroduced at the University	L Churchill
V2.2	26/01/22	• 2 As per removal of UK Government Plan B restrictions, the mandating of face-coverings indoors is replaced by strong encouragement to continue to wear these in crowded, enclosed spaces in particular • 3 Reference to The University Testing Centre for LFT testing removed to reflect it's closure and the alternative arrangement of handing out test kits to the campus community on site • 3 Updates on the operation of the University's Track and Trace System, reflective of the role this fulfils in the changing circumstances	L Churchill
V2.3	06/04/22	• In Description of Activity in the header section the following text added to point 1: - ''consequently also providing mitigations against respiratory infections'' • Updated references to LFT & PCR • PHE references replaced with UKHSA throughout • References to University COVID-19 Track and Trace Reporting System changed to University COVID-19 Reporting System • Latest NHS guidance on ''What to do if you have coronavirus (COVID-19) or symptoms of COVID-19'' link added and reflected in RA	L Churchill
Risk assessment 'stood down' by the university's Business Continuity Management Group at its meeting on 08/06/2022.			