

## Introduction

As part of the Governments [‘5 steps to working safely’](#) guidance and in line with our existing responsibilities under Health & Safety legislation, we have completed this risk assessment. The risk assessment aims to identify all aspects of a return to campus during the current pandemic and seeks to offer a detailed overview of the controls in place to minimise the risk of Covid-19 to the wider BU community. We have also ensured the content of this risk assessment meets with the requirements of [Higher Education: reopening buildings and campuses](#), last updated on 23 December 2020.

Unlike other health and safety hazards, we cannot create a working environment free from Covid-19, but we can arrange our campus, provide signage, information and training to ensure all who use the facilities do so in a considered and safe way. To enhance this approach, we have increased the cleaning regimes in all BU buildings to ensure we are tackling potential infection at the key transmission points and we will also manage any diagnosed case with the full knowledge and support of Public Health England, ensuring all relevant staff are made aware and supported to comply with NHS Test and Trace requirements.

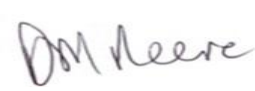

On 31 December 2020 the Government released the following SAGE paper – 'Mitigations to Reduce Transmission of the new variant SARS-CoV-2 virus' (<https://www.gov.uk/government/publications/emgspi-btweg-mitigations-to-reduce-transmission-of-the-new-variant-sars-cov-2-virus-22-december-2020>) – considerations from this paper have been included in this risk assessment as part of the regular review process and in light of the national lock down in England from 5 January 2021.

To support this risk assessment, staff have been asked to confirm whether they (or someone they care for) currently meet with the requirements in terms of clinically vulnerable health conditions or whether there is anything else in relation to their health that we need to consider as part of their return to campus – this is a vital step in the campus return process and ensures we have considered the individual requirements of every staff member – particularly those who may be at increased risk.

Campus return for staff consists of a range of elements and information:

- Individual Health Screening Tool
- Campus Reorientation Module on Brightspace
- Detailed discussion with their line manager to establish [next steps](#) and return to workplanning
- Access to the overarching BU return to campus risk assessment (this document)
- [Frequently Asked Questions](#) and [detailed guidelines for staff](#) and [line managers](#) about returning to campus
- Management of a Covid-19 outbreak – campus or locality (included in FAQs)

As the weeks unfold and changes are made to Government guidance, we will ensure all elements of this risk assessment are reviewed, monitored for successful implementation and amended/updated where required. The approval box below indicates and confirms support from UET and our recognised trade unions – UCU and UNISON. **This risk assessment was also approved by the Health & Safety Executive during a routine visit to campus on 9 December 2020.**

<b>Initial Approval – subsequent updates to initial approval confirmed on page 2</b>					
<b>Declaration by Chair of the Covid-19 H&amp;S Committee on behalf of staff and Trade Union representatives</b>					
I confirm that this is a suitable & sufficient risk assessment for the activities identified and that all residual risks can be reduced to as low as is reasonably practicable.					
Signed		Print name	David Reeve	Date	23.07.20
<b>Declaration by COO:</b>					
I confirm this assessment has been completed in liaison with local senior managers and is therefore approved as a basis upon which work can begin to re-open campus, taking account of additional local information, training and information as required.					
Signed		Print name	Jim Andrews	Date	23.07.20

**The following assessment has been carried out in relation to returning to campus. The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. We have therefore focussed on isolation, admin processes and personal protection.**

<b>Risk Assessment</b>			
<b>Reason for risk assessment/activity</b>	To ensure all practical measures have been taken to provide a campus environment that minimises the risk of Covid-19 through provision of physical distancing and infection control information and equipment. To ensure all staff have had an individual assessment of their health and working arrangements in preparation for returning to campus and the required level of development and information to promote safe practice in order to further minimise the risk of Covid-19 through their behaviours and actions.		<b>Date of last update</b> <b>01 February 2021</b>
<b>Assessment on behalf of:</b>	<b>BU Major Incident Group and Covid-19 Health &amp; Safety Committee</b>	<b>Assessors</b>	<b>Karen Butters, Head of Health, Safety &amp; Wellbeing Jim Mussenden, Health and Safety Advisor</b>
<b>Brief details/comments</b>	All elements of this assessment have been fully discussed and approved by the Operational Sub Group of the Covid-19 Health & Safety Committee.  <b>This risk assessment will be kept under regular review to ensure it meets with the requirements of NHS, Public Health England and Government guidance.</b>		

**FOR ALL STAFF**

*To ensure we capture all relevant information as part of staff returning to campus, we have implemented a mandatory individual health screening tool - on completion of the screening tool, and taking into account the different types of responses, staff will be sent a further explanatory email, detailing next steps and what to expect. For most staff, the immediate next step will be to complete a ‘return to campus’ mandatory reorientation module (applicable to all staff), which gives information, guidance and advice about what to expect as they return and what is required by way of their personal responsibility.*

*Confirmation of those staff that have completed the reorientation module will then be shared with faculties or professional services so that line managers can liaise with staff to plan their return in more detail. As part of this discussion with their line manager, staff should raise issues in relation to working patterns, start and finish times, use of public transport, caring responsibilities and/or childcare and any reasonable adjustments they would need in place whilst on campus.*

*For those staff who may remain at home as a result of health requirements, line managers will also liaise and ensure they have all they need to continue to work from home for the foreseeable future – this will also include the confirmation of any reasonable adjustments.*

(1) Risk identification		(2) Risk assessment			(3) Risk management				
Hazard	Potential Consequences	Inherent			Control measures (use the risk hierarchy)	Residual			Further controls (use the risk hierarchy)
		Likelihood	Impact	Score		Likelihood	Impact	Score	
1. Employees working in same area	Spread of Covid-19	5	3	15	All of the controls below must be applied by staff when on campus and working within the overall Government guidance for the national lockdown in England from 5 January 2021.  Implement social distancing: <ul style="list-style-type: none"> <li>Staff to continue to work from home wherever possible and to only return to workplace where either cannot WFH and/or critical to the business. Note even in the latter case unlikely to be on campus 5 days/week – needs to be assessed on a day by day basis. Stagger time for arriving at work to help minimise contact. Also stagger breaks.</li> <li>Reduce occupancy in room to allow for appropriate physical distancing around each workspace.</li> <li>A full audit of revised room occupancy levels has been undertaken and will be made available to staff and line managers as part of the return to campus process.</li> </ul>	2	3	6	Completion of the reorientation module and subsequent declaration makes clear the requirements of each staff member in terms of their personal responsibility.  Guidance on working from home may change with updates to Government guidance.  From the 5 January 2021 - England to start national lock down but Universities to remain open [for some essential work] - all staff and line managers to review current working arrangements against this new restriction.  All BU staff to remain at home and only essential

				15	<ul style="list-style-type: none"> <li>• Ensure each employee has a workspace (need to allocate &amp; provide necessary cleaning materials – min wipe down area before and at end of day. Wash hands on a frequent basis)</li> <li>• Signing in/log sheet to record who was using the area in order to trace others if need to do so (see 10)</li> <li>• Identify a separate entrance and exit to the space if possible or identify a suitable system to avoid close contact</li> <li>• Employees to stay home if symptomatic and/or comply with any NHS Test and Trace requirements.</li> <li>• Employees on campus may need to be supervised to ensure they adhere to the controls in place</li> <li>• Remind employees not to share equipment, food, peripherals</li> <li>• No social interaction which cannot be carried out safely</li> <li>• Employees to take suitable breaks alone or whilst practising physical distancing</li> <li>• Activities to be scheduled so that time spent by staff in proximity is minimised</li> <li>• Reduce access through measures such as staggered shifts and different working times</li> <li>• The number of people each person has contact with should be reduced by using "fixed teams or partnering" (so each person works with only a few others).</li> </ul>			6	<p>activity will continue on campus this will include the limited amount of face-to-face education that we are permitted to undertake, providing support to students, providing our on-campus <a href="#">Covid testing facility</a> in a reduced capacity, and general maintenance issues.</p> <p>Enforce mandatory requirement for wearing face coverings in all BU buildings - see also section 9.</p> <p>ALL references to physical distancing are routinely set at 2m intervals.</p> <p>For any situations on campus where a 2m physical distance cannot be achieved, (as an absolute exception and only to link with relevant industry requirements) mandatory use of face coverings of a suitable standard (2+ layers) must be in place.</p> <p>From 21 January 2021 - mandatory requirement for wearing face coverings to include all BU buildings.</p> <p>From 1 February 2021 – availability of increased protection face masks for all staff working on campus. (FFP2)</p>
2.Use of communal spaces	Spread of Covid-19 among team	5	3	15	<p>Implement social distancing:</p> <ul style="list-style-type: none"> <li>• Identify a separate entrance and exit to communal spaces if possible</li> <li>• Consider clear pathways and potentially one-way routes around communal areas - demarcate using signage and barriers</li> <li>• Provide simple induction to remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area (recommend minimise printing to reduce risk of infection. If used will need to wipe down screen after use) or other communal areas</li> <li>• Increase frequency of cleaning in communal areas e.g. corridors, doors, toilets</li> <li>• Instruct employees to stay home if symptomatic or have come in contact with someone who has been symptomatic within the past few days – 10 day isolation should be observed in case of the latter.</li> <li>• Supervise employees in communal areas to ensure social distancing is observed</li> <li>• Instruct employees to bring in their own food as food preparation in kitchens will not be permitted.</li> </ul>	2	3	6	<p>Consider the provision of separate facilities for employees at higher risk.</p> <p>Doors to be kept open (where fire safety requirements permit) to reduce need to touch doors after washing hands.</p> <p>Alternate the use of facilities to enable increased cleaning.</p> <p>Remind and instruct employees that they cannot use communal kitchen areas without cleaning the space after use.</p>

<p>3. Employees with severe chronic or underlying health condition / over the age of 70</p>	<p>Severe illness if infected. Long term sickness absence. Risk of non-compliance with government guidance.</p>	5	5	25	<ul style="list-style-type: none"> <li>Eliminate the risk by allowing employees to continue to work from home in accordance with government guidance</li> <li>Completion of the Individual Health Screening Tool for all staff to identify those who need to remain at home</li> </ul>	1	5	5	<p>Risk cannot be mitigated any further by the employer apart from instruct staff to remain at home until further guidance in relation to prevalence of the pandemic and risk.</p> <p>Other adjustments may be required and given to staff from the BAME community who, based on research, may be at increased risk. Specific <a href="#">line manager guidance</a> has been developed on this topic.</p> <p>Guidance on working from home may change with updates to Government guidance. <b>(See section 1)</b></p>
<p>4. Expectant mothers, those with underlying conditions and those over the age of 70</p>	<p>Unknown impact to the unborn baby. Severe illness to the mother if immune compromised due to pregnancy or other associated health condition.</p> <p>Likelihood of more severe illness for those in the older category. <i>Data identifies this to significantly increase over the age of 70.</i></p>	5	4	20	<ul style="list-style-type: none"> <li>Eliminate the risk by allowing them to continue to work from home. As above</li> <li>If not possible:</li> <li>Isolate the employee by providing separated workspace away from others</li> <li>Minimise the time spent in the workplace</li> <li>Enable employee to work at different times/shifts to others</li> <li>Consider timetabling breaks to avoid contact with others</li> </ul> <p>Specific advice on 'Age' has been produced as part of the revised staff and <a href="#">line manager resource</a></p>	1	4	4	<p>Guidance on working from home may change with updates to Government guidance.</p>
<p>5. Employees with visual, hearing or mobility impairments and other disabilities.</p>	<p>Employee may be less adept at moving quickly; may not see or hear clearly; to help them avoid other people.</p> <p>May need assistance to evacuate a building which breaches social distancing.</p> <p>May need assistance to carry out certain tasks which breaches social distancing.</p> <p>May struggle with communication if face coverings are worn – lip reading for hearing impaired.</p>	4	3	12	<ul style="list-style-type: none"> <li>Existing or new requirements for a Personal Emergency Evacuation Procedure (PEEP) is included in the Individual Health Screening Tool for all staff.</li> <li>Review any existing PEEP or ensure a new one is completed where required</li> <li>Eliminate the risk by enabling continued work from home</li> <li>Reduce the risk by ensuring special needs are considered in all areas the employee may need to use</li> <li>Ensure suitable access and egress</li> <li>Ensure pathways, one-way systems etc are wide enough to allow for wheelchairs</li> <li>Ensure disabled toilets available nearby and regularly cleaned</li> <li>Ensure safe emergency evacuation without the need for a buddy in close proximity</li> <li>Clear signage re the continuing use of lifts for those staff/students who need to as part of the management of an underlying health condition – even if one way flows and specific use of stairs and lifts has been implemented.</li> </ul> <p>If safe evacuation cannot be provided, then employee must continue to work from home.</p>	1	4	4	

					Where any requirements are needed to support staff/students with hearing impairments, the use of a clear face covering should be used, these are available at points where F2F communication is required.				
6.Employee attending the workplace using public transport	Increased risk of virus spread to work colleagues. Increased risk of sickness absence.	4	3	12	<ul style="list-style-type: none"> <li>Eliminate the problem by allowing them to continue to work from home if possible.</li> <li>Employee must check what precautions are in place with public transport provider – physical distancing, face covering, contactless payment, use of hand sanitiser etc.</li> <li>Employees must wash hands on arrival at work/sanitise.</li> <li>Adequate washing facilities are provided in all buildings in close proximity to entrances to facilitate hand washing.</li> <li>Isolate the employee by providing separated workspace away from others</li> <li>Enable employee to work at different times to others to avoid busy commuter periods</li> </ul>	2	3	6	Consider change of role temporarily to enable home working where possible.  Guidance on the use of public transport may change with updates to Government guidance.
7.Fire/emergency evacuation	Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.  Increased risk that not everyone will evacuate safely because of a lack of fire wardens.	2	5	10	<ul style="list-style-type: none"> <li>The University has carried out checks on buildings in the following areas: <ul style="list-style-type: none"> <li>Emergency lighting suitable, sufficient and maintained.</li> <li>Suitable number fire extinguishers available in required locations.</li> <li>The sprinkler system including head's maintained (if fitted).</li> <li>Dry / wet risers inspected and maintained (if installed).</li> <li>Fire blankets available in required location.</li> <li>Fire alarm and detection system for the building tested, inspected and maintained.</li> <li>Means of escape clear.</li> <li>Fire doors provided and maintained in good working order.</li> <li>Building has suitable lightening conductors / protection.</li> <li>The fire risk assessment suitable &amp; sufficient / current.</li> </ul> </li> <li>Ensure high risk work is sufficiently supported on site with technical expertise.</li> <li>Ensure trained fire wardens and fire marshals are included among those returning to work on campus.</li> </ul> <p><b>OR</b></p> <ul style="list-style-type: none"> <li>Ensure employees are aware of the need to self-evacuate upon hearing the alarm and must not re-enter the building until given the all clear by security.</li> <li>Where this is in place, employees should be reminded that exiting the building asap is the priority, then physically distance once outside the building</li> </ul>	1	5	5	Current guidelines re the provision of physical 1 <sup>st</sup> aid skills has been shared with all BU 1 <sup>st</sup> Aiders.  The limited availability of BU 1 <sup>st</sup> Aiders until campus fully reopens and/or a proportion of BU staff continuing to work from home, will require an ongoing review of the current call out system and the potential for recruitment and training of additional 1 <sup>st</sup> Aiders as required.
8.Employee health safety & wellbeing	Adverse ill-health. Sickness absence. Poor concentration leading to mistakes. Mental health issues	3	3	9	<ul style="list-style-type: none"> <li>Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. These comms will be led by MIG with input from Health, Safety &amp; Wellbeing.</li> <li>New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated</li> </ul>	2	3	6	

					<p>to employees through reorientation learning module and local line managers.</p> <ul style="list-style-type: none"> <li>Line managers are aware of how changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing.</li> <li>Stress, longer working hours, disruptive sleep, and work patterns can impact employees' immunity making them more susceptible to Covid-19 and should be subject to line manager support and risk assessed where required.</li> <li>Managers hold regular informal discussions with their team and look at ways to reduce potential causes of stress. (see above)</li> <li>Concerns on workload issues or support needs are escalated to line manager.</li> <li>Managers recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</li> <li>Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs</li> <li>Employees are made aware of supportive mechanisms available to them (Employees Assistance Programme, Health, Safety &amp; Wellbeing Team etc) through line managers.</li> </ul>				
9.Virus transmission in the workplace	Ill-health. Sickness absence. Spread of infection to others. Productivity loss.	3	4	12	<ul style="list-style-type: none"> <li>Staff continue to work from home where possible and for the foreseeable future.</li> <li>Specific individual worker screening/assessment undertaken for those who have a self-declared health condition which could increase their risk profile.</li> <li>A 'campus return' checklist has been undertaken with local line managers prior to a return to campus in order to identify the control measures in place and any additional support for individuals.</li> <li>Line managers keep track of employees self-isolating with Covid-19 symptoms so that they can support a return to work after the symptom free period.</li> <li>A reorientation learning module on Brightspace has been developed to ensure staff and line managers have been trained before returning to work or carrying out new procedures in relation to Covid-19.</li> <li>Work has been arranged so that staff are able to maintain the government guidelines for physical distancing based on the latest Guidance</li> <li>Staff activities are segregated to ensure physical distancing.</li> <li>Staff face to face contact has been limited with each other to in terms of time and <a href="#">additional measures in place</a> where 2m cannot be achieved. (1metre +)</li> <li>A one-way flow system is considered and implemented if possible and visual aids, such as floor strips, signage are used for maintaining physical distancing.</li> <li>Employees are educated on preventative care and infection control.</li> </ul>	1	4	4	<p>For any situations on campus where a 2m physical distance cannot be achieved, (as an absolute exception and only to link with relevant industry requirements) mandatory use of face coverings of a suitable standard (2+ layers) must be in place.</p> <p>From 21 January 2021 - mandatory requirement for wearing face coverings to include all BU buildings.</p> <p>From 1 February 2021 – availability of increased protection face masks for all staff working on campus. (FFP2)</p>

				<ul style="list-style-type: none"> <li>• Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</li> <li>• Posters are displayed that encourage staying home when sick, &amp; cough and sneeze etiquette.</li> <li>• Alcohol hand gel has been placed at high use areas to the workplace and in other areas where they will be seen &amp; used. Staff removing this provision without authorisation will be disciplined as this is a key safety feature on campus for all.</li> <li>• Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds and/or use alcohol-based hand sanitiser that contains at least 60-95% alcohol.</li> <li>• Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</li> <li>• Physical distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</li> <li>• Staff bring their own provisions in for lunch until safe provision of catering outlets can be available.</li> <li>• Social gathering amongst employees not permitted whilst at work.</li> <li>• Staff to keep in touch through remote technology such as phone, internet and social media.</li> <li>• Where possible, staff have been separated into teams to reduce contact between employees and increase activity resilience.</li> <li>• Workspaces are arranged to maintain physical distancing, with employees facing in opposite directions.</li> <li>• PPE is considered for work processes where close contact is required.</li> <li>• Required training has been made on what PPE is required</li> <li>• The government’s e.g. Public Health England response page is monitored regularly on behalf of MIG and BU for latest details on guidance and advice.</li> <li>• Advice and information is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e line managers, intranet) and shared with staff.</li> <li>• Business related travel is stopped or greatly reduced in accordance with <a href="#">University policy</a></li> <li>• All meetings have been changed to digital consultations unless can justify face to face meetings (business essential) when follow government physical distancing guidelines.</li> <li>• Staff told not to handshake and engage in general close personal greetings</li> <li>• Employees are made aware of the impact of Covid-19 on their job/change of working environment.</li> <li>• Require that companies who regularly attend University premises e.g. contractors to provide their health and safety policy/arrangements/or RAMS (risk assessment and method statement) regarding Covid-19.</li> </ul>			
--	--	--	--	--	--	--	--

				<ul style="list-style-type: none"> <li>• Staff are made aware of Covid-19 symptoms via communications, visual aids such as posters in key locations, digital screens</li> <li>• Anybody visiting site will be informed that they are not to enter if they're experiencing Covid-19 symptoms and will be advised to self-isolate in line with government recommendations</li> <li>• Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying Covid-19 symptoms - 2-week isolation should be observed.</li> <li>• Staff will be supported to abide by any NHS Test &amp; Trace involvement which requires them to self-isolate</li> </ul>				
10. Inadequate building ventilation	Ill-health. Sickness absence. Spread of infection to others.	3	4	<ul style="list-style-type: none"> <li>• BU promotes fresh air ventilation of all normal spaces via openable windows where possible and advises of A/C use as a last resort.</li> <li>• BU buildings have fully adopted a revised approach to air management systems to ensure all meet with the legal requirements for ventilation and extraction – see additional comments</li> <li>• From July 2020, BU initiated a Building Management System control strategy in line with the CIBSE COVID 19 ventilation Guidance and BESRA VG 002 Summary Practical Measures for Services Operation. This resulted in significant alterations to the programming of our Air Handling Units (AHU) to provide the following settings;               <ol style="list-style-type: none"> <li>1. All AHUs will run 24/7</li> <li>2. All AHUs will be set to run in full fresh air where possible, frost protection will still be enabled to protect the unit</li> <li>3. Any AHU with inverter driven fans will drop down to 25% speed of Normal speed (or minimum) out of normal occupancy where possible</li> <li>4. Any AHU with inverter driven fans will come to normal speed 2 hours before occupation</li> <li>5. All temperature setpoints will be maintained at occupancy level 24/7</li> <li>6. All thermal wheels will be disabled where possible</li> <li>7. All fan coil units will we set to run 24/7, site may need to disable any wall units to stop people turning on/off locally</li> </ol> </li> <li>• In additional to the above we have changed all our AHU filters from a standard EN779 F7 to EN779 F9, which is the highest-grade particle filter we can install within our systems, The F9 filter is used as a pre filter within medical grade AHU's.</li> <li>• Estates continue to monitor best practice and guidance from CIBSE, BESRA and the HSE and whilst there has been a relaxation by CIBSE in their initial instruction to isolate thermal wheels for heat recovery, we have continued with our current settings to provide 100% fresh air whilst still providing sufficient heat output for occupancy.</li> </ul>	1	4	<p>This was conducted within the following buildings which have AHU's.</p> <ul style="list-style-type: none"> <li>• Bournemouth House</li> <li>• Executive Business Centre</li> <li>• Melbury House</li> <li>• Studland House</li> <li>• The Old Fire Station</li> <li>• Christchurch House</li> <li>• Dorset House</li> <li>• Fusion</li> <li>• Poole House</li> <li>• Kimmeridge House</li> <li>• SMCL</li> <li>• Student Centre</li> <li>• Weymouth House</li> <li>• Poole Gateway</li> </ul>	



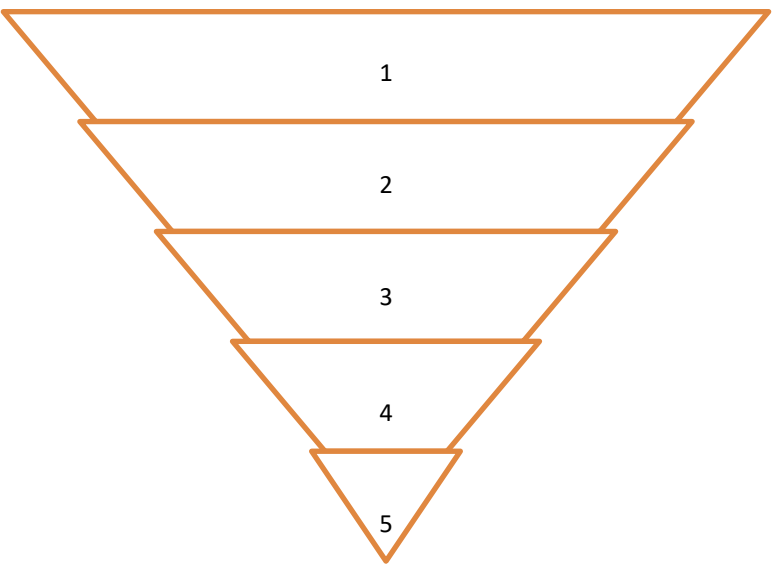
					<ul style="list-style-type: none"> <li>Also, Bournemouth Gateway Building (once commissioned in accordance with its design parameters) will be adjusted to meet the ventilation requirements of CIBSE &amp; BESRA with all thermal wheels isolated.</li> <li>Toilet ventilation is in operation at nominal speed in similar fashion to the main ventilation system.</li> <li>Windows in toilets are not to be opened to maintain negative pressure and the right direction of mechanical ventilation air flows.</li> <li>Instruct building occupants to flush toilets with closed lid. Signage to be placed on rear of toilet doors explaining the dangers of ‘aerosol (airborne) transmission ‘of the new SARS-CoV-2 virus.</li> </ul>				
11. Residue virus on surfaces	Ill-health due to viral spread. Sickness absence. Spread of infection to others. Productivity loss.	3	4	12	<ul style="list-style-type: none"> <li>Full cleaning of the buildings has been carried out before returning from lock down in August 2020</li> <li>Daily cleaning procedures for all areas is undertaken, depending on risk of transmission</li> <li>The ongoing cleaning frequency is sufficient enough such that cleaning can be undertaken when building is occupied.</li> <li>All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, shared desks, phones, flush plates, taps, dispensers, toilets</li> <li>Blinds to be kept opened and locked if they cannot be removed.</li> <li>Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</li> <li>Appropriate cleaning products are used during daily preventative clean regime.</li> <li>Staff avoid using and touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations.</li> <li>Any use of common work equipment is restricted and managed. Individuals responsible for wiping down any equipment after use with products provided on campus.</li> <li>Persons undertaking the cleaning have been instructed with clear safe usage instructions.</li> <li>The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use</li> <li>Correct PPE is provided for the use of cleaning materials</li> <li>Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day.</li> <li>Waste bins will be lined with a plastic bag so that they can be emptied without contacting the contents.</li> <li>Any emptying of bins and wastepaper baskets not carried out by cleaning staff should always be followed by hand washing and/or use of hand sanitiser</li> </ul>	2	4	8	<p>Need to determine and advise on the clear differences between ‘cleaning’ (role of Interserve) and individual responsibility for wiping down any used by staff (desks, keyboards, printers etc) after use.</p> <p>Where wipes and similar products are supplied, clear instruction on safe use must be made available.</p> <p>All enhanced cleaning operations and additional wiping down of equipment/surfaces by staff and students has been continually assessed and adopted as ‘BAU’ during the current pandemic – the overall level of cleaning is above that prescribed within <a href="https://www.gov.uk/government/publications/emgspi-btweg-mitigations-to-reduce-transmission-of-the-new-variant-sars-cov-2-virus-22-december-2020">https://www.gov.uk/government/publications/emgspi-btweg-mitigations-to-reduce-transmission-of-the-new-variant-sars-cov-2-virus-22-december-2020</a></p>

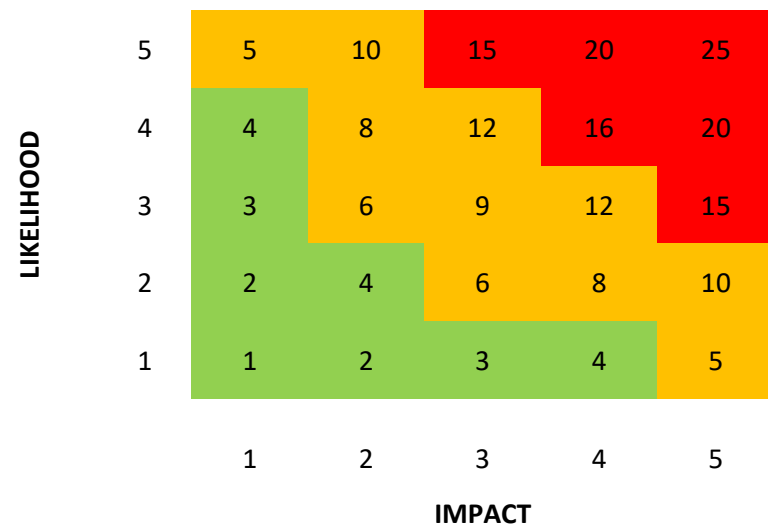
<p>12.Travelling to work</p>	<p>Risk of viral infection if using public transport or there is increased contact with others.</p> <p>Increased potential for viral spread in the workplace</p>	3	4	12	<ul style="list-style-type: none"> <li>Working from home should be considered and prioritised where possible</li> <li>Parking restrictions to maintain social distancing measures in place.</li> <li>Workers will be instructed to use their own transport for work activities.</li> <li>Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc</li> <li>If public transport cannot be avoided, consider alternative work on a temporary basis to enable work from home</li> <li>Follow government advice on car sharing</li> <li>Follow advice if using taxi to get to work</li> <li>Will issue guidance if cycling to work and using secure cycle cages and other facilities (lockers/showers)</li> </ul> <p>If public transport is used</p> <ul style="list-style-type: none"> <li>Employee must check what precautions are in place with public transport provider – physical distancing, face covering, contactless payment, use of hand sanitiser etc.</li> <li>Employees must wash hands on arrival at work</li> <li>Isolate the employee by providing separated workspace away from others</li> </ul> <p>Enable employee to work at different times to others to avoid busy commuter periods</p>	1	4	4	
<p>13.Entry and exit to and from buildings</p>	<p>High risk contact spots can spread the infection quickly to anyone who touches them.</p>	3	3	9	<ul style="list-style-type: none"> <li>Entry and exits to the building/site are limited to the minimum number of points required.</li> <li>Access and exit from a building should be enabled without the need for physical touching where possible. Where necessary staff to wash hands after entering the building. Doors to be wiped down on a frequent basis</li> <li>Access to the building is restricted to visitors and contractors etc.</li> <li>Visitors confined to strictly defined areas and unnecessary movements around the building are to be avoided.</li> <li>Hand sanitiser pump action containers are available in every work area and on main travel routes through the building/site including access and egress areas</li> <li>Advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate.</li> <li>Signs displayed reviewed and replaced as necessary</li> </ul>	1	3	3	

14.Gasses	Gas leaks, ruptures. Fire and explosion risk. Carbon monoxide poisoning.	3	5	15	<ul style="list-style-type: none"> <li>Update all RA/MS for Covid-19</li> <li>Gas installations e.g. boilers been inspected, tested and maintained at required frequencies.</li> <li>Adequate ventilation available next to gas installations.</li> <li>Carbon monoxide detection available next to gas installations and in operation.</li> <li>Gas isolation control switches available and clearly identified.</li> <li>Supplier’s emergency contact number clearly displayed, un-obscured and legible.</li> <li>Gas cylinders being used safely (if used).</li> </ul>	1	4	4
15.Water	Poor water management can lead to legionella – severe illness. Can make the employee much more susceptible to other illnesses and viruses such as Covid-19	3	5	15	<ul style="list-style-type: none"> <li>Update all RA/MS for Covid-19</li> <li>Tanks, taps and shower outlets inspected and maintained.</li> <li>Suitable controls in place to reduce the risk of legionnaires disease.</li> <li>Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria.</li> <li>Drinking water facilities safe for use i.e. bottled water for personal use</li> </ul>	1	4	4
16.Plant and equipment	Poorly maintained equipment can lead to mechanical failure – accidents causing harm and damage. Non-compliance of statutory inspections. Enforcement action by the HSE. Equipment taken out of action for long periods. Release of harmful materials. Safety protection ineffective.	3	5	15	<ul style="list-style-type: none"> <li>Responsible person has carried out checks on your building in the following areas:</li> <li>Update all RA/MS for Covid-19</li> <li>Thorough examination, inspection, test and maintenance certificate and logs available and up-to-date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems.</li> <li>The thorough examination, inspection, testing and maintenance records for equipment is in date.</li> <li>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date</li> <li>All fixed guards on machinery in place, secure and well maintained.</li> <li>The safety devices and controls e.g. emergency stops, light guards etc been checked to ensure safe operation.</li> <li>Defective equipment been taken out of service awaiting repair.</li> <li>Enough space is available for personnel to undertake their tasks safely and comfortably.</li> <li>Personnel have the appropriate competences and/or trained to use machines/work equipment</li> </ul>	1	4	4

17. Management of a confirmed case or outbreak of Covid-19	Increased risk of Covid-19 to BU community in the event of an outbreak	5	5	25	<p>We will hold an agreed plan of action in the event of an outbreak to include:</p> <ul style="list-style-type: none"> <li>• Nominated single point of contact who will liaise with relevant colleagues/partners and Public Health England (PHE) as required</li> <li>• Guidance from PHE where there is more than one case</li> <li>• Confidential records of symptomatic staff/students</li> <li>• Advice locally in terms of deep cleaning areas of campus as required</li> <li>• Timely communications to staff/students</li> <li>• Assistance with the <a href="#">NHS Test and Trace</a> service by keeping a temporary record of staff and visitors in a way that is manageable</li> <li>• Support staff/students to comply with any Test and Trace requirements to ensure they do not suffer detriment as a result of helping to contain clusters or outbreaks</li> <li>• Provide assurance and information to the BU community about how we are preventing outbreaks, working with all parties on any actions that may be required</li> <li>• Working in partnership with local authorities <a href="#">BCP</a> and <a href="#">Dorset Council</a> as required</li> <li>• Immediately inform staff who may have been in contact.</li> </ul>	3	4	12	
--	--	---	---	----	---	---	---	----	--

**ASSESSMENT GUIDANCE**

1. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
4. Admin controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	



Likelihood	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Very Likely

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries e.g. slight bruising
2	Minor	Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered.
3	Moderate	Injuries or illness e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work.