CORONAVIRUS (COVID-19) WORKPLACE RISK ASSESSMENT AND PLAN

IMPORTANT

Whilst you are <u>inside</u> University of Bolton buildings you must

wear either a surgical mask or a cloth face covering (inc scarves / bandanas)

There are only four exceptions:

1. **To eat and drink**
2. **Whilst working on your own in an office**
3. **When teaching from behind a screen – the face covering can be replaced with a visor**
4. **If you are unable to do so due to diagnosed medical condition**

Wear a face covering

Please be considerate of others.
Hidden disabilities or medical conditions may mean not everyone can

Risk assessment

If you have any comments, questions or concerns about anything arising from the risk assessment or health and safety generally, please contact your Head of Service / Head of School.

Campus Closure Policy

The campus remains closed during Phases 0, 1 & 2 and we do not expect it to re-open until Phase 3 begins on 14 September 2020.
During Phase 0, only security staff are allowed on campus
During Phases 1 & 2 whilst the campus remains closed, <u>staff must not attend the office, save in exceptional circumstances</u> (see below).
During Phase 3, both staff and students will have timetabled access to the campus.

We understand that it is helpful for some people, especially those living close by, to attend the campus occasionally, however, as your employer, we have a duty to ensure your health and safety, and the safety measures that we have identified and intend to put in place to create a safe environment will not fully be in place until we re-open the campus.

As a result the University has:

- New return to work arrangements/protocol to be followed by Heads and employees in preparation for Phase 3 as more employees return to work physically
- Individual / team access to continue to be subject to the interim protocol for access to campus whilst in Phases 1 & 2
- Completion of online Employee Reorientation Questionnaire - which will be used to identify high risk individuals during Phase 2
- Departmental level Covid-19 Risk Assessments and Risk Assessments for high risk individuals developed at a local level during Phase 2 and updated during Phase 3

Notwithstanding the above, we do accept that there may be exceptional circumstances where staff need to attend the campus for a short period during Phases 1&2. Where that is the case, you must follow the following procedure:.

1. **You must not attend the office if you have possible coronavirus symptoms or have had recent contact with anyone else reporting symptoms;**

2. **You must follow the interim protocol that the University has established. Only access approved in advance by the Registrar will be permitted.**

3. **Hand sanitizer will be available immediately upon entry. Please use it on entry and on exit.**

4. **You are required to wear face masks when walking around the campus. There will be a supply of these at Facilities (Z-Block).**

5. **There is a one-way around the campus. Please follow this where possible.**

6. **Do not enter any offices or rooms other than your own, unless absolutely essential.**

7. **Maintain 2m social distancing at all times if you see anyone else on campus.**

8. **Keep your cups, plates and utensils in a desk drawer and do not leave them in the kitchen.**

9. **Try to avoid putting rubbish in bins, as they are not going to be emptied as frequently whilst office is closed. If you do have to use your bin, however, please tie the bag up before you leave.**

10. **Wash your hands regularly throughout the day, using soap and hot water.**

11. **When you leave the campus, please ensure that you notify security.**

1 INTRODUCTION

1.1 This risk assessment and plan outlines the health and safety risks we have identified in relation to coronavirus (COVID-19) and working on University of Bolton Deane & Eagle campuses. It also sets out our arrangements and measures to control and manage those risks.

1.2 This risk assessment and plan supplements, but does not replace, our general health and safety risk assessment and plan, which can be found on the website.

1.3 All members of staff have a role to play in complying with health and safety obligations and are encouraged to make further suggestions in relation to measures we could undertake. If a member of staff has a suggestion, they should contact their Head of Service / Head of School

1.4 We are fully committed to the highest possible standards of openness, honesty and accountability. We actively encourage any member of staff who has serious concerns over any real or perceived health and safety issues to voice those concerns openly.

1.5 We will provide staff with training on this risk assessment and plan.

2   BACKGROUND INFORMATION

Name of employer	The University of Bolton
Address of workplace to which this risk assessment relates	Deane Road, Bolton BL3 5AB
Person(s) conducting this risk assessment	David Thurston MIIRSM MIFSM University of Bolton H&S Manager
Date of risk assessment	24th August 2020
Employee representative(s) consultation	UCU and UNISON UoB Employee Forum
Risk assessment published and/or shared with workforce	Yes, published on COVID-19 web page
Workplace notice displayed	Yes

3   WORKFORCE

How many people normally work at the premises?	755
How many people ordinarily work on-site at the office on a full-time basis?	544
How many people ordinarily work on-site at the office on a part-time basis?	211
How many people are classed as home-workers?	None
Are there any other workers not captured above? *VHTs and those workers employed on Temporary Supply*	Yes
Total workforce	Approx. 1100

4 OFF-SITE (HOME) WORKING

At present everyone should work from home unless they are not able to.

Who can work off-site (at home)?	What off-site working arrangements are already in place?	What off-site working arrangements are still required?	Are there any limitations on normal duties while working off-site?
Senior Managers	❶ Zoom & Virtual Desktop ❶ Zoom & Virtual Desktop ❷ Zoom & Virtual Desktop ❸ Zoom & Virtual Desktop	❶ DSE ❶ DSE ❷ DSE ❸ DSE	❶ None ❶ None ❷ None ❸ On campus management
Academic Staff	❶ Zoom & Virtual Desktop ❶ Zoom & Virtual Desktop ❷ Zoom & Virtual Desktop ❸ Zoom & Virtual Desktop	❶ DSE ❶ DSE ❷ DSE ❸ DSE	❶ None ❶ None ❷ None ❸ Support to students
Professional Services	❶ Zoom & Virtual Desktop ❶ Zoom & Virtual Desktop ❷ Zoom & Virtual Desktop ❸ Zoom & Virtual Desktop	❶ DSE ❶ DSE ❷ DSE ❸ DSE	❶ None ❶ None ❷ None ❸ Support to students
Facilities Staff (Cleaners / Gardeners / Maintenance / Caretakers / General Asst)	❶ Zoom & Virtual Desktop ❶ Zoom & Virtual Desktop ❷ Zoom & Virtual Desktop ❸ Zoom & Virtual Desktop	❶ DSE – IT access ❶ DSE – IT access ❷ DSE – IT access ❸ DSE – IT access	❶ Yes ❶ Yes ❷ Yes ❸ Yes
Receptionists	❶ Zoom & Virtual Desktop ❶ Zoom & Virtual Desktop ❷ Zoom & Virtual Desktop ❸ Zoom & Virtual Desktop	❶ Switchboard ❶ Switchboard ❷ Switchboard ❸ Switchboard	❶ Yes ❶ Yes ❷ Yes ❸ Yes

Security	❿ N/A	❿ N/A	❿ Yes
	❶ N/A	❶ N/A	❶ Yes
	❷ N/A	❷ N/A	❷ Yes
	❸ N/A	❸ N/A	❸ Yes

Some staff have identified seating, desk and screen arrangements were not ideal for prolonged working from home. Steps are being taken to address those issues.

5   ON-SITE WORKING

This section contains references to 'clinically extremely vulnerable people' and 'clinically vulnerable people'. These terms are defined by government guidance and may change from time-to-time. See appendix2.

Clinically extremely vulnerable people have been strongly advised not to work outside the home until 1st August 2020. We will also pay particular attention to people who live with clinically extremely vulnerable people.

Clinically vulnerable people have been asked to take extra care in observing social distancing and will be helped to work from home, either in their current role or in an alternative role.

The campus is officially closed and must remain so until 14th September 2020. Whilst the campus is closed, the majority of the health and safety measures identified below will not be in place. Staff therefore should not come onto the campus unless absolutely essential and only then with the prior agreement the Registrar. In contemplation of the possibility of there being some individuals intermittently in the building, we will implement initial/basic measures designed to mitigate some of the risk of virus spread.

Who will be working on-site?	Why is on-site working required?	Minimum number of workers needed on site?	Does this include any clinically vulnerable or extremely vulnerable people?
Senior Management	⓿ NOT REQUIRED ❶ NOT REQUIRED ❷ Clearing ❸ Management of institution	⓿ ZERO ❶ ZERO ❷ ONE ❸ ONE	⓿ NO ❶ NO ❷ NO ❸ YES – with risk assessment
Academic Staff	⓿ NOT REQUIRED ❶ NOT REQUIRED ❷ Clearing ❸ Supervision of on-campus activities	⓿ ZERO ❶ ZERO ❷ ZERO ❸ Timetabling requirement	⓿ NO ❶ NO ❷ NO ❸ YES – with risk assessment
Professional Services	⓿ Payroll ❶ Development of Covid Secure H&S induction & inspection ❷ Clearing ❸ Face to face student support	⓿ ZERO ❶ ONE ❷ ONE ❸ ONE	⓿ NO ❶ NO ❷ NO ❸ YES – with risk assessment
Facilities Staff (Cleaners / Gardeners / Maintenance / Caretakers / General Asst)	⓿ NOT REQUIRED ❶ Grounds maintenance, Maintenance, cleaning, campus set up. ❷ Grounds maintenance, Maintenance, cleaning, campus set up. ❸ Grounds maintenance, Maintenance, cleaning, catering	⓿ ZERO ❶ ONE ❷ ONE ❸ ONE	⓿ NO ❶ NO ❷ NO ❸ YES – with risk assessment
Receptionists	⓿ NOT REQUIRED ❶ University out of lockdown ❷ University out of lockdown ❸ University out of lockdown	⓿ ZERO ❶ ONE ❷ ONE ❸ TWO	⓿ NO ❶ NO ❷ NO ❸ YES – with risk assessment

Security	❶ Campus Security ❷ Campus Security ❸ Campus Security ❹ Campus Security	❶ TWO ❷ TWO ❸ TWO ❹ TWO	❶ NO ❷ NO ❸ NO ❹ YES – with risk assessment

6 WORKPLACE RISK ASSESSMENT

This section identifies and assesses the coronavirus risks presented by our buildings, the common parts of our campus, individual work stations, the way we work, management of visitors and facilities management. Sections 7 to 12 set out the measures we have or will put in place to mitigate these risks.

6.1 Our building (including entrance and exit points)

Source of potential risk	What is the level of risk caused by these factors?
Buildings are shared with other organisations (e.g. Keating Cars)—lack of control over arrangements and flow of people	❶ LOW ❷ MEDIUM ❸ MEDIUM ❹ HIGH
Entry and exit risk of bottlenecks and multiple people touching same surfaces	❶ LOW ❷ LOW ❸ LOW ❹ HIGH
Reception —bottlenecks and difficult to maintain 2m distancing	❶ LOW ❷ LOW ❸ MEDIUM ❹ HIGH
On-site storage areas—confined space, multiple people touching same surfaces, eg light switches	❶ LOW ❷ LOW ❸ LOW ❹ MEDIUM
Staircases	❶ LOW ❷ LOW ❸ LOW ❹ MEDIUM

6.2 Common parts of our campus

Source of potential risk	What is the level of risk caused by these factors?
Loos –people touching same surfaces – door handle, loo handle, seat, basin	⓪ LOW ❶ MEDIUM ❷ MEDIUM ❸ HIGH
Staircases—insufficiently wide to maintain 2m distance unless operated as one-way system. Bannisters & landings	⓪ LOW ❶ LOW ❷ LOW ❸ MEDIUM
Doorways— where these are keypad operated, multiple people touching the same handles, surfaces, risk of bottlenecks	⓪ LOW ❶ LOW ❷ LOW ❸ MEDIUM
Kitchens - including fridge, microwave, kettles, sinks, dishwashers, cookers, cupboards, bins—multiple users, high traffic, everything needs touching by hand	⓪ LOW ❶ LOW ❷ MEDIUM ❸ HIGH
Meeting rooms—most meeting rooms cannot facilitate social distancing for more than a very few people at once, entry and exit points and meeting room equipment require touching by hand	⓪ LOW ❶ LOW ❷ MEDIUM ❸ HIGH
Bike store	⓪ LOW ❶ LOW ❷ LOW ❸ MEDIUM

6.3   Individual workstations

Source of potential risk	What is the level of risk caused by these factors?
Individual desks are not 2m apart, lack of partitions – room dependent as some have necessary spacing, some don't. Few examples of desks facing each other.	⓿ **LOW** ❶ **LOW** ❷ **LOW** ❸ **MEDIUM**
Hot-desking arrangements—multiple users touching the same equipment. Hot desking almost exclusively for students.	⓿ **LOW** ❶ **LOW** ❷ **MEDIUM** ❸ **HIGH**
Shared equipment, eg photocopiers, faxes, document lift	⓿ **LOW** ❶ **LOW** ❷ **MEDIUM** ❸ **HIGH**
Face-to-face desks—contrary to government recommendation. Not present in all offices but close face-to-face offices in some	⓿ **LOW** ❶ **LOW** ❷ **LOW** ❸ **MEDIUM**

6.4   Meeting with others

Source of potential risk	What is the level of risk caused by these factors?
Mixture of workers and students (phase 3) —a different mix of people on the campus on a daily basis, exposure to a wide range of people.	⓿ **LOW** ❶ **LOW** ❷ **LOW** ❸ **MEDIUM**
Working hours — can create higher volumes and bottlenecks at the start and end of the working day, plus at lunchtime.	⓿ **LOW** ❶ **LOW** ❷ **MEDIUM** ❸ **HIGH**
Meetings culture (internal meetings).	⓿ **LOW** ❶ **LOW** ❷ **LOW** ❸ **MEDIUM**

Student contact in workshops / labs	❿ LOW ❶ LOW ❷ LOW ❸ MEDIUM

6.5   Management of visitors

Source of potential risk	What is the level of risk caused by these factors?
Reception area comprises of a contained space	❿ LOW ❶ LOW ❷ MEDIUM ❸ HIGH
Visitors are required to sign in and out, using a pen Hand sanitizer available	❿ LOW ❶ LOW ❷ LOW ❸ MEDIUM
Seating area for those who are unwell.	❿ LOW ❶ LOW ❷ LOW ❸ HIGH

6.6   Facilities management (including cleaning)

Source of potential risk	What is the level of risk caused by these factors?
Contractors are likely to also be working in other premises.	❿ LOW ❶ MEDIUM ❷ MEDIUM ❸ MEDIUM

These measures apply to all workers who work on-site, whether on a full-time, part-time or ad hoc basis.

7.1 Coming to work and leaving work

The objective is to maintain social distancing wherever possible, on arrival and departure and to ensure hand washing on arrival.

Potential measure	Phase	Comments, if any
Enable workers to work from home while self-isolating, if appropriate	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓿- ❸ Where the individual cannot work from home they are furloughed, otherwise individuals will be expected to work according to the guidance given in Section 5 of this assessment
Stagger arrival and departure times at work, taking account of the impact on those with protected characteristics	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	⓿ Very low numbers – no additional controls ❶ Very low numbers – no additional controls ❷ Clearing staff to arrive (but not start) over a 30 min period to reduce congestion ❸ Timetabling
Provide additional parking or facilities such as bike racks to help people walk, run, or cycle to work where possible	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	⓿ No additional requirement ❶ No additional requirement ❷ Bike racks installed ❸ Timetabling of staff and students should reduce pressure on the car park
Reduce congestion, eg by having more entry points to the workplace	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓿ No additional requirement ❶ No additional requirement ❷ Clearing staff to arrive (but not start) over a 30 min period to reduce congestion ❸ 8 points of entry across the campuses with a maximum of 30% of students on campus
Use markings and introduce one-way flow at entry and exit points	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓿ No requirement ❶ Installed across campus ❷ Enforced during clearing & open days ❸ Enforced across campus
Provide hand washing facilities or (where not possible) hand sanitiser at entry and exit points	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓿ Installed across campus ❶ Installed across campus ❷ Installed across campus ❸ Installed across campus

7.2 Moving around the campus

The objective is to maintain social distancing wherever possible while people travel through the workplace.

Potential measure	Phase	Comments, if any
Prohibit or discourage non-essential trips within the campus, eg: cashroom, general office, colleagues' rooms	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	⓿ Only security on campus ❶ Access is granted for specific reasons ❷ Access is granted for specific reasons ❸ Limited time on campus, with one-way systems. Staff encouraged to continue to use Zoom for meetings.
—restrict access to some areas of the campus —encourage use of telephones	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	⓿ Only security on campus ❶ Access is granted for specific reasons ❷ Access is granted for specific reasons ❸ Limited time on campus, with one-way systems. Staff encouraged to continue to use Zoom for meetings. Some rooms made out of bounds due to creation of Covid secure environment
Restrict access between different areas of the campus.	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	⓿ Only security on campus ❶ Access is granted for specific reasons ❷ Access is granted for specific reasons ❸ Staff encouraged to continue to use Zoom for meetings. No car sharing.
Introduce more one-way flow through the campus	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓿ N/A ❶ One way system marked out ❷ One way system enforced for open days ❸ One-way system enforced with direction arrows and exit doors locked to prevent entry.

On

7.3 Workplaces and workstations

The objective is to maintain social distancing between people when they are at their workstations.

For people who work in one place, workstations should allow them to maintain social distancing wherever possible.

If it is not possible to keep workstations 2m apart, you should consider whether the relevant activity needs to continue for your business to operate. If yes, take all mitigating actions possible to reduce the risk of transmission.

Potential measure	Phase	Comments, if any
Reconfigure campus layouts (eg desk positioning) to allow people to work further apart	➊ COMPLETE ➊ COMPLETE ➋ COMPLETE ➌ IN PROGRESS	➊ Only security on campus ➊ Very limited numbers ➋ Clearing rooms set up to ensure social distancing ➌ Some offices have screens installed. Timetabled access should reduce office sharing longer term
Redesign working processes to allow people to work further apart	➊ COMPLETE ➊ COMPLETE ➋ COMPLETE ➌ IN PROGRESS	➊ Only security on campus ➊ Very limited numbers ➋ Clearing rooms set up so individuals have their own PC, giving greater space between users. ➌ Students timetabled in cohorts keeping them separate from other cohorts where possible
Use floor tape or paint to mark areas to help people keep to a 2m distance	➊ COMPLETE ➊ COMPLETE ➋ COMPLETE ➌ COMPLETE	➊ Installed – not enforced ➊ Installed – not enforced ➋ Installed – enforced during clearing & open days ➌ Installed – enforced across campus
Arrange for people to work side-by-side or facing away from each other rather than face-to-face (only where it is not possible to move workstations further apart)	➊ COMPLETE ➊ COMPLETE ➋ IN PROGRESS ➌ OUTSTANDING	➊ Only security on campus ➊ Very limited numbers, only applies to Facilities ➋ Clearing rooms set up so individuals have their own PC, giving greater space between users. ➌ Risk assessments and method statements will be reviewed during Phase 2
Use screens to separate people from each other (only where it is not possible to move workstations further apart)	➊ COMPLETE ➊ COMPLETE ➋ COMPLETE ➌ IN PROGRESS	➊ Only security on campus ➊ Installed in communal areas ➋ Screens not installed in clearing rooms, instead face covering and social distancing. ➌ Some offices have screens installed. All interactions other than eating & drinking must be using a face covering. (Visors are allowed from behind a screen during teaching to allow for lip reading)
Manage occupancy levels to enable social distancing	➊ COMPLETE ➊ COMPLETE ➋ COMPLETE ➌ IN PROGRESS	➊ Only security on campus ➊ Access is granted for specific reasons ➋ Access is granted for specific reasons ➌ Timetabling group to determine which staff / students should be on campus at which time.

Where it is not possible to avoid hot desks/spaces, clean workstations between different Occupants including shared equipment	➊ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ OUTSTANDING	➊ Only security on campus ❶ Individuals use their own PC ❷ Individuals use their own PC – allocated PCs for clearing ❸ Keyboard covers are being purchased, which will facilitate shared use of PCs

7.4　　Meetings

The objective is to reduce transmission due to face-to-face meetings and maintain social distancing in meetings.

Potential measure	Phase	Comments, if any
Use remote working tools to avoid in-person meetings	➊ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	➊ Zoom meetings to be used ❶ Zoom meetings to be used ❷ Zoom meetings to be used where possible ❸ Zoom meetings to be used where possible
Ensure that: —only absolutely necessary that participants attend meetings in person —2m separation is maintained throughout	➊ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	➊ Zoom meetings to be used ❶ Zoom meetings to be used ❷ Zoom meetings to be used where possible ❸ Zoom meetings to be used where possible
Provide hand sanitiser in meeting rooms	➊ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	➊ N/A ❶ N/A ❷ Available at each entrance and in clearing rooms ❸ Available across campus

7.5 Accidents, security and other incidents

The objective is to prioritise safety during incidents, eg people do not have to stay 2m apart in an emergency situation such as a fire or accident if it would be unsafe.

People involved in providing assistance to others should pay particular attention to sanitation measures immediately afterwards, including hand washing.

Potential measure	Phase	Comments, if any
Protocol for someone developing symptoms at work	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓿ • Individual leaves campus immediately and follows NHS guidance. • Room sealed for minimum of 72 hours ❶ - ❸ • Individual leaves campus immediately and follows NHS guidance. • Seal the room being used, sign fixed on the door stating closed for essential maintenance and remove core. • Room sealed for 72 hours • After 72 hours cleaners deep, clean wearing appropriate PPE
Train people involved in managing incidents about the need to prioritise safety.	⓿ COMPLETE ❶ COMPLETE ❷ OUTSTANDING ❸ OUTSTANDING	⓿ ❶ • Limited First Aid cover, with face coverings and gloves ❷ ❸ • First Aiders must be trained in the safe management of incidents

8 CORONAVIRUS HEALTH AND SAFETY MEASURES—CUSTOMERS, VISITORS AND CONTRACTORS

These measures apply to all workers who work on-site, whether on a full-time, part-time or ad hoc basis.

8.1 Managing contacts

The objective is to minimise the number of unnecessary visits to our campuses.

Potential measure	Phase	Comments, if any
Encourage visits via remote connection/working where this is an option	⓿ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	⓿ No visitors on campus ❶ Visitors strictly limited ❷ Visitors limited, limited open days

Potential measure	Phase	Comments, if any
		❸Visitors limited to those that require access carrying out work that cannot be done remotely
Where site visits are required, provide guidance on social distancing and hygiene to visitors on or before arrival	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS	⓿No visitors ❶&❷Phase 1 induction process (face to face or by video) ❸Phase 3 Return to Work & Study videos.
Determine whether schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ OUTSTANDING	⓿No visitors ❶&❷ Limited numbers of staff and no students, will ensure that there is little chance of overlap ❸ This will need to be planned, based on the use of parts of the campus (timetabling) and maintenance requirements, to reduce overlap.
Maintain a record of all visitors, if practical	⓿ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ OUTSTANDING	⓿ No visitors ❶&❷ All visitors logged onto site ❸ Need to determine who is on campus

8.2   Providing and explaining available guidance

The objective is to make sure people understand what they need to do to maintain safety

Potential measure	Phase	Comments, if any
Provide clear guidance on social distancing and hygiene to people: —before arrival, eg by phone, on our website or by email —on arrival, eg via signs or visual aids	⓿ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	⓿Induction video in place – signage throughout the campus ❶ Induction video in place – signage throughout the campus ❷Return to Work video - signage throughout the campus ❸Return to Work & Study videos - signage throughout the campus

Co-ordinate and work collaboratively with tenants	❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS ❹ OUTSTANDING	❶No tenants present ❷Tenants inducted using Phase 1 induction video ❸Tenants to use Return to Work video ❹Need a clear understanding of Covid induction of placements

9   CORONAVIRUS HEALTH AND SAFETY MEASURES—CLEANING THE WORKPLACE

These measures apply to all workers who work on-site, whether on a full-time, part-time or ad hoc basis.

9.1   Before reopening

The objective is to make sure any site or location that has been closed or partially operated is clean and ready to restart, including carrying out:

—an assessment for all sites, or parts of sites, that have been closed, before restarting work

—cleaning procedures and providing hand sanitiser before restarting work

Potential measure	Phase	Comments, if any
Full campus clean to address all COVID risks so that we reopen with as sterile and risk free environment as is possible. Open windows and doors frequently to encourage ventilation, where possible.	❶ COMPLETE ❷ COMPLETE ❸ COMPLETE ❹ IN PROGRESS	❶-❸ Deep clean has taken place ❹Regular cleaning of spaces with individuals being encourage to clean on arrival & departure.
Sanitising wipes to be provided at all desks. Sanitiser at reception and on each staircase landing.	OUTSTANDING COMPLETE OUTSTANDING	

9.2   Keeping the workplace clean

The objective is to keep the workplace clean and prevent transmission by touching contaminated surfaces.

If cleaning after a known or suspected case of coronavirus, refer to specific government guidance.

Potential measure	Phase	Comments, if any
Ensure there is frequent cleaning of work areas and equipment between uses, using our usual cleaning products	➊ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	➊ & ❶ **Deep clean has taken place** ❷ & ❸ **Regular cleaning of spaces with individuals being encourage to clean on arrival & departure.**
Ensure there is frequent cleaning of objects and surfaces that are touched regularly, eg door handles and keyboards	➊ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	➊ & ❶ **Deep clean has taken place** ❷ & ❸ **Regular cleaning of spaces with individuals being encourage to clean on arrival & departure.**
Make sure there are adequate disposal arrangements	➊ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	➊ - ❸ **Face covering disposed of as bagged waste – but not treated as clinical waste**
Limit or restrict the use of high-touch items and equipment, eg printers or whiteboards	➊ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ OUTSTANDING	➊ & ❶ **Deep clean has taken place** ❷ & ❸ **Regular cleaning with individuals being encourage to clean on arrival & departure.**

9.3 Hand washing, sanitation facilities and toilets

The objective is to help everyone keep good hygiene throughout the working day.

Potential measure	Phase	Comments, if any
Use signs and posters to build people's awareness of: —good hand washing technique —the need to increase hand washing frequency —the need to avoid touching their face, and —the need to cough or sneeze into a tissue which is binned safely or into their arm if a tissue is not available	**0** COMPLETE **1** COMPLETE **2** COMPLETE **3** COMPLETE	**0 - 3** **Over 200 posters across the campus on handwashing technique plus screen information and supplementary posters.**
Provide hand sanitiser in multiple locations, in addition to washrooms	**0** COMPLETE **1** COMPLETE **2** COMPLETE **3** COMPLETE	**0 - 3** **Hand sanitisers provided at all main entrances and work spaces.**
Where possible, provide paper towels as an alternative to hand dryers in hand washing facilities	Not regarded as a reasonably practical measure for the University	

9.4 Handling goods, merchandise and other materials and on-site vehicles

The objective is to reduce transmission through contact with objects that come into the workplace and vehicles at the worksite.

Potential measure	Phase	Comments, if any
Implement cleaning procedures for goods and merchandise entering the site	**OUTSTANDING**	

10 CORONAVIRUS HEALTH AND SAFETY MEASURES—PPE AND FACE COVERING

Where we are already using PPE in our work activity to protect against non-coronavirus risks, we should continue to do so.

When managing the risk of coronavirus, additional PPE beyond what we usually wear is not beneficial. This is because coronavirus is a different type of risk to the risks we normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of PPE.

We should not encourage the precautionary use of extra PPE to protect against coronavirus outside clinical settings or when responding to a suspected or confirmed case of coronavirus.

Unless we are in a situation where the risk of coronavirus transmission is very high, our risk assessment should reflect the fact that the role of PPE in providing additional protection is extremely limited. However, if our risk assessment does show that PPE is required, then we must provide this PPE free of charge to workers who need it. Any PPE provided must fit properly.

These measures apply to all workers who work on-site, whether on a full-time, part-time or ad hoc basis.

Potential measure	Phase	Comments, if any
Provide PPE to workers and/or encourage workers to use face coverings	❾ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	❾-❸ Face coverings are mandatory whilst inside UOB premises (with certain exceptions). UOB is not handling the pathogen directly and therefore PPE is not being issued.

Support any workers who choose to use face coverings in the workplace, by checking they understand the usage requirements and risks associated with PPE.	⓪ COMPLETE ❶ COMPLETE ❷ COMPLETE ❸ COMPLETE	⓪-❸ Face coverings are mandatory whilst inside UOB premises (with certain exceptions). UOB is not handling the pathogen directly and therefore PPE is not being issued.
Temperature checks	⓪ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	⓪-❷ Potential illness identified by a declaration prior to visit. ❸ All individuals entering UOB premises must walk through a heat detector. If the detector alarms, they will be asked to try again after a few minutes. On a second alarm they will be denied entry and asked to seek medical help

11 CORONAVIRUS HEALTH AND SAFETY MEASURES—WORKFORCE MANAGEMENT

These measures apply to all workers who work on-site, whether on a full-time, part-time or ad hoc basis.

11.1 Shift patterns and working groups

The objective is to change the way work is organised to create distinct groups and reduce the number of contacts each employee has.

Potential measure	Phase	Comments, if any
As far as possible, where staff are split into teams or shift groups	⓪ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	⓪ Security only ❶ Facilities brought in in sections ❷ Single group involved in clearing and open days ❸ Timetabled access

11.2   Work-related travel

The objective is to avoid unnecessary work travel and keep people safe when they do need to travel between locations.

Potential measure	Phase	Comments, if any
Implement a system to minimise non-essential travel, ensuring remote options are considered first	❶ COMPLETE ❷ COMPLETE ❸ COMPLETE ❸ COMPLETE	❶ - ❸ Only essential travel is allowed with prior authorization from the Registrar

11.3   Communications and training

Potential measure	Phase	Comments, if any
For people who are returning to the workplace, provide clear, consistent and regular communication—to improve understanding and consistency of ways of working	❶ COMPLETE ❷ COMPLETE ❸ IN PROGRESS ❸ IN PROGRESS	❶ - ❸ Regular communication from the Vice Chancellor with virtual walk about from Deputy Vice Chancellor and supported by formal and informal team meetings.

Engage with workers (including any relevant representative groups) Through existing communication channels to explain and agree any changes in working arrangements	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶-❶ Preliminary risk assessment shared with unions and employee forum. Risk assessment published on the website ❷-❸ This detailed risk assessment to be shared with unions and employee forum
Focus and promote awareness of the importance of mental health at times of uncertainty	❶ COMPLETE ❶ IN PROGRESS ❷ IN PROGRESS ❸ IN PROGRESS	❶-❸ All local H&S committee actioned through their Heads of Service to formally consider Mental Health and report back to the September UOB H&S Committee

12   ADDITIONAL MEASURES FOR CLINICALLY VULNERABLE PEOPLE

Please complete this section with the additional arrangements put into place in relation to any clinically vulnerable people who are required to work on-site. Note that clinically extremely vulnerable people have been strongly advised not to work outside the home. For more guidance, see the introduction to section 5 and definitions in appendi⊠2.

Potential measure	Phase	Comments, if any
Identify all clinically extremely vulnerable workers and make arrangements for them to work from home	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶-❶ No access to campus ❷-❸ Individuals will receive a 1:1 individual risk assessment prior to returning to campus
Identify all workers who are not themselves clinically vulnerable but live with clinically extremely vulnerable people. Ensure that particular attention is paid to their health and safety	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶-❶ No access to campus ❷-❸ Individuals will receive a 1:1 individual risk assessment prior to returning to campus
Identify all workers who are clinically vulnerable (as opposed to the above two categories)	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶-❶ N/A ❷-❸ Identified through self declaration following Return to Work / Study video

Help clinically vulnerable people to work from home, either in their current role or in an alternative role	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶-❶ No access to campus ❷-❸ Individuals will receive a 1:1 individual risk assessment prior to returning to campus if this is safe to do so
Where clinically vulnerable people have to spend time within 2m of others, carefully assess whether this involves an acceptable level of risk and act accordingly	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶-❶ No access to campus ❷-❸ Individuals will receive a 1:1 individual risk assessment prior to returning to campus

13   EQUALITY IN THE WORKPLACE

The objective is to treat everyone in the workplace equally. In applying this guidance, be mindful of the particular needs of different groups of workers or individuals.

It is breaking the law to discriminate (directly or indirectly) against anyone because of a protected characteristics such as age, seor disability.

Note also the particular responsibilities that apply in relation to disabled workers and those who are new or expectant mothers.

Potential measure	Phase	Comments, if any
Understand and take into account the particular circumstances of workers with different protected characteristics	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶❶❷❸ *Discussion with HR*
Make reasonable adjustments to avoid disabled workers being put at a disadvantage	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶❶❷❸ *Discussion with HR*
Assess the health and safety risks for new or expectant mothers and act accordingly	❶ COMPLETE ❶ COMPLETE ❷ IN PROGRESS ❸ IN PROGRESS	❶❶❷❸ *Discussion with HR*

14   CONCLUSIONS

Having identified (i) which workers are able to work remotely, (ii) who is required to work on-site, (ii) the risks associated with on-site working and (iv) measures that have or will be taken to mitigate these risks, please complete the table below.

We have taken all reasonable steps to help people work from home *Whilst IT access is good through the Remote desktop, a number of users require display screen equipment (chairs etc) which have not all been provided*	⚠️
We have taken all reasonable steps to maintain a 2m distance in the workplace	✅
We have cleaning, hand washing and hygiene procedures in line with relevant guidance	✅
Where people cannot be 2m apart, we have done everything practical to manage transmission risk	✅

Appendix
Clinically vulnerable and extremely vulnerable people

Who is 'clinically extremely vulnerable'?

Expert doctors in England have identified specific medical conditions that, based on what we know about the virus so far, place someone at greatest risk of severe illness from COVID-19.

Clinically extremely vulnerable people may include the following people. Disease severity, history or treatment levels will also affect who is in this group.

1. Solid organ transplant recipients.
2. People with specific cancers:
    - people with cancer who are undergoing active chemotherapy
    - people with lung cancer who are undergoing radical radiotherapy
    - people with cancers of the blood or bone marrow such as leukaemia, lymphoma or myeloma who are at any stage of treatment
    - people having immunotherapy or other continuing antibody treatments for cancer
    - people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors
    - people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppression drugs
3. People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe chronic obstructive pulmonary (COPD).
4. People with rare diseases that significantly increase the risk of infections (such as severe combined immunodeficiency (SCID), homozygous sickle cell).
5. People on immunosuppression therapies sufficient to significantly increase risk of infection.

6. Women who are pregnant with significant heart disease, congenital or acquire