

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

Location: University	Assessment by Leeds Beckett University	Assessment date: 30/06/20	Review date: Weekly & continuously on new Government guidance
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Acronyms

- S&S – School or Service**
- CARES – Campus and Residential Services**
- Estates – Estates & Facilities**
- RA – Risk Assessment**
- H&S – Health & Safety Team**
- H&SCC – 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**

Version Control Table

Date of amendment	Hazard No	Amendment/removal text	Updated text	Input by	Latest Version
25/08/20	1	Remove reference to CARES Cleaning RA	Refer to CARES Cleaning Charter	S Thackray	2
25/08/20	2	Remove reference to Vulnerable staff required to work from Home	Reference staff may return to work subject to completion of Individual Vulnerable person RA and suitable Control measures as implemented as required.	S Thackray	2
25/08/20	2	Amend text on face coverings	Reference University policy on use of face coverings on campus.	S Thackray	2
25/08/20	4	Amend text on handling shared equipment and cleaning of with wipes	Add sanitise before handling shared equipment and clean with appropriate cleaning medium.	S Thackray	2
25/08/20	5	Remove procedure for managing essential visitors	Add updated procedure for visitors including completing visitor RA and seeking approval. (DRAFT)	S Thackray	2
25/08/20	7	Remove PPE bins	Insert reference for managing waste post confirmed Covid case	S Thackray	2
25/08/20	8		Add provision of hand sanitiser in teaching spaces	S Thackray	2
25/08/20	8	Remove reference to antibacterial soap		S Thackray	2
25/08/20	13	Remove reference to specific PPE bins		S Thackray	2
25/08/20	13	Remove minimise delivery's via security (new mail procedure to follow).		S Thackray	2
09/11/20	1	Marshals changed to Ambassadors		S Thackray	3
09/11/20	1	Restriction on visitors and public during national lockdown 5/11/20-02/12/20		S Thackray	3
09/11/20	1	Removed old visitor management process	New process for risk assessing and approval of visitors, link to Covid micro site	S Thackray	3
09/11/20	1		Clinically Extremely Vulnerable (CEV) staff to work from home During this period of national lockdown 5th November -2nd December2020 Individual Vulnerable persons RA reviewed prior to returning to campus post lockdown	S Thackray	3

1/12/20	1,2	Updates to Covid management information relevant to the change from lockdown to Tier3	Additional added text around face coverings and new section on Asymptomatic testing for students.	L Wilson	4
8/1/2021		Updates to txt around multi-layer face coverings/mask and lateral flow tests for staff. Multiple references to government lockdown	Changes to text in sections 1,2 due to change to face mask requirements being multi-layer or Fluid Resistant Surgical Masks and advice on frequency of change. Addition to 18 for ventilation requirements and 19 for both extremely clinically vulnerable and clinically vulnerable work from home. Reference removed re Tiered restrictions and replaced with National lockdown	L Wilson/S Thackray	5

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>1 -Campus Environment during COVID-19 Pandemic</p>	<p>Transmission during campus activities</p> <ul style="list-style-type: none"> • Incidents of infection • Ill health or death to campus users & contacts • Continuity issues in delivering & completing study programmes safely and maintaining campus operations 	<p>Campus users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • Contacts of the above 	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ○ Enable working from home wherever possible ○ Plan for minimum numbers on site to operate safely & effectively (occupancy levels to support 2 metre social distancing based upon current GVT guidance) ○ Campus users to maintain 2 metres social distancing where campus users cannot maintain 2 metres social distancing, practical controls to be implemented to manage COVID- 19 aerosol transmission risk ○ Induction provided to all staff and students ○ Comprehensive/consistent Covid secure and safety signage across campus. ○ Provision of hand washing or sanitiser on entry and exits to all open University buildings 	<ul style="list-style-type: none"> • 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)

			<ul style="list-style-type: none"> ○ 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. ○ Ambassadors to assist and reiterate University's Covid 19 safety procedures. (reduction numbers to ensure fire compliance) ○ 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. 	<ul style="list-style-type: none"> ● 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
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			<p>Reduced occupancy of teaching spaces to achieve social distancing based upon pre-determined building layout/timetabling</p> <ul style="list-style-type: none"> ○ Restriction on visitors and members of the public on campus during lockdown 5th January until change in government risk evaluation or further guidance ○ Visitor and contractor access must be requested at least 48 hours in advance by completing the appropriate form which can be found on LBU microsite https://www.leedsbeckett.ac.uk/covid-19/staff/facilities-and-services/ <p>This is to ensure the health and safety of our students, colleagues and the community in which we are based. Whilst the campus is open, it is important that we only have visitors and contractors on campus when absolutely necessary. Visitor access can only be requested when it is necessary and approved by the Dean or Director of your area. Contractors should have the appropriate RAMS (with COVID-19 measures) and permits in place, contractors are also required to sign in and out of the security reception detailing exactly where they have been on campus.</p>	<p>communications, to be confirmed (S&S, H&S Team, HR CARES)</p> <ul style="list-style-type: none"> ● 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) ● Restriction on visitors and members of the public on campus during national lockdown (S&S)
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			<p>Activity times as short as possible</p> <ul style="list-style-type: none"> ○ 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 in a vulnerable category or extremely vulnerable category for COVID-19 or those living with people in those categories and make suitable arrangements with them for their circumstances as per government guidance ○ Clinically Extremely Vulnerable (CEV) staff to work from home during this period of national lockdown Individual Vulnerable persons RA reviewed prior to returning to campus upon reduction of risk levels and government guidance 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 <ul style="list-style-type: none"> ● Local Health & Safety Management arrangements for COVID-19 in Schools, Services & communal areas in use (e.g. 	<ul style="list-style-type: none"> ● Visitor and contractor access must be requested at least 48 hours in advance by completing the appropriate form which can be found at https://www.leedsbeckett.ac.uk/covid-19/staff/facilities-and-services/ ● under access to Campus (S&S)
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			<p>RAs, safe systems of work, training provision, information, instruction, monitoring, review), in line with University's COVID-19 RA and Management Strategy</p> <ul style="list-style-type: none"> • Arrangements for Staff/Student departure from campus & self-isolation on displaying symptoms or knowledge of contact with symptomatic or confirmed infected person • Arrangements for reporting positive cases of Coronavirus through LBU process and informing manager • Outbreak response Group meets weekly to manage Covid cases and areas of management and reporting on campus. The Outbreak Response Group liaises with the Covid management /PCC group that also meet weekly. • Communication of University COVID-19 health & safety arrangements, useful information and advice on symptoms to be aware of, action to take, etc to be provided to campus users by a variety of engagement means (e.g. posters, signage, electronic means via screen or totem, etc) • Arrangements for consultation with Unions and staff representatives will be a key aspect in ensuring due consideration and application of views and input is sought and utilised as part of a collaborative approach to manage the risks of COVID-19 between all involved, through all parties meeting their respective responsibilities. 	<ul style="list-style-type: none"> • Phasing of subsequent priorities to be confirmed, planned and actioned, through suitable risk assessment and principals established during walk through inspections (Estates, S&S, H&S Team) • 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&S Team, UET, HR H&SCC) • Student and colleague notification processes are in place and on the Covid-19 Microsite. • Following the report of a positive case HR liaise with managers regarding whether colleagues have been on campus. <p>Weekly ORG/Covid/PCC meetings to undertake risk assessment and SSOW management through discussion and implementation at local level. Additionally, to influence detail in policy</p> <p>Working Safely at LBU during Covid-19 H&S subgroup Unions, Hr, Managers H&S</p>
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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>2 - Airborne transmission of virus from infected campus user (presence in airborne droplets (coughs, sneezes) or consequently on surfaces</p>	<ul style="list-style-type: none"> • COVID-19 transmission through inhalation primarily • COVID-19 transmission through touch, absorption or consequences of droplet settle & spread • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • First Aiders • Fire Marshalls/ Wardens • Contacts of the above 	<ul style="list-style-type: none"> • Homeworking and home learning approaches in place as per government guidance other than identified student cohorts undertaking on campus practical work • The Government advice is that face coverings must be used in all HE learning environments, providing the use of face coverings does not impact teaching and learning. Some individuals are exempt from wearing face coverings, and we expect staff and students to be sensitive to those needs. • A multi-layered face covering must be worn by all staff and students (except by those with a genuine exemption) on entering all buildings. This should be kept on until you leave, unless there is a reasonable excuse to remove it. The University will provide as an addition Fluid Resistant Surgical Masks for both staff and student use should they be preferable • Physical Perspex barriers at receptions and hubs as required based upon assessment of the environment • 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 	<ul style="list-style-type: none"> • 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 shop, hospitals and in enclosed spaces where social distancing is not possible. • 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'(CEV) will be required to work from home during the period of national lockdown (S&S) • Avoid touching the covering, wash hands before putting on and after removal. Some people who have an age, health or disability reason for not wearing a face covering/mask may feel more comfortable showing something that says they do not have to wear a face covering/mask. You can download templates from the Government website for an exemption card and badge. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903454/Exemption_from_face_covering_card_to_print.pdf • Where fluid resistant surgical face masks are required as part of a role, these will be

			<p>campus (see CARES Cleaning Charter)</p> <ul style="list-style-type: none"> • 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. Monitor temps in spaces as winter months progress and mitigate low temps with additional heat source provided as per individual requirements. Estates Engineers to monitor effectiveness and delivery based upon additional needs re Covid variant 2 in relation to ventilation of spaces mechanically 	<p>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)</p> <ul style="list-style-type: none"> • 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, CARES, S&S, H&S Team Support) • Cleaning of all shower & changing facilities regularly during the day and at the end of the day in line with the CARES charter (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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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>3 - Contact with COVID-19 via close proximity with infected person at less than 2 metre distance</p>	<ul style="list-style-type: none"> • 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 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • First Aiders • Fire Marshalls/Wardens • Contacts of the above 	<ul style="list-style-type: none"> • Staff work from home wherever possible. • Students currently study from home outside of government identified cohorts/courses for face to face practical teaching • All staff and students must wear a multi-layer face covering or Fluid Resistant Surgical Masks in all HE learning environments. This will be under review following the latest government/scientific guidance • 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 (if on campus) 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 	<p>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. -</p> <ul style="list-style-type: none"> • 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. Ambassadors on entry points reaffirming University hand washing, sanitising and use of face

				<p>coverings social distancing guidance (Estates, CARES, H&S Team Support)</p> <ul style="list-style-type: none"> • 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 and determined by each specific situation. • (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. Ambassadors In place to assist with Fire/emergency evacuations due to many staff working from home. (H&S Team) • Fire/Emergency evacuation arrangements to feature, where possible, on Totems 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 (Student Services, H&S Team S&S, Estates)
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				<ul style="list-style-type: none"> • Where staff are in a front line “person facing” role, suitable arrangements for such protective measures such as a protective-screens, contactless payments where possible to be implemented (e.g. – Student Hub, reception, catering (If present) and refreshment environments, , etc.) Estates, CARES 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) • FAW or EFAW certificates that expired after 16 March 2020 can remain valid until 31 October 2020 or 6 months from date of expiry, whichever is later. All requalification training for these certificates should be completed by 31 March 2021. Assess number of first aiders required to provide cover and update corporate first aid risk assessment.
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				<ul style="list-style-type: none"> • 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) • Clinically Extremely Vulnerable (CEV) staff to work from home during the period of national lockdown. Individual Vulnerable persons RA reviewed prior to returning to campus for any work activity based upon risk and government guidance (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 clinically extremely vulnerable
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				<p>students registered with the Disability Team, a review of their learning support will be undertaken (Disability Team)</p> <ul style="list-style-type: none"> • 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 hire ed 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
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				<p>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)</p> <ul style="list-style-type: none">• Regular cleaning of vehicles that workers may take home as part of their contracted obligations• Non-essential work-related travel is currently prohibited during the period of government lockdown. As risk levels 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. This has been facilitated by signage and occupancy monitoring where numbers exceed an occupancy of 1(Estates, CARES, H&S Team) See CARES Cleaning RA
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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>4 - Contact with COVID-19 by touch (e.g. shared resources, equipment, inanimate objects, common touch points, etc.)</p>	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Cleaners • First aiders • Staff • Students • Visitors • Contractors • Public • Contacts of the above 	<ul style="list-style-type: none"> • General requirements for hand washing as per PHE to be informed to all campus users • Enhanced cleaning arrangements (CARES) and locally (S&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 (Anti-bacterial soaps are not effective on 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) 	<ul style="list-style-type: none"> • Message/reminders for campus users to wash hands for 20 seconds minimum as per the advised technique reiterated. (S&S, E&F, OHS) • Schedule of signed off checks that soap has not run out at handwash locations & contact details for CARES helpdesk to report any issues (CARES/Cleaners) • Where required additional soap & alcohol-based hand sanitiser procured to ensure sufficient stock continuity and this to be a rolling arrangement under continuous assessment (Procurement, CARES) • 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) • local sanitiser and cleaning materials available in classrooms and all other identified areas where local user cleaning is undertaken.

			<ul style="list-style-type: none"> • Work from home unless essential and as per latest government guidance • 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/following touching any high frequency touch points and when departing campus. To be via the various means to inform campus users of the necessity of this (TV screens, email, staff/student hub, at login screen/desktop background, My Beckett, University 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 provided. • Study spaces socially distanced and equipment marked with tick or cross to indicate availability 	<ul style="list-style-type: none"> • 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, CARE
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				<ul style="list-style-type: none">• 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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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>5-Confirmed/ suspected case(s) of COVID-19 among staff and/or students Contact with visitors/contractors</p>	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staff • Students • Visitors • Public • Contacts of infected person 	<ul style="list-style-type: none"> • Suspected or confirmed cases of Covid 19 on campus. Maintain at least a 2m distance from the individual. If they need to await transport or are too unwell to leave immediately, they should remain where they are until they can leave campus. If they are in a public area, encourage them to move to a more private area close by or preferably outside, if possible. Contact the CARES helpdesk for additional cleaning assistance if required. • Follow NHS guidance and follow “Track and Trace” protocols • The University has developed a test, track and trace process for suspected Covid-19 case. Details and information can be found on the Covid Microsite https://www.leedsbeckett.ac.uk/covid-19/staff/~/~link.aspx?id=332CE33135EE4AD78032C9B9F80348F2&z=z • 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 and log this via My-Hub ##see flowchart at end of assessment • Local arrangements to contact and inform potential staff contacts of confirmed case 	<ul style="list-style-type: none"> • 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&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&S, H&S Team Support) • Use of local investigation and NHS Track & 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: <ul style="list-style-type: none"> -Protocols with health service -Protocols with local, regional, and national institutions (PHE) (S&S, HR, H&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 • Covid-19 advice sheet for frontline staff developed and circulated to colleagues. The guidance is also on the Covid-19 Microsite. • The University test, track and trace process is part of Manager Guidance document and guidance on reporting symptoms and cases is on the Covid-19 Microsite.

			<ul style="list-style-type: none"> • In the limited events of visitors to the campus (where this is deemed essential only and within constraints of the current national lockdown), 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 of a known COVID-19 infection coming to light. This can be completed through the online form available on the Covid microsite • 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 and as per the remit of the current national lockdown guidance. Schools and services are responsible for completing LBU Essential Visitor Risk Assessment and gaining approval from Dean/Director (S&S) 	<ul style="list-style-type: none"> • 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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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
6 - Incorrect or ineffective use of PPE	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption, ingestion or inhalation • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • Contacts of the above 	<ul style="list-style-type: none"> • 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. • Agency support staff will be given the necessary training for donning and doffing PPE for any project or work activity that determines its use to manage and lower risk. • NHS have provided appropriate PPE for ATS project as can be seen in detail at hazard 19 	<ul style="list-style-type: none"> • 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)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
7 - Contact with contaminated PPE	<ul style="list-style-type: none"> COVID-19 transmission through touch, absorption or ingestion COVID-19 infection Asymptomatic transmission Ill health or death to campus users and their contacts 	<p>Campus Users including:</p> <ul style="list-style-type: none"> Cleaners Staff Students Visitors Contractors Public Contacts of the above 	<ul style="list-style-type: none"> 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 All users of PPE to be trained in the safe fitting, wearing, removal and disposal procedures and records to be kept locally 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 CARES cleaning staff and specific area cleaners to follow SSOW for donning and doffing PPE. 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. 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. NHS have provided appropriate PPE for ATS project as can be seen in detail at hazard 19 	<ul style="list-style-type: none"> 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 PPE, unless this is assessed as meeting the required standard for the intended protection & is authorised (S&S, Estates, H&S Team Support) Suitable, identified PPE disposal points provided to campus users (S&S, CARES, H&S Team Support) PPE instruction & training to be provided (S&S, CARES, H&S Team Support) In accordance with local RAs and training arrangements for safe cleaning & storage of reusable PPE, suitable arrangements to be made and adhered to (S&S, H&S Team Support) Cleaners instructed on requirements for safe disposal of single use PPE as per risk assessment controls and a safe system of work (S&S, CARES, H&S Team Support) Campus users using their own PPE on site to counter the risks of potential COVID-19 transmission while in circulation or shared areas, should take relevant advice from Government/PHE (can be reiterated by the University in FAQs and other communication means) (H&S Team, S&S, Marketing) Hypo-allergenic PPE to be provided where possible to mitigate against any potential user allergies. This should be covered during relevant

				<p>inductions, training provided on PPE and in any PPE manufacturer data sheets and instructions, which should be incorporated into usage. Also, could be captured in PLSPs for students with known allergies (S&S, H&S team, CARES)</p>
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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>8 - COVID-19 contamination on hands prior to arrival at Campus (e.g. public transport)</p> <p>Transmission via airborne droplets whilst on public transport</p>	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • Contacts of the above 	<ul style="list-style-type: none"> • Staff and students required to wear mandatory face coverings whilst on public transport or in spaces where social distancing of 2 metres is not possible • Arrangements to clean hands at earliest opportunity on arrival to campus • Hand washing facilities at entrances where possible. • Alcohol-based hand sanitiser stations available at identified key locations including entrances & exits and teaching rooms • Signage to identify nearest hand washing facility affixed at strategic locations • Staff work from home where possible to do so in line with current national lockdown guidance • Blended homework and home learning approaches in place for staff and students 	<ul style="list-style-type: none"> • 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. Stock stored by CARES in specific spaces and LBU Fire Safety Adviser updated Fire Risk Assessment where required. (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)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>9 - COVID-19 arrangements and normal safe working practices</p>	<p>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</p>	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • First Aiders • Fire Marshalls • Public • Contacts of the above 	<ul style="list-style-type: none"> • 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 based upon information and guidance contained within this document. Advice and guidance are available from H&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 Ambassadors to address groups not adhering to social distancing 	<ul style="list-style-type: none"> • Consider any changes that may be necessary as a result of COVID-19 control measures within the building and update local H&S documentation to reflect this, detailing how equivalent risk management is attained where changes are necessary (S&S, Estates H&S Team) • Review and update risk assessments regular and when guidance changes as per detail contained within this risk assessment (S&S, Estates, CARES, H&S Team support) Inform all relevant campus users of any changes to risk assessments or safe systems of work (S&S, Estates, CARES, H&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&S, H&S Team Support)

Hazards identified	Risks to health and safety	People at risk & how	Health and safety risk management measures	Responsibilities/Actions
10- Issues with supply chain for cleaning equipment, cleaning materials stock, PPE or equipment required in support of control measures due to COVID-19 related increased demand	<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • Staff • Cleaners • First Aiders • Students • Visitors • Public • Contacts of the above 	<ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • Review campus inventory of cleaning chemicals, materials, and consumables to ensure inventory levels are aligned with forecasted building occupancies and the requirements of any enhanced cleaning requirements/regimes (S&S 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&S & CARES)

	<p>(e.g. - unsuitable attempts to improvise outside of normal safe system of work)</p> <ul style="list-style-type: none"> • COVID-19 transmission to campus users from lack of required PPE, cleaning materials/equipment required to support identified control measures (e.g. signs), resulting in COVID-19 spread 		<p>correct use of PPE, decontamination duties, etc).</p> <ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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)
Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
11 - Staff & student anxiety & the readiness of the workforce/students physically, emotionally and psychologically	<ul style="list-style-type: none"> • Colleagues worried about their personal health and the health of those they care about • Anxieties about jobs, the future of the 	<ul style="list-style-type: none"> • Staff • Students 	<p>Staff</p> <ul style="list-style-type: none"> • Line Managers aware of support available • Mental health first aiders where appropriate • Occupational Health and wellbeing support 	<p>Current protocols for identifying and escalating instances where support is required by staff, to be utilised & a reminder of what is available to be distributed to Deans, Directors, Heads, Heads of Subject and Line Managers (OH & HR, H&S Team)</p> <p>Reassurance over new arrangements</p>

<p>The potential impacts on individuals and the University where staff are significantly affected</p>	<p>University in the circumstances</p> <ul style="list-style-type: none"> Anxieties over study progress 		<ul style="list-style-type: none"> 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 <p>Students</p> <ul style="list-style-type: none"> Student Services Student Union International Office Wellbeing Service <p>Training & Communications</p> <ul style="list-style-type: none"> 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 Student wellbeing Associate Director (Student Wellbeing and Equality) 	<ul style="list-style-type: none"> 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) <p>Details of:</p> <ul style="list-style-type: none"> 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
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				<p>to be provided (S&S, ESTATES, H&S Team, Security)</p> <ul style="list-style-type: none"> • Guidance for staff and students for suggestions to stay safe on public transport, should it be this is their only option for any essential travel to campus (S&S, 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 ambassadors 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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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
12 - Resistance to change and potential impacts on 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	<ul style="list-style-type: none"> • Ensuring employees & students understand what the University will be like upon return to campus, new procedures and details of the changes • Preparing staff & students and reminding them that any changes are designed to help keep them safe & healthy through regular communications both strategically and locally and via the university Covid microsite https://www.leedsbeckett.ac.uk/covid-19/ 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 • Where incidences of non-compliance are identified managers to deal with these immediately and, if required take advice from their HR Business Partner 	<ul style="list-style-type: none"> • 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 co-operation 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)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
13 - Contaminated (COVID-19) items that may enter the University	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • Contacts of the above 	<ul style="list-style-type: none"> • Encourage individuals to utilise only the minimum items required and not to retain levels of stock • Encourage individuals to store and secure their own items separately from others (i.e., individual coat hooks, personal bag) • Separate waste bins for PPE where identified as bio waste • Designated location for any deliveries to the campus and quarantine/disinfect incoming items centrally where risk assessed • Assign delivery management and disinfection as a task to specific employees who have knowledge and training of the required processes • Mail deliveries are Risk assessed separately in detail to ensure safe handling and management of all mail items. 	<ul style="list-style-type: none"> • Local arrangements for sanitisation or quarantine should be communicated in those areas where this is a requirement, and these methods of safe working followed. • 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&S) • Consider methods to reduce frequency of deliveries, for example by ordering larger quantities less often (S&S, E&F, Supported by OHS) • Where possible and safe, have single workers load or unload vehicles (S&S, CARES, H&S Team Supported by OHS) • Where possible, using the same pairs of people for loads where more than one is needed (CARES, S&S) • Enable drivers to access welfare facilities when required, consistent with campus arrangements (Estates, CARES, Supported by H&S Team)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>14 –Arrangements of Suppliers, Contractors, Tenants, Accommodation Providers, University affiliated partners & any other stakeholders, where the risk of COVID-19 transmission, can impact the health & safety of University campus users & various elements of operational safety and business continuity due to unknown levels of risk mitigation implemented</p>	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic • Ill health or death to campus users and their contacts • Supply chain issues 	<p>Campus Users including:</p> <ul style="list-style-type: none"> • Staff • Students • Visitors • Contractors • Public • Contacts of the above 	<ul style="list-style-type: none"> • 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 at least mirroring the mitigating controls set for Leeds Beckett University buildings and campus • This should be available to the University and kept under review • Review when government guidance/law changes • Request updated Risk Assessments from stakeholders • The expectations of the University for COVID-19 safety from all stakeholders to be confirmed & communicated through local direct communications or via corporate means 	<ul style="list-style-type: none"> • Identification of all relevant stakeholders in each school, service & from VCO e.g.- campus tenants, Security, Building Works Contractors, Service Contractors, Accommodation Providers Research Partners, Gases & Chemical suppliers, Employment & Placement Partners, Logistics and Consumable Suppliers, Enterprise stake holders etc, • (Estates S&S CARES, H&S Team Support) • 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&S CARES, H&S Team Support) • Documentation received to be assessed and where further clarification is required, (Estates S&S CARES, H&S Team Support) • 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&S CARES, H&S Team Support) • Named contact at all such stakeholders and contact details to be confirmed and compiled centrally as part of a register of stakeholders (perhaps in each school & service and then compiled for VCO) (Estates S&S CARES, H&S Team Support,

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>15 – Bringing building services safely back into use – i.e.</p> <p>Safety</p> <ul style="list-style-type: none"> Artificial lighting Lifts Ventilation & refrigeration Security & alarm systems Fire detection & protection Water based systems Specialist systems <p>Efficiency</p> <ul style="list-style-type: none"> Energy supply & use Communications networks Building infrastructure/ engineering elements <p>Comfort</p> <ul style="list-style-type: none"> Heating & ventilating Water, drainage & plumbing Air conditioning & refrigeration <p>-Buildings shut down with little warning or</p>	<ul style="list-style-type: none"> Where building services are supportive of COVID-19 control measures (e.g. water supply for personal hygiene & cleaning activities, ventilation systems for circulating air, electrical & communication systems to support remote working on & off campus etc.) any reliability issues with the outputs of these can heighten COVID-19 related risks Key safety systems (e.g. fire detection & alarm systems) if compromised heighten associated risks (e.g. unserviceable or creating false alarm/evacuation and bringing campus users together unnecessarily) Building services failure or 	<p>Campus Users including:</p> <ul style="list-style-type: none"> Staff Students Visitors Contractors Public Contacts of the above Estates & Facilities Staff restarting or maintaining building services Service providers or agencies commissioned to assist (e.g. – utility providers, Fire systems engineers, etc.) 	<ul style="list-style-type: none"> Estates staff have confirmed a presence on campus during the national lockdown completing programs of planned preventative maintenance & associated activities These activities will contribute to confirming the status of building services and infrastructure for readiness for return relevant to the phased reopening of identified buildings and areas. A number of buildings have been reopened and are being managed through a phased approach with ongoing review undertaken of campus buildings open A best practice is to thoroughly inspect for any damage or issues caused by the shutdown/decreased usage of building service systems The physical condition & operation of equipment & services supporting the building should be assessed & documented For bringing building services live this may include the following where applicable e.g.: <ul style="list-style-type: none"> -Mechanical Systems -HVAC -Potable water: flush faucets -Fire Life Safety Systems, etc 	<ul style="list-style-type: none"> 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) & document these on a campus infrastructure/building services asset management register Systems & significant equipment owners to be identified as contacts & best placed to advise due to their expertise alongside management timetables in place via Estates services to deliver reinstatement (Estates, S&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&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 & 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 & interaction between services, identify these & factor them into the RA & sequenced restart protocols (Estates) Assess physical condition & operation of relevant equipment where these are direct significant appendages of the building service

<p>opportunity for preparation</p> <p>-Damage or maintenance issues potentially caused by sudden changes to building services usage</p> <p>-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</p> <p>-Potential hazards specific to the variety of building service components and the consequent risks involved from malfunction during operation or being out of service</p>	<p>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</p> <ul style="list-style-type: none"> • 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 			<p>element. Document these inspections & checks (Estates)</p> <ul style="list-style-type: none"> • 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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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>16 Transmission of Covid 19 in halls of residence</p>	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to Student Halls users and their contacts 	<p>Students, Student contacts, Halls management staff, Visitors</p>	<ul style="list-style-type: none"> • Students are currently returning to our halls of residence where government allows these students to return during the period of national lockdown, to maintain social distancing this is through an appointment system and programme of testing through ATS at centres at both campuses. ##see section Hazard 19 • Our individual residential partners have completed risk assessments for the current (management of residences they manage. Once individual partner risk assessments are completed the accommodation team will produce an overarching risk assessment. 	<ul style="list-style-type: none"> • 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)

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
17 Off campus activity	<ul style="list-style-type: none"> • COVID-19 transmission through touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission 	Students, Student contacts, staff, Visitors	<ul style="list-style-type: none"> • All offsite visits must be risk assessed prior to undertaking the visit to deem whether this is essential or not in line with national lockdown restrictions 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 and national lockdown guidance • Through risk assessment travel considerations should be put in place to minimise use of public transport where possible • Travel outside peak times where possible. • 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 off campus activity is essential, then risk assessments for both the activity and venue must be undertaken to take into account measures in place to mitigate any exposure to Covid19 <p>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.</p>	<p>All off campus activity should be assessed to deem whether essential or not. (S&S/Deans/Heads/Directors, CARES)</p>

Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
<p>18 Transmission of Covid 19 to clinically vulnerable, clinically extremely vulnerable and pregnant staff and students.</p> <p>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:</p> <ul style="list-style-type: none"> • Black, Asian and minority ethnic groups • Older workers (over 60): • Poor and deprived backgrounds 	<ul style="list-style-type: none"> • COVID-19 transmission through inhalation, touch, absorption or ingestion • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	<p>Staff, students and their contacts</p>	<p>On the introduction of the period of national lockdown the government are advising that everyone is currently advised to work from home . As a general principle, working from home reduces the chance of being exposed to the virus. You should also refer to the vulnerability level chart below, where the University is advising that colleagues assessed as very high-risk work from home. If nature of role doesn't allow home working, manager to liaise with HR regarding options. Latest Government guidance</p> <p>https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</p> <p>NHS guidance</p> <p>https://www.nhs.uk/conditions/coronavirus/covid-19/people-at-higher-risk-from-coronavirus/pregnancy-and-coronavirus/</p> <ul style="list-style-type: none"> • 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. 	<ul style="list-style-type: none"> • HR have contacted managers of colleagues who are clinically extremely vulnerable to advise that these colleagues that they must work from home during the period of national lockdown restrictions. Colleagues should make their line manager aware if they receive a letter from the Government. Regular communication should be maintained with colleagues during this period. • If colleagues are unable to work from home, other options should be discussed and agreed, colleagues must not attend work on Campus until government advice has changed and/or national restrictions have ended or been revised. Further advice can be sought from Occupational Health. • Colleagues who identify within Clinically Vulnerable this group should make their Line Manager aware. • 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 attends work on campus, 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

			<ul style="list-style-type: none"> • 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 as per previous controls for space vent and air changes • Redeploy staff to lower risk area where this is practical • Regular communication with staff to ensure they are kept apprised of current arrangements <p>Online pregnancy training and risk assessment available through the POD Training Library</p>	<p>required). Further advice can be sought from Occupational Health.</p> <p>Colleagues who identify within this group should make their Line Manager aware.</p> <ul style="list-style-type: none"> • 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 (following national lockdown guidance). 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.
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				<ul style="list-style-type: none">• Colleagues That are more than 28 weeks pregnant 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. There are currently no expectations of additional controls for these groups. But existing controls (social distancing, good hygiene and cleaning, ventilation, supervision etc) need to be applied stringently and individual discussions should take place with your manager around any particular concerns.
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Hazards identified	Risks to health and safety	People at risk	Health and safety risk management measures	Responsibilities/Actions
19. Transmission of Covid 19 due to lack of Asymptomatic testing	<ul style="list-style-type: none"> • COVID-19 infection • Asymptomatic transmission • Ill health or death to campus users and their contacts 	Staff, students and their contacts External agency	<p>PHE/NHS led project initiative to enable LBU to facilitate the project for mass Asymptomatic testing. This is to deliver 2 tests to enable travel for students in the defined travel window as determined by the Government additionally, this will be facilitated in January through a staged return to study.</p> <ul style="list-style-type: none"> • Lateral Flow tests will also be made available to staff on campus via the test sites at Headingley Tennis Centre and City campus Entertainment hall Woodhouse • The University has made the wearing of multi-layer face coverings or Fluid Resistant Surgical Masks mandatory for staff and students attending testing • Dedicated project management team set up to deliver the project across both Campus. • Working group set up to enable project delivery. • Central communication to all students/staff and additionally Covid Screening on the MY-HUB booking pages. • Site locations identified as Woodhouse Ent's Hall (CC) and Tennis Centre (HC) • All procurements of NHS related items delivered through arrangement with NHS provider and their associates. • CARES conferencing senior managers facilitating day to day issues relevant to LBU aligned with on-site test manager. • Location build undertaken by External Contractor to pre-designated design. • One-way systems and site delineation in 	<p>Management of the test phase to be undertaken by: LBU SMG/CARES Conferencing Senior Managers/Security Manager/Health and Safety Team/External Agency and Department of Health.</p> <p>Continuing appraisal of the delivery of the testing phase and any incident management will be as per the SOP for the ATS test project.</p>

			<p>place to ensure no mixing is undertaken between those testing and general campus population.</p> <ul style="list-style-type: none"> • Security of the site is in place provided 24 hours during the test phase by external security providers. • Hand washing provision identified in the risk assessment for internal and external to the test site staff. • Donning and doffing stations in place for PPE management both on exiting the site and re-entering the site. • Queue management in place externally to the test site to ensure social distancing is in place and managed through queue marshals. • Pre and post build delivered through LBU Maintenance team/contractors • MY-HUB logging to book an appointment at pre-determined slots. System in place on campus to ensure numbers booked correlated and additionally to manage any issues whilst on campus of students arriving without booking. • Full risk assessment and safety protocols developed by LBU Health and safety adviser/CARES Conference and Senior Managers. • PPE in place and risk assessment for test area operatives delivering and supporting the test process. • Testing Operative Covid Testing in place to ensure monitoring of any potential transmission to test support operatives. • All staffing to be procured externally to deliver security, testing and support functions such as cleaning. • Training and induction undertaken through Conference for all staff involved in the test 	
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			<p>site delivery.</p> <ul style="list-style-type: none"> • All support staff including cleaning and security have been inducted by the LBU Health and safety advisor and security manager. • Cleaning delivery through external contractors for areas outside of the test site including toilets and welfare areas. All areas within the test site will be sanitised by operatives and a red card /green card system is in operation to show that each booth has been cleaned in- between each student. • Incident management will be through the site manager, external security and LBU security. Agency security have radios to communicate with LBU security who will support any emergency situation occurring. First aid provision through both agency security and LBU first responders with emergency protocols detailed in induction training and through the LBU security manager. • First aid kit/AED and PPE posted at each site. Agency given basic first aid familiarisation training prior to commencement. • Ongoing review of project undertaken by nominated site manager and LBU staff supporting project delivery 	
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Outbreak response flow chart

