LEEDS BECKETT UNIVERSITY COVID-19 HEALTH AND SAFETY RISK ASSESSMENT

**Description of activity:** Return to Campus – COVID-19 2020
To facilitate a Healthy & Safe Campus Environment, Inform Restart Protocols, Risk Assess the COVID-19 Hazard & Review Existing Risks

<table>
<thead>
<tr>
<th>Location: University</th>
<th>Assessment by Leeds Beckett University</th>
<th>Assessment date: 30/06/20</th>
<th>Review date: Weekly &amp; continuously on new Government guidance</th>
</tr>
</thead>
</table>

**Acronyms**

- S&S – School or Service
- CARES – Campus and Residential Services
- Estates – Estates & Facilities
- RA – Risk Assessment
- H&S – Health & Safety Team
- H&S CC – Health and Safety Consultative Committee
- VCO – Vice Chancellor’s Office
- HR – Human Resources
- PEEP – Personal Emergency Evacuation 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
<table>
<thead>
<tr>
<th>Date of amendment</th>
<th>Hazard number</th>
<th>Amendment/removal text</th>
<th>Updated text</th>
<th>Input by</th>
<th>Latest Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>25/08/20</td>
<td>1</td>
<td>Remove reference to CARES Cleaning RA</td>
<td>Refer to CARES Cleaning Charter</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>2</td>
<td>Remove reference to Vulnerable staff required to work from Home</td>
<td>Reference staff may return to work subject to completion of Individual Vulnerable person RA and suitable Control measures as implemented as required</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>2</td>
<td>Amend text on face coverings</td>
<td>Reference University policy on use of face coverings on campus.</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>4</td>
<td>Amend text on handling shared equipment and cleaning of with wipes</td>
<td>Add sanitise before handling shared equipment and clean with appropriate cleaning medium.</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>5</td>
<td>Remove procedure for managing essential visitors</td>
<td>Add updated procedure for visitors including completing visitor RA and seeking approval. (DRAFT)</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>7</td>
<td>Remove PPE bins</td>
<td>Insert reference for managing waste post confirmed Covid case</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>8</td>
<td></td>
<td>Add provision of hand sanitiser in teaching spaces</td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>8</td>
<td>Remove reference to antibacterial soap</td>
<td></td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>13</td>
<td>Remove reference to specific PPE bins</td>
<td></td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>25/08/20</td>
<td>13</td>
<td>Remove minimise delivery’s via security (new mail procedure to follow).</td>
<td></td>
<td>S Thackray</td>
<td>2</td>
</tr>
<tr>
<td>26/08/20</td>
<td></td>
<td>Add in reference to university placements both UK and abroad</td>
<td>Add in reference to university placements both UK and overseas</td>
<td>L Wilson</td>
<td>2</td>
</tr>
<tr>
<td>Hazards identified</td>
<td>Risks to health and safety</td>
<td>People at risk</td>
<td>Health and safety risk management measures</td>
<td>Responsibilities/Actions</td>
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| 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 delivered through the Major Incident Team (to assist individual schools and services through a co-ordinated approach, to develop procedures & risk assessments, supported by H&S Team)  
- 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 based upon current GVT guidance)  
  o Campus users to maintain 2 metres social distancing wherever possible  
  o Where campus users cannot maintain 2 metres social distancing, practical controls to be implemented to manage COVID-19 Aerosol transmission risk  
  o Induction provided to all staff and students  
  o Comprehensive/consistent Covid secure and safety signage across campus.  
  o Provision of hand washing or sanitiser on entry and exits to all open University buildings |  
- Deans, Directors, School Administration Managers & School Learning Officers, H&S Co-ordinators will have responsibility or delegated responsibility for actions in their areas, with support available from H&S Team  
Health & Safety Team (H&S Team) 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 (H&S)  
All staff have duties under the Health & Safety at work act 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 H&S arrangements as part of student code of conduct  
- For consistency & to assist, H&S Team will provide support as required during Schools & Services RA drafting & check RAs for COVID-19 control measures (S&S, H&S Team)  
- RA submission & checking to be undertaken by Dean/Director or Head with further advise given through the university H&S Team where required (S&S, H&S Team Support) |
- Extra sanitiser points at strategic locations i.e. lifts, coffee, retail outlets, toilet facilities etc.
- Keep clear zones outside toilets to stop people crossing, some smaller toilets reduced to single occupancy, with larger toilets having a monitor system and traffic light system outside the door.
- Hands to be washed at regular intervals throughout time spent on campus. Washed for at least 20 seconds, rinsed thoroughly and dried completely
- Frequent & increased surface cleaning of touch points will be undertaken by CARES cleaning staff throughout the day
- Campus cleaning will be aligned to CARES Cleaning Charter.
- One-way systems in place to enable social distancing.
- Lift occupancy restrictions in place for all opened building with Fire evacuation lifts managed additionally with limited occupancy numbers.
- Marshals to assist and reiterate University’s Covid 19 safety procedures.
- Door access reconfigured where possible to avoid touch points i.e. card access.
- Doors held back where possible but not to affect protected evacuation routes.
- Reduced occupancy of teaching spaces to achieve social distancing
- H&S Team advice on enactment of control measures where required/applicable from S&S RAs (S&S, Estates, H&S Team)
- Communication of any new RAs to all relevant campus users & stakeholders to be provided in good time for effective review by all parties concerned (S&S & Estates, H&S Team Support)
- New RAs for areas identified necessary for COVID-19 (e.g. classroom spacing, repurposed spaces, one-way system, restarting building services etc.) (Estates S&S, H&S Support)
- Communal and shared areas to be identified & RAs to be completed in collaboration between Estates & relevant S&S (Estates, S&S, H&S Team Support)
- 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, Security, H&S Team Support)
- Staff or students showing symptoms of Covid 19 should be provided with PPE to prevent spread of the virus to others.
- Arrangement where possible for safe transit home for symptomatic campus user via somebody from the same household, through sufficient social distancing (S&S, Student Services, H&S Team Support)
- Known or suspected infection informed to school or service representative, HR, Student Services & H&S Team (S&S)
- Processes for communicating Track and Trace procedures (and identified users) and suspected/confirmed virus infected staff contacts for investigation and
based upon pre-determined building layout/timetabling
- Visitors to sign in at Security be provide with safety procedure and ID card, wash or sanitise hands, be escorted on campus by their University contact, sign out at the end of visit and return ID card
- Activity times as short as possible
- 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)
- Reducing campus user contacts by using fixed teams, shift groups or work partnering arrangements where possible
- 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
- 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/study arrangements
- Support homeworkers & monitor wellbeing and any support needs
- (see Homeworker RA, guidance and checklist)

- Local Health & Safety Management arrangements for COVID-19 in Schools, Services & communal areas in use (e.g. communications, to be confirmed (S&S, H&S Team, HR CARES)
- Confirm with accommodation providers arrangements in their residences for self-isolation of student tenants where this is required (Accommodation and Residences Team, H&S Team)
- Enhanced cleaning plans/actions as a universal control measure with reference to best standards and practice and in line with CARES cleaning charter (S&S, CARES, H&S Team Support, CARES Cleaning Charter)
- Keeping buildings as well ventilated (safely) as possible (S&S, Estates)
- 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, PPE (if required). (Estates, CARES, Procurement, H&S Team Support)
- Arrangements for storage of cleaning/sanitising stock items and issuing of these via CARES Cleaning Charter(Estates, CARES Cleaning, Finance, H&S Team Support)
- Prioritised plan for opening elements of campus to be enacted as per risk assessment and control measures(Estates, S&S, H&S Team)
- Arrangements to be assessed and validated by walk through inspections (Estates, S&S, H&S Team)
<table>
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<tr>
<th>RAs, safe systems of work, training provision, information, instruction, monitoring, review), in line with University’s COVID-19 RA and Management Strategy</th>
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<tbody>
<tr>
<td>• <strong>Arrangements for Staff/Student departure from campus &amp; self-isolation on displaying symptoms or knowledge of contact with symptomatic or confirmed infected person</strong></td>
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<td>• <strong>Arrangements to communicate cases of advised self-isolation action to relevant Dean/Director/Head &amp; update to HR or Head of Subject</strong></td>
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<tr>
<td>• <strong>Arrangements to identify self-isolator/known infection campus contacts (staff)</strong></td>
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<tr>
<td>• <strong>Operational priorities and sequence for opening of services, schools, research, facilities, etc to be confirmed based upon Major Incident Team discussions</strong></td>
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<td>• <strong>Communication of University COVID-19 health &amp; 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, signage, electronic means via screen or totem, etc)</strong></td>
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<td>• <strong>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.</strong></td>
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<p>| Phasing of subsequent priorities to be confirmed, planned and actioned, through suitable risk assessment and principals established during walk through inspections (Estates, S&amp;S, H&amp;S Team) |
| • <strong>Arrangements to be made for consultation regarding COVID-19 risk management arrangements at the University with the relevant Trade Unions. Health and Safety Consultative Committee, HR, UET, MIT (H&amp;S Team, UET, HR H&amp;SCC)</strong> |</p>
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| 2. Airborne transmission of virus from infected campus user (presence in airborne droplets (coughs, sneezes) or consequently on surfaces) |  | Campus Users including:  
Staff  
Students  
Visitors  
Contractors  
Public  
First Aiders  
Fire Marshalls/Wardens  
Contacts of the above |  |Homeworking and home learning approaches as far as possible for staff and students  
The University supports the use of face coverings whilst on campus and this is a mandated requirement whilst transiting university buildings and public spaces, and areas where social distancing is not possible.  
Physical Perspex barriers at receptions and hubs as required  
Handwash & hand sanitizing arrangements/stations & advice signage  
Information & communication on not touching eyes & face or PPE (If worn)  
No shaking hands/physical contact between campus users (from different households)  
Catch it, bin it, kill it information & advice  
Enhanced cleaning arrangements on campus (see CARES Cleaning Charter)  
Appropriate PPE as required through the risk assessment process (e.g. First Aiders- surgical fluid resistant face masks, disposable nitrile gloves, eye protection and apron)  
Estates services to ensure areas where forced air ventilation is present that recirculation is not utilised, and that fresh air and extract of air space is maximised. | PPE for safety as part of work activities required (e.g. cleaning, first aid, lab work, OH etc.) (S&S, CARES, H&S Team Support)  
Information and instruction on correct use of PPE including donning and doffing and safe waste disposal. (H&S, S&S, CARES)  
As per Government guidance, face coverings are mandatory on public transport, in shops, hospitals and in enclosed spaces where social distancing is not possible. This may also be the case for any practical placement elements as defined in the placement providers risk assessment.  
Wherever possible, - flexible working patterns will be supported for colleagues using public transport so that peak times can be avoided  
Wherever possible we will enable colleagues to work from home  
Colleagues who are ‘clinically extremely vulnerable’ will be able to work on Campus on completion of a Vulnerable Persons RA and suitable controls measures been put in place as necessary (S&S)  
The University has made the wearing of face coverings mandatory whilst moving around campus, queueing at food outlets and areas where social distancing is not possible. It should cover the nose and mouth and should be changed daily and washed. Avoid touching the covering, wash hands before putting on and after removal.  
Where fluid resistant surgical face masks are required as part of a role, these will be... |
provided by the relevant School or Service. This information will also be included in the School/Service H&S Risk Assessment (S&S, Marketing, H&S Team Support)

- 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 (Estates, S&S, H&S Team Support)

- Enhanced cleaning of all shower & changing facilities regularly during the day and at the end of the day (CARES, S&S, H&S Team Support)

- University buildings to be well ventilated with fresh air by. Air conditioning should not be set on recirculation but intake and extract and set to the maximum air changes possible. Older buildings without air conditioning, windows should be opened where possible to increase air flow. (Estates, S&S)
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| **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 from home  
- Limited staff and student contact time going forward  
- Suitable arrangements to facilitate social distancing to a minimum of 2 metres on campus for all identified buildings and spaces in use  
- Catch it, bin it, kill it advice poster, if no tissue, use crook of the elbow  
- Covid secure posters  
- Encouraging staff to remain on-site and, when not possible, maintaining social distancing while off-site  
- Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage | Building plans & local knowledge utilised by Estates, S&S, CARES, H&S Team 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 (Estates, S&S H&S Team Support)  
- Where possible, signposted one-way direction systems, floorplans, around buildings, common, study and lecture areas and workspaces therein (Estates, S&S H&S Team 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 (Estates, H&S Team Support)  
- Dedicated building entry and exit points with hand wash stations or sanitising stations. Marshals on entry points reaffirming University hand washing, sanitising and use of face |
coverings social distancing guidance (Estates, CARES, H&S Team 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 Wardens present in suitable numbers with social distancing as far as reasonably practicable (S&S, Estates, OHS)

- Fire drills to be altered to a dispersal plan rather than assembly point with fire evacuation fire evacuation details given at induction This would be building specific. Could be backed up with a video evacuation walk through of each building to be watched periodically by campus users in the relevant areas (H&S Team, Estates, S&S)

- Fire/Emergency evacuation procedure to be prominently displayed throughout each building through visible notices (H&S Team, Estates, S&S)

- Fire/Emergency evacuation principals to be reinforced in fire mandatory e-learning to key staff (H&S team, POD)

- Updated instructions to be provided to Fire Wardens list to be updated once staff on campus is known (H&S Team)

- 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 (H&S Team, S&S, Marketing, External Relations)

- Arrangements for vulnerable campus users with mobility issues or disabilities to be reviewed in line with new COVID-19 measures and the PEEP’s to be amended to reflect this – liaise with relevant parties (Student Services, H&S Team S&S, Estates)
• Where staff are in a front line “person facing” role, suitable arrangements for such protective measures as protective screens, contactless payments where possible to be implemented (e.g. – Student Hub, reception, catering and refreshment environments, 1-to-1 rooms/sessions, etc.) Estates, S&S H&S Team 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 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 Estates, S&S H&S Team Support

• Spaces to be configured so that any seating is back-to-back and side-to-side, rather than face-to-face where it is not possible to move workstations further apart for 2 metre distancing Estates, S&S H&S Team Support

• Contact time between staff, students, campus users to be limited to where necessary/essential only (S&S, H&S Team support)

• Suitable PPE for first aiders to be available in all first aid kits staff. (fluid resistant surgical masks, gloves, apron, eye protection, suitable waste bag & alcohol-based hand sanitiser) (H&S Team S&S)

• First aid qualification, extensions to certificates and deadline of 30th September 2020 for qualification based upon geographic opening of buildings.

• Assess number of first aiders required to provide cover and update corporate first aid risk assessment.
- Update guidance to first aiders due to Coronavirus, suspension of rescue breaths during CPR on adults and recommended PPE (Carnegie Coaching, H&S Team)
- 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. Trade Unions, CARES, S&S, H&S Team 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 & transmission rate decreasing. (Relevant parties – e.g. Unions, S&S, H&S Team Support)
- Campus users in the Government’s extremely clinically vulnerable category have been strongly advised not to work outside their home (HR, S&S, H&S Team 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 who cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to maintain 2m social distancing (HR, S&S, H&S Team Support)
- In the case of vulnerable students registered with the Disability Team that have made their shielded status known to us, a review of their
• 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 not have face-to-face arrangement (Estates, S&S, H&S Team 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 (Estates S&S, H&S Team Support)

• At locations using turnstile access, use your access ID (S&S, Estates, H&S Team Support)

• Discourage non-essential movement around campus (Estates, S&S, H&S Team Support)

• Reduce job & location rotation (S&S, H&S Team 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, personal responsibility, etc.) (Estates, S&S, H&S Team Support)

• Any driving for work requirements (using University vehicles) to be risk assessed with controls that could be considered including hired bikes, only using vehicles when essential, vehicles being allocated to staff members and
their being alone while driving (where 2 m social distancing is not possible), the vehicle being subject to thorough pre-use and post-use cleaning with suitable cleaning medium and equipment, that is signed off (as is the case for vehicle checks), keeping the vehicle well ventilated (windows open), etc. (Estates, CARES H&S Team Support)

- Regular cleaning of vehicles that workers may take home as part of their contracted obligations
- Non-essential work-related travel is currently advised against. As things change 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, H&S Team Support)
- Set clear cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible when accessing them. In Progress (Estates, CARES, H&S Team)

See CARES Cleaning RA

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<td>4 - Contact with COVID-19 by touch (e.g. shared resources, equipment, inanimate objects, common touch points, etc.)</td>
<td>• COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts</td>
<td>Campus Users including: • Cleaners • First aiders • Staff • Students • Visitors • Contractors • Public</td>
<td>• General requirements for hand washing as per PHE to be informed to all campus users • Enhanced cleaning arrangements (CARES) and locally (S&amp;S) as per CARES Cleaning Charter • Catch it, bin it, kill it posters • Handwashing technique posters in all toilet and handwashing facilities • Deb Refresh Azure Foam Hand Wash liquid soap available at all handwash points (Antibacterial soaps are not effective on</td>
<td>• Message/reminders for campus users to wash hands for 20 seconds minimum as per the advised technique reiterated. (S&amp;S, E&amp;F, OHS) • Schedule of signed off checks that soap has not run out at handwash locations &amp; contact details for CARES helpdesk to report any issues (CARES/Cleaners) • Where required additional soap &amp; alcohol-based hand sanitiser procured to ensure sufficient stock continuity and this to be a rolling</td>
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Contacts of the above viruses. PHE advice is to, wash hands with soap & warm water for 20 seconds minimum following correct hand washing technique and rinse thoroughly. This washes the virus off hands and the soap loosens the chemical bonds of the virus in the process, compromising its onward survival.

- 70% Alcohol-based hand sanitiser stations situated across campus (Estates floor plans)
- Work from home unless essential
- Blended homeworking and home learning approaches as far possible for staff and student circumstances
- 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/after 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, My Beckett, University social media platforms etc).
- Classroom desks cleaned twice daily with Byotrol which leaves lasting surface protection for 24 hrs. hand sanitiser in classrooms for use by staff and students
- Keyboards IT equipment to be sanitised with sanitising wipes.

Enhanced cleaning regimes at high traffic touch points (e.g. lift buttons, door handles, banisters, light switches, printers, toilet locks & flushes, etc) (CARES S&S IT)
- Staff advised to use their own cutlery & crockery and bring their own food/drink to campus where possible (S&S, H&S Team Support)
- Hand sanitisation by users of shared resources such as printers, water coolers, fridges, microwaves, kettles, etc. Regular cleaning arrangements managed locally with appropriate medium (S&S, Estates, IT, CARES)
- Shared equipment/resources/literature (e.g. magazines, books, etc) to be removed where not essential. Equipment should be quarantined for 72hrs, between use or sanitised using alcohol wipes/Byotrol spray as appropriate. Use of shared resources must be risk assessed by Schools & Services and a safe system of collecting in, sanitising and re-distributing of equipment put in place to protect staff and students (S&S, H&S Team 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, Estates, H&S Team Support)
- Communal areas in use to be subject to regular cleaning (CARES)
- 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) (H&S Team, S&S first aiders)
- Areas where “hot desking” was facilitated to be re-evaluated & the pcs/desk areas to be assigned to individuals going forward, for their use only, at a suitable 2 metre social distance (S&S, Estates, IT, H&S Team Support)
- Classrooms cleaned twice daily by CARES cleaners, IT equipment to be sanitised before and after use by academic lead. (S&S, CARES)
- IT labs Cleaned by CARES Cleaning staff twice daily IT Equipment to be cleaned by user before and after use with purpose designed wipes, hand sanitiser available in room.
- Clear desk policy as far as possible to be initiated as part of wider good housekeeping arrangements, to aid cleaning (S&S,)
- 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 and quarantining equipment for 72 hrs. before handling (S&S, H&S Team Support)
- 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). Staff to sanitise shared phones after use. If possible, email and interaction through Skype for Business and Microsoft Teams (S&S, IT, CARES, H&S)
- Emergency phones are located adjacent to i-printers and hand sanitiser wall units. 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 (IT, Estates)

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<tr>
<td>5-Confirmed/ suspected case(s) of COVID-19 among staff and/or students Contact with visitors/contractors</td>
<td>• 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</td>
<td>• Staff • Students • Visitors • Public • Contacts of infected person</td>
<td>• Suspected or confirmed cases of Covid 19 on campus. Isolate the individual in dedicated isolation area, inform Security, Security to provide PPE (Mask and Gloves) to limit further viral spread to others, arrange for their removal from campus, inform HR, CARES to deep clean isolation area or quarantine for 72hrs. • Follow NHS guidance and follow “Track and Trace” protocols • Staff/students and visitors having been in contact with a person known to be Covid-19 positive must self-isolate for 10 days or longer and report to HR or Student Course Director • Local arrangements to contact and inform potential staff contacts of confirmed case • In the limited events of visitors to the campus (where this is deemed essential only), a central 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</td>
<td>• 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, H&amp;S Team, VCO, Student Services) to be confirmed as part of the University COVID-19 Management Strategy (BCMG) • Staff contacts to be identified and informed locally in Schools and Services (S&amp;S, H&amp;S Team Support) • Use of local investigation and NHS Track &amp; Trace procedures to identify and inform contacts in the event of staff infection • Communications processes for all external stakeholders involved in response to a potential COVID-19 case/outbreak, including: -Protocols with health service -Protocols with local, regional, and national institutions (PHE) (S&amp;S, HR, H&amp;S Team 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</td>
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of a known COVID-19 infection coming to light
- Visitors to campus should be discouraged wherever possible and communicated with by other means skype, phone.
- Visitors, contractors to be booked in at Security prior to attending site. No booking no access
- Essential visitors to campus must be risk assessed prior to attendance. Schools and services are responsible for completing LBU Essential Visitor Risk Assessment and gaining approval from Dean/Director (S&S)(DRAFT)

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. Cleaning as per decontamination protocol to be enacted for areas of concern identified. Contact CARES Help Desk (S&S, CARES)
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</table>
| 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 | • Schools and Services are responsible for providing training, information, instruction and arrangements for fitting, fit mask testing (if required), safe wearing, removal, sanitizing, storing and disposal of PPE required by the risk assessment process within their areas  
• Schools and Services should consider appropriate PPE for people with certain disabilities, different religious beliefs, faith specific clothing (e.g. turbans, head scarves), people who wear glasses, have beards etc, to ensure PPE is suitable for each user | • PPE for specific tasks (e.g. cleaning) to be identified & reviewed (for COVID-19 hazard & controls) in local risk assessments. PPE procured via Procurement & issued/available for users where risk assessment dictates. Procurement to ensure all PPE meets British Standard, is CE marked and within expiry date (Procurement, S&S, CARES, H&S Team Support)  
• Where FFP3 masks are required, fit mask testing must be completed by a trained competent person prior to use (S&S, Estates, H&S Team Support)  
• PPE to be used as per manufacturer’s instructions & in accordance with local RAs, documented training & information in the use of PPE to be provided to campus users where applicable (S&S, H&S Team Support)  
• Arrangements for suitable stock management documented in S&S risk assessment for their PPE requirements (S&S, Procurement)  
• Business Continuity plans for the event of shortage or unavailability of PPE in current circumstances (Procurement, CARES, Estates, H&S team) |
| 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 | • Campus users to 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)  
• Users to wash hands before handling any PPE | • 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 & material safety data sheets required where applicable). Staff and students should therefore not use their own
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<th>• Ill health or death to campus users and their contacts</th>
<th>• Public Contacts of the above</th>
<th>• All users of PPE to be trained in the safe fitting, wearing, removal and disposal procedures and records to be kept locally</th>
<th>PPE, unless this is assessed as meeting the required standard for the intended protection &amp; is authorised (S&amp;S, Estates, H&amp;S Team Support)</th>
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<tr>
<td>• Cleaners emptying waste disposal points post confirmed Covid19 case do so as per a CARES Cleaning Risk Assessment and Safe System of Work (SSOW) PPE to be double bagged and kept for 72 hrs before disposal in general waste</td>
<td>• Suitable, identified PPE disposal points provided to campus users (S&amp;S, CARES, H&amp;S Team Support)</td>
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<td>• CARES cleaning staff and specific area cleaners to follow SSOW for donning and doffing PPE.</td>
<td>• PPE instruction &amp; training to be provided (S&amp;S, CARES, H&amp;S Team Support)</td>
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<td>• After safely removing and disposing of PPE, campus users must wash their hands immediately using the correct technique, contact time, rinsing thoroughly and drying completely.</td>
<td>• In accordance with local RAs and training arrangements for safe cleaning &amp; storage of reusable PPE, suitable arrangements to be made and adhered to (S&amp;S, H&amp;S Team Support)</td>
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<td>• Staff, students and visitors wearing face coverings whilst on campus (homemade or bought) as per PHE guidance should avoid touching them and remove and wash them daily. However, these do not class as PPE as they may not conform to British or EU standards.</td>
<td>• Cleaners instructed on requirements for safe disposal of single use PPE as per risk assessment controls and a safe system of work (S&amp;S, CARES, H&amp;S Team Support)</td>
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<td>• 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 relevant advice from Government/PHE (can be reiterated by the University in FAQs and other communication means) (H&amp;S Team, S&amp;S, Marketing)</td>
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<td>• 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&amp;S, H&amp;S team, CARES)</td>
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<td>Health and safety risk management measures</td>
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| 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 | • Staff and students required to wear mandatory face coverings whilst on public transport from 15th June or in confined spaces where social distancing is not possible  
• Arrangements to clean hands at earliest opportunity on arrival to campus  
• Hand washing facilities at entrances.  
• Alcohol-based hand sanitiser stations available at identified key locations including entrances & exits and teaching rooms  
• 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 students | • 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  
• Provision of suitable alcohol-based hand sanitiser stations (Estates, CARES)  
• Signage to identify alcohol-based hand sanitiser and hand wash stations/facilities (Estates, CARES)  
• Ensuring suitable handwash soap & alcohol-based hand sanitiser stocks (CARES, Procurement)  
• Locations of wall mounted hand sanitisers to be away from electrical points (switches, sockets, etc.) (Estates, CARES)  
• Plans for the event of shortage or unavailability of liquid handwash soap, alcohol-based hand sanitiser and other supplies in current circumstances (CARES, Procurement) |
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<tr>
<td>9 - COVID-19 arrangements and normal safe working practices</td>
<td>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</td>
<td>Campus Users including: • Staff • Students • Visitors • Contractors • First Aiders • Fire Marshalls • Public • Contacts of the above</td>
<td>• Campus users to follow all applicable safety practices for usual work activities, referring to existing regulatory requirements, policies, procedures and risk assessments in place in the School or Service, with COVID-19 requirements included as per review of risk assessments in their area. Advice and guidance are available from H&amp;S Team • COVID-19 related changes and standalone measures to campus arrangements to be communicated to and adhered to by all staff and students • Where practical, Security and marshals to address groups not adhering to social distancing</td>
<td>• Consider any changes that may be necessary as a result of COVID-19 control measures within the building and update local H&amp;S documentation to reflect this, detailing how equivalent risk management is attained where changes are necessary (S&amp;S, Estates H&amp;S Team) • Review and update risk assessments regular and when guidance changes (S&amp;S, Estates, CARES, H&amp;S Team support) Inform all relevant campus users of any changes to risk assessments or safe systems of work (S&amp;S, Estates, CARES, H&amp;S team) 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 by School/Service leadership teams as a requirement for such activities and available online resource modules to be completed before elements of lone work are carried out (S&amp;S, H&amp;S Team Support)</td>
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<tr>
<td>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</td>
<td>• COVID-19 transmission from any compromised cleaning provisions due to lack of materials • Harm to cleaners in event of lack of or incorrect use of equipment or PPE</td>
<td>• Staff • Cleaners • First Aiders • Students • Visitors • Public • Contacts of the above</td>
<td>• Inventory of cleaning chemicals • Arrangements for 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 ensure suitable stock) • Cleaning staff trained and updated on any enhanced requirements for COVID-19 (e.g.</td>
<td>• 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&amp;S Estates, CARES, Procurement) • Ensure a material safety data sheets are available for all chemicals and requirements for safe use are followed and applied in COSHH assessments (S&amp;S &amp; CARES)</td>
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Correct use of PPE, decontamination duties, etc).
• Schools with specialist areas such as labs/workshops are responsible for all cleaning above that normally provided by CARES Cleaners, in line with government/PHE coronavirus guidance and local risk assessment requirements
• Where PPE, cleaning materials or equipment are not available, cleaners/technicians 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 (decontamination) where identified as a useful post lockdown refresher or additional training (CARES)
• Cleaners trained on disinfecting guidelines as per any additional requirements related to COVID-19 (e.g. equipment colour coding, correct dilution ratios, etc. (CARES)
• 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 CARES, H&S Team 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, CARES)
• Treat all surfaces using disinfectants appropriate for COVID-19, ensuring all chemical contact times are adhered to (S&S, CARES)

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<td>11 - Staff &amp; student anxiety &amp; the readiness of the workforce/students physically, emotionally and psychologically</td>
<td>• Colleagues worried about their personal health and the health of those they care about  • Anxieties about jobs, the future of the</td>
<td>• Staff  • Students</td>
<td>Staff  • Line Managers aware of support available  • Mental health first aiders where appropriate  • Occupational Health and wellbeing support</td>
<td>Current protocols for identifying and escalating instances where support is required by staff, to be utilised &amp; a reminder of what is available to be distributed to Deans, Directors, Heads, Heads of Subject and Line Managers (OH &amp; HR, H&amp;S Team)  Reassurance over new arrangements</td>
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<td>The potential impacts on individuals and the University where staff are significantly affected</td>
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<td>University in the circumstances</td>
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<td>• Anxieties over study progress</td>
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- University Employee Assist Program – 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

**Studies**

- Student Services
- Student Union
- International Office
- 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 new 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

- A wide range of communication channels and materials— email, employee portals, text messages, video, posters/digital displays (after 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, H&S Team, IT)

- Instructions on how to prepare for arrival at the University on first day back (S&S, HR, H&S Team)

- 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, H&S, 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 H&S Team)
- Campus maps displayed to highlight intended entry & exit points (controlled access & egress), one-way systems, hand wash locations, hand sanitiser stations, etc (S&S, Estates, H&S Team)
- FAQs for safety provisions on campus displayed and available via staff & student portals, on tv screens, etc (Marketing, H&S Team)
- Suggestions for commute alternatives e.g. walking routes, cycle routes and arrangements for car parking, bike storage points, vehicle movements and disabled access on campus, etc
to be provided (S&S, ESTATES, H&S Team, Security)
- Guidance for staff and students for suggestions to stay safe on public transport, should it be their only option for any essential travel to campus (S&S, H&S Team, Student Services)
- What will be available or supplied, e.g. - food and beverages on campus (CARES, H&S team Support)
- What will be provided or not, e.g., campus users encouraged to bring own utensils, cups, etc. (S&S, Student services, CARES, Estates, H&S Team)
- **For Students**: what Learning & Teaching delivery will look like, what IT equipment to use, opportunities for skills development and how to access new support arrangements (S&S, IT, Student Services)
- Instructions on bringing equipment (laptops, chairs, etc.) back into the workplace and sanitisation requirements (CARES, Estates, H&S office, IT)
- Changes to the work environment including room availability, relocation of workspaces, desks, no hot desking, etc. (Estates, S&S, H&S Team Support)
- PPE & hygiene arrangements (Estates, CARES, S&S, H&S Team)
- Modifications to internal and external meeting protocols (e.g. use of Skype, MS Teams), hosting of visitors/events, and visitor access (e.g. additional Marshalls to facilitate/ensure adherence to COVID-19 arrangements and controls for hosting of any significant future events) (Estates, CARES, S&S, H&S team support)
- Arrangements for access to toilet & welfare facilities (CARES, Estates, H&S Team Support)
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| 12 - Resistance to change and potential impacts on H&S 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 and safe systems of work, communicating the outcomes to relevant staff & students (S&S, H&S Team Support)  
• Consultation, training, information and instruction in any new methods of work consequent of any significant changes for those involved (S&S, CARES, Estates, H&S Team Support)  
• Careful management to ensure staff and students follow all reasonable instructions designed for the safety of themselves and others (S&S, CARES, Estates, H&S Team Support)  
• Providing information on what the workplace changes will be and how these will be implemented (S&S, Student services H&S Team Support)  
• Ensure new use of technology is inclusive to all involved (home workers, workers with protected characteristics, etc.) (S&S, IT, OH, H&S Team Support)  
• Where there is a lack of adherence or cooperation with the measures put in place for the safety of the individual and other campus users, this should be reported and acted on by Line Managers or Heads of Subject (S&S, HR, H&S Team Support) |
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<td>13 - Contaminated (COVID-19) items that may enter the University</td>
<td>• COVID-19 transmission through touch, absorption or ingestion</td>
<td>Campus Users including:</td>
<td>• Encourage individuals to utilise only the minimum items required and not to retain levels of stock</td>
<td>• Local arrangements for sanitisation or quarantine should be communicated in those areas where this is a requirement, and these methods of safe working followed.</td>
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<td>• COVID-19 infection</td>
<td>• Staff</td>
<td>• Encourage individuals to store and secure their own items separately from others (i.e., individual coat hooks, personal bag)</td>
<td>• Delivery location and sanitising arrangements for staff involved to be confirmed, review pick-up and drop-off collection points, supporting procedures, signage and markings — once these matters are confirmed, deliveries to come through a central location (CARES S&amp;S).</td>
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<td>• Asymptomatic transmission</td>
<td>• Students</td>
<td>• Separate waste bins for PPE</td>
<td>• Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often (S&amp;S, E&amp;F, Supported by OHS).</td>
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<td>• Ill health or death to campus users and their contacts</td>
<td>• Visitors</td>
<td>• Designated location for any deliveries to the campus and quarantine/disinfect incoming items centrally where risk assessed</td>
<td>• Where possible and safe, have single workers load or unload vehicles (S&amp;S, CARES, H&amp;S Team Supported by OHS).</td>
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<td>• Contractors</td>
<td>• Assign delivery management and disinfection as a task to specific employees who have knowledge and training of the required processes</td>
<td>• Where possible, using the same pairs of people for loads where more than one is needed (CARES, S&amp;S).</td>
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<td>• Public</td>
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<td>• Contacts of the above</td>
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Enable drivers to access welfare facilities when required, consistent with campus arrangements (Estates, CARES, Supported by H&S Team)

Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice (Estates, CARES, H&S Team Support)

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<tr>
<th>14 – Arrangements of Suppliers, Contractors, Tenants, Accommodation Providers, University affiliated partners &amp; any other stakeholders, where the risk of COVID-19 transmission, can impact the health &amp; safety of University campus users &amp; various elements of operational safety and business continuity due to unknown levels of risk mitigation implemented</th>
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</table>
| **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  
Contacts of the above |
| **All stakeholders should have COVID-19 risk assessments/Policy and supporting suitable & sufficient documentation in place and this should be requested for record and review at timely intervals of the contract or supply arrangement.**  
This should be available to the University and kept under review |
<p>| <strong>Identification of all relevant stakeholders in each school, service &amp; from VCO e.g. - campus tenants, Security, Building Works Contractors, ServiceContractors, Accommodation Providers Research Partners, Gases &amp; Chemical suppliers, Employment &amp; Placement Partners, Logistics and Consumable Suppliers, Enterprise stakeholders etc, (S&amp;S, VCO Estates, CARES, H&amp;S team Support)</strong> |
| <strong>The expectations of the University for COVID-19 safety from all stakeholders to be confirmed &amp; communicated through local direct communications or via corporate means (Estates S&amp;S CARES, H&amp;S Team Support)</strong> |
| <strong>Suitable arrangements to obtain copies of COVID-19 risk assessment/policy and supporting documentation of this (e.g. - RAs, Safe systems of work, policies, procedures, training documentation, etc) to be made with stakeholders (Estates, S&amp;S CARES, H&amp;S Team Support)</strong> |
| <strong>Documentation received to be assessed and where further clarification is required, action taken to request &amp; resolve (Estates S&amp;S CARES, H&amp;S Team Support)</strong> |
| <strong>A standard documentation request proforma and delivery method to stakeholders to be established as appropriate to the requirements of the local school or service area (Estates S&amp;S CARES, H&amp;S Team Support)</strong> |
| <strong>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 &amp; service and then compiled for VCO) (Estates S&amp;S CARES, H&amp;S Team Support, VCO)</strong> |</p>
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<td>15 – Bringing building services safely back into use – i.e.</td>
<td>- Where building services are supportive of COVID-19 control measures (e.g. water supply for personal hygiene &amp; cleaning activities, ventilation systems for circulating air, electrical &amp; communication systems to support remote working on &amp; off campus etc.) any reliability issues with the outputs of these can heighten COVID-19 related risks</td>
<td>Campus Users including: - Staff - Students - Visitors - Contractors - Public - Contacts of the above - Estates &amp; Facilities Staff restarting or maintaining building services - Service providers or agencies commissioned to assist (e.g. – utility providers, Fire systems engineers, etc.)</td>
<td>Estates staff have confirmed a presence on campus during lockdown completing programs of planned preventative maintenance &amp; associated activities - These activities will contribute to confirming the status of building services and infrastructure for readiness for return relevant to the phased reopening of identified buildings and areas - 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 &amp; operation of equipment &amp; services supporting the building should be assessed &amp; 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</td>
<td>- Routine presence on site to ensure critical services and life safe systems are maintained and tested as per regulatory guidance and COP(ES) - Identify core infrastructure/building services elements (systems, utilities, adjuncts, etc) &amp; document these on a campus infrastructure/building services asset management register - Systems &amp; significant equipment owners to be identified as contacts &amp; best placed to advise due to their expertise alongside management timetables in place via Estates services to deliver reinstatement (Estates, S&amp;S) - Where subject to shutdown/reduced usage, with a view to restart/increase to normal usage, risk assess reinstating identified building service as per the Estates led building reopening planned asset (Estates, /S&amp;S) - Create a prioritised schedule of prestart checks or condition checks for building service that has been shut down or running at a reduced capacity prior to campus occupancy but will see this increased as return to campus phases up. For specific services, the condition &amp; prestart checks will be in accordance with RA control measures as part of a safe system of work (where applicable) (Estates) - Where there are interdependencies &amp; interaction between services, identify these &amp; factor them into the RA &amp; sequenced restart protocols (Estates) - Assess physical condition &amp; operation of relevant equipment where these are direct significant appendages of the building service</td>
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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 malfunction during operation or being out of service

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 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

element. Document these inspections & checks (Estates)

- 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) This will enable stringent commissioning, testing and certification of such systems prior to bringing into full use (Estates)

- 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 (Estates)

- 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) (Estates)
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| 16 Transmission of Covid 19 in halls of residence | • COVID-19 transmission through touch, absorption or ingestion  
• COVID-19 infection  
• Asymptomatic transmission  
• Ill health or death to Student Halls users and their contacts | Students, Student contacts, Halls management staff, Visitors | • Students are currently moving out of our halls of residence, to maintain social distancing tis is through an appointment system.  
• Our individual residential partners have completed risk assessments for the current (lock down) management of residences they manage. They are currently working with the Accommodation and Residences Team on risk assessments for the next cohort of students 2020-21  
• Once individual partner risk assessments are completed the accommodation team will produce an overarching risk assessment. | • Residential management partners to complete risk assessments for the accommodation they manage following current PHE and Government guidance.  
• CARES Accommodation and Residential Services to work with all partners to produce an overarching Covid Secure risk assessment for our halls.(CARES Res’Team)  
• Residential team to support students, assist with accommodation bookings and answer student questions around implementation of Covid 19 safety control measures (CARES Res’Team) |
| | | | | |
| 17 Off campus activity and student placement | • COVID-19 transmission through touch, absorption or ingestion  
• COVID-19 infection  
• Asymptomatic transmission | Students, Student contacts, staff, Visitors | Off site visits  
• All offsite visits must be risk assessed prior to undertaking the visit to deem whether this is essential or not.  
• Look to undertake any off-campus activity if deemed essential through remote means.  
• If off campus activity is deemed to be essential stringent management controls in line with university management procedures/COP/Policy  
• Through risk assessment travel considerations should be put in place | All off campus activity should be ased to deem whether essential or not.  
(S&S/Deans/Heads/Directors, CARES)  
All placement in the UK and travel to placements in the UK and internationally will be monitored in line with government and university policy. (S&S/Deans/Heads/Directors, CARES) |
place to minimise use of public transport where possible with mandatory wearing of face coverings

- Travel outside peak times where possible.

Sandwich Placements, Other Placements and Other Off-Campus Learning Opportunities

- If available, these are likely to operate with appropriate social distancing arrangements in place.
- LBU may reduce the availability of placement or volunteering opportunities due to the impact of COVID-19 on the operation of the university.
- The university may restrict availability or type of placements with employers, study abroad or volunteering opportunities to ensure Covid management and reduced risk to both students and others and to the placement environment.
- The University follows the UK Government’s Foreign and Commonwealth travel advice and is also informed by any specific in-country international travel restrictions or requirements.
- The University’s current position is that it will not facilitate outward (from UK) international/overseas placements, study abroad or volunteering activity in 2020/21.
- The university will only consider international placements for students whose domicile address is in the country of their placement.

All placement in the UK and travel to placements in the UK will be monitored in line with government and university policy and Covid restrictions.
(S&S/Deans/Heads/Directors, CARES)
• Inward Exchange study (from other EU countries to the UK under this scheme) will be supported where these align with the teaching blocks academic calendar delivery dates.

**UK placements**
• UK placements restricted to those areas where placements is an intrinsic factor to the student learning and can be provided safely and in Covid secure environments
• As per Government guidance, face coverings are mandatory on public transport, in shops, hospitals and in enclosed spaces where social distancing is not possible. This may also be the case for any practical placement elements as defined in the placement providers risk assessment.
• Risk assessment management key to UK placement and this should be delivered by the placement provider in line with placement health and safety management.
• All risk assessments delivered by the placement provider must have Covid secure elements and additional Covid Policy and guidance in place and this will be verified as suitable and sufficient prior to placement.

**Travel to placements**
• University contract provided through Amber cars if taxis are to be used.
• Take alternative forms of transport such as walking, car or cycle, when possible.
• Wash your hands before leaving home and follow PHE good hygiene advice
• If utilising hired or leased vehicles,
**| **| **| ensure that appropriate control measures are put in place to ensure cleaning and sanitisation is undertaken using appropriate cleaning products.**
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| 18 Transmission of Covid 19 to vulnerable, extremely vulnerable and pregnant staff and students. This should also include consideration of staff and students from other groups where research has shown that there is an increased risk of infection through COVID-19. These include:  
- Black, Asian and minority ethnic groups  
- COVID-19 transmission through inhalation, touch, absorption or ingestion  
- COVID-19 infection  
- Asymptomatic transmission  
- Ill health or death to campus users and their contacts | Staff, students and their contacts | University temporarily closed colleagues who identify within this category and can undertake their role working remotely, are doing so.  
If nature of role doesn’t allow home working, manager to liaise with HR regarding options.  
As Government guidance on shielding and which health conditions are in the vulnerable, extremely vulnerable categories is changing weekly, along with restrictions on who can or can’t go out to work. Managers are advised to check latest NHS guidance [https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/whos-at-higher-risk-from-coronavirus/)  
[https://digital.nhs.uk/coronavirus/shielded-patient-list](https://digital.nhs.uk/coronavirus/shielded-patient-list) | Colleagues who have received a letter from the NHS saying they’re at high risk (*Clinically Extremely Vulnerable*) and need to shield should inform their Line Manager as soon as possible. With support from Line Management and HR, if colleagues are well, every effort should be made to enable working from home.  
If colleagues are unable to work from home, other options should be discussed and agreed, colleagues must not return to Campus until it has been clinically agreed that they no longer need to shield. Further advise can be sought from Occupational Health.  
Colleagues who identify within *Clinically Vulnerable* this group should make their Line Manager aware. |
- Older workers: even if they are below 70 (the age over which any worker is considered to be at “moderate” increased risk)
- Poor and deprived backgrounds


- Risk Assessment to be undertaken for those colleagues who identify within this category and the other groups on an individual basis to assess controls that need to be implemented to mitigate any risk to the individual. (Can the individual undertake their work from home)
- Separate working environment with very limited or no contact with others
- Change in working practice to avoid the high-risk elements i.e. not to work in a forward-facing role, not to attend any meetings etc.
- Change working patterns to avoid travel on public transport at peak times
- Taking breaks at separate times to other colleagues
- Strict adherence to social distancing within the working environment
- Additional ventilation in the area occupied by the staff member
- Redeploy staff to lower risk area where this is practical
- Regular communication with staff to ensure they are kept appraised of current arrangements
- Online pregnancy training and risk assessment

- Colleagues **Clinically Vulnerable** should continue to minimise contact with others outside their household, those who can work from home should continue to do so. Before any clinically vulnerable colleague returns to work, Line Managers should carry out a risk assessment and consider appropriate control measures to assess whether this is still possible both in the workplace and in how they travel to the workplace.
- Colleagues who are asymptomatic and are required to return to work will need to follow strict social distancing and hygiene measures, including the use of PPE (if required). Further advise can be sought from Occupational Health. Colleagues who identify within this group should make their Line Manager aware.
- Colleagues should continue to minimise contact with others outside their household, those who can work from home should continue to do so.
- Colleagues that are less than 28 weeks pregnant, asymptomatic and with no underlying health conditions, can choose to continue to work in a public-facing role, provided a risk assessment is undertaken by the Line Manager to minimise exposure, consider appropriate control measures and whether a return is possible both in the workplace and in how they travel to the workplace. If nature of role doesn’t allow home working and colleague is unable/unwilling to return to work on campus, manager to liaise with HR regarding options.
• Colleagues That are more than 28 weeks should make their Line Manager aware and if well, should with support from Line Management and HR, work from home only, avoid contact with anyone with symptoms of coronavirus, and significantly reduce unnecessary social contact. If nature of role doesn’t allow home working, manager to liaise with HR regarding options. Further advise can be sought from Occupational Health

• Colleagues within the other groups noted should make their Line Manager aware and it is advised that an individual risk assessment should be undertaken. Where required, further guidance can be sought from Occupational Health and/or the Equality & Inclusion team.