

GENERAL RISK ASSESSMENT FORM

College/Department	University wide use of our spaces risk assessment	Date of Risk Assessment	1 st September 2021	
Name of person carrying out assessment	Hugh McCann	Job Title	Director of Estates	
<p style="text-align: center;">DESCRIPTION</p> <p>Give details of the process, task, activity, event etc. being risk assessed</p>	<p>The HE COVID-19 Operational Guidance (19 July) indicates we should not put in place measures which limit the teaching and learning outcome for students, or significantly limit the wider activities offered by the HE provider.</p> <p>Our use of spaces during 2021-22 will reflect this clear requirement, alongside the wider changes in regulation, including the removal of social distancing. It will also reflect the changed public health context, including vaccination levels across our communities.</p> <p>Our approach will be framed by risk assessment aligned to the changed context, to ensure we have proportionate control measures and processes in place, and will include active arrangements to monitor that controls are effective and working as planned.</p> <p>In developing our thinking, we have sought Public Health feedback, which has highlighted the appropriateness of a holistic approach and our continued use of controls that do remain available in spaces, whilst recognising that other restrictions have been lifted and recognising our obligations to deliver on the requirements set out by the Department for Education.</p> <p>The University has a very robust corporate risk assessment that provides information relating to all the controls we have in place to mitigate any issues that may affect the business activities, people and spaces. This overarching risk assessment will provide details of the holistic controls we have available within our buildings that may affect staff and students</p>			
<p style="text-align: center;">HAZARD IDENTIFICATION</p> <p>Hazard - something with the potential to cause harm within the process, task etc. you are assessing.</p> <p>NB: Consider things that you can “foresee” / imagine going wrong and how this could happen?</p>	R e f:	Hazard	Who and How Many can be harmed? e.g. student, staff, contractors etc.	How can they be harmed? Describe
	A	Effect on wellbeing of staff and students	All those on Campus or working from home	Short and long term illness resulting from the effects of the changes being made
	B	Removal of the legal requirement for social distancing could increase risk of infection	All those on Campus who interact with each other – Staff, Students, Contractors and members of the public	Contracting Covid -19 that could result Short and long term illness and time away from work
	C	Removal of the legal requirement for the wearing of face coverings could increase risk of infection	All those on Campus who interact with each other – Staff, Students, Contractors and members of the public	Contracting Covid -19 that could result Short and long term illness and time away from work
	D	Lower air quality within spaces	All those on Campus who interact with each other – Staff, Students, Contractors and members of the public	Contracting Covid -19 that could result Short and long

				term illness and time away from work
	E	Removal of signage from buildings	All those on Campus within our buildings – Staff, Students, Contractors and members of the public.	Increased confusion and anxiety for some staff
	F	Ineffective communication of the changes	All those on Campus who interact with each other – Staff, Students, Contractors and members of the public	Changes not being followed resulting in all those affected contracting Covid -19 that could result Short and long term illness and time away from work and increased anxiety for some staff
	G	Low uptake on vaccinations and testing requirements	All those on Campus who interact with each other – Staff, Students, Contractors and members of the public	Contracting Covid -19 that could result Short and long term illness and time away from work
	H	Inability to carry on the Universities business as expected	Business continuity issues	Short and long term illness resulting from the effects of the disruption caused

<p style="text-align: center;">EXISTING CONTROL MEASURES IN PLACE</p> <p>What control measures are already in place to reduce the risk of the hazard becoming a reality?</p> <p>Refer to the hazards identified above i.e. A B C D etc.</p>	R	You may combine some of the hazards together if one control measure addresses more than one hazard e.g. A, C & E to save repeating the same information		
	A	<p>As detailed in the Working on Campus - Guidance for Managers, staff have been encouraged to carry out a risk assessment to support their return to campus. This assessment has recently been updated to include a vaccination question. Staff should raise concerns/issues with their line manager, who will support them with their requirements and ensure they are linked with relevant advice and guidance from other teams.</p> <p>Here to help remain in place at key areas across the University to support a variety of teaching and general activities. Staff have been given access to local training/inductions when they return to campus to ensure they understand the processes in place.</p> <p>The University has a strong expectation that everyone will wear a face covering in shared indoor spaces that are crowded and enclosed. .</p> <p>The University has strongly encouraged all staff and students to engage in the government vaccination programme.</p>		
	B	<p>Managers have been asked to consider how their space can be used in effective ways to support on campus working, following the removal of social distancing and 2020-21 occupancy limits.</p> <p>Booking systems will continue to be in place, where those support operational needs.</p> <p>Responsible Principal Investigators (named escalation routes) continue to be an effective control and should be maintained in research settings. This can be an online / on call arrangement.</p> <p>The use of some remote working options in teams, where the activity permits as part of Service and Colleges planning, can also support effective space management.</p> <p>Where in situ and appropriate, screens should remain in place for the first term and then reviewed.</p>		

	<p>Managers have been asked to ensure they complete/update a local risk assessment with aspects that are relevant for the activities they carry out.</p> <p>Managers should consider very carefully those activities that may pose a greater risk including dance, singing, drama, research with human participants, and sports.</p>
C	<p>Wearing a face covering can reduce the risk to individuals and others around them against the spread of infection.</p> <p>The University has communicated their strong expectation that staff and students wear face coverings within shared indoor spaces that are crowded and enclosed where you come into contact with people you don't usually meet.</p> <p>Managers have been asked to encourage staff to be aware that people may have their own individual concerns in relation to returning to greater freedoms and interacting with others.</p> <p>Hand sanitiser stations remain in place until further notice and staff/students should be encouraged to use these when entering/existing buildings, shops etc. and regularly throughout the day.</p> <p>Cleaning stations will remain and staff should be encouraged to use these especially at the beginning/end of the day and if using shared equipment, touch points and surfaces etc.</p> <p>The Facilities Management team will continue to carry out an enhanced cleaning regime to common areas and common touch points.</p>
D	<p>Ventilation remains an important control. We have two types of ventilation;</p> <ol style="list-style-type: none"> a. Mechanically ventilated spaces - such as some larger lecture theatres, laboratories, kitchens, some learning rooms and meeting spaces. b. Naturally ventilated spaces – these are spaces that rely on openable windows for ventilation and ventilation in these rooms will be improved by opening the windows when the rooms are occupied. Rooms have signs within them stating open windows indicating these rooms are naturally ventilated. <p>Sampling will be carried out in spaces highlighted as having concerns (stuffy/hot), and those identified through Estates review, in real life environment. This will include gathering CO2 data. Following HSE guidance on how to carry out these checks we will be able to compare PPM of CO2 to the quality of the air.</p>
E	<p>All signage relevant to the activity requirements remain in place – in particular window opening, hand hygiene, and NHS QR codes.</p> <p>Regular communications to all staff and students are in place to ensure all are aware of the changes.</p> <p>Here to help will remain in place at key areas across the University to support a variety of teaching and general activities.</p>
F	<p>Regular communications to all staff and students is in place to ensure all are aware of the changes.</p> <p>Here to help will remain in place at key areas across the University to support a variety of teaching and general activities.</p>
G	<p>All staff and students have been strongly encouraged to test regularly. Staff should follow the latest University/Government guidance following the outcome of the test and report results to the NHS and the University. This will remain a control for the foreseeable future and is important to help protect the University and wider community.</p> <p>The University strongly encourages staff and students, wherever possible, to engage with the government's vaccination programme, including through its close working with the Clinical Commissioning Groups for Devon and Cornwall. The University provides access to and information around vaccination to enable engagement.</p>
H	<p>Managers have been asked to consider the outcome of staff having to self isolate and what impact this will have on the business needs. Any issues identified should be escalated to their line manager. Managers can access the support and guidance available at Step 9 of the Working on Campus – Guidance for Managers, which includes details of the Business Continuity toolkit.</p> <p>If and when required the Outbreak management Plan provide advice and support to Silver Policy and Gold Sustain who will regular review the Universities arrangements.</p>

ACTION PLAN – things that need to happen now to control / reduce risk further

Risk	Further Action Required To Control Risk	By Whom	Date Complete
A			
B			
C			
D			
E			
F			
G			

NB: When actions are complete they need to be transferred to the section above as now being 'control measures already in place'. The risk rating scores may also need to be amended to acknowledge that these additional controls measures are now in place.

ASSESSMENT SIGN OFF

Assessor's Signature			
Manager's Name		Manager's Signature	
Date signed	1 st September 2021	Local monitoring to be performed by:	Estates Team
Review Period: (please circle as appropriate)	<input checked="" type="checkbox"/> continuous <input type="checkbox"/> daily <input type="checkbox"/> weekly <input type="checkbox"/> monthly <input type="checkbox"/> annually <input type="checkbox"/> after significant change		
Risk Assessment Review Dates:		Copies of Assessment to: (please identify)	