

Framework of Controls Checklist – Use of Our Spaces

A risk assessment is required to evidence how we comply with health and safety law and we have proportionate control measures and processes in place. We must regularly review and update your risk assessments - treating them as 'living documents' - as the circumstances in your setting and the public health advice changes. This includes having active arrangements in place to monitor whether the controls are effective and working as planned.

The University business covers many spaces, activities and people as such has developed a process that effectively and proportionately manages the risk to those spaces, activities and people as far as reasonably practicable. The Use of Our Spaces risk assessment shows what risks we have and how we intend to manage these – this risk assessment sits alongside the [corporate risk assessment](#) the University has in place.

The below guidance and checklist is designed to enable managers to undertake a supplementary [general risk assessment](#) for their local context. Managers should discuss the new arrangements with staff to ensure the risk is managed but that staff are also understand what we will remain doing at this present time.

Please be mindful that there may be different guidance in place if you are in a shared setting, such as an NHS building.

Control available	Guidance	Applied in Local General Risk Assessment Yes/No
Health and Wellbeing assessments	As detailed in the Working on Campus - Guidance for Managers , staff should be encouraged to carry out a risk assessment to support their return to campus. This assessment has recently been updated to include a vaccination question. The Guidance links to detailed support for Managers regarding support for Clinically Extremely Vulnerable staff. 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.	
Effective Space Management	Managers should 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. Booking systems will continue to be in place, where they support operational needs. 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. 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.	
Face Coverings	The University has a strong expectation that staff and students wear face coverings within shared indoor spaces that are crowded and enclosed where they come into contact with people they don't usually meet. Managers should encourage staff to be aware that people may have their own individual concerns in relation to returning to greater freedoms and interacting with others. Managers should also	

	encourage colleagues to remember and be sensitive to the fact that some members of our community are unable to wear face coverings. Managers should advise on the availability of exemption lanyards and cards should staff wish to use them.	
Hand sanitiser stations	Hand sanitiser stations will remain until further notice and staff/students should be encouraged to use these when entering/existing buildings, shops etc. and regularly throughout the day.	
Cleaning stations	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.	
Enhanced cleaning regime	The Facilities Management team will continue to carry out an enhanced cleaning regime to common areas and common touch points.	
Ventilation	Ventilation remains an important control. We have two types of ventilation; 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.	
Here to help	Here to help will remain in place at key areas across the University to support a variety of teaching and general activities.	
Training/Inductions	Staff should be given access to local training/inductions when they return to campus to ensure they understand the processes in place.	
Perspex Screens	Where in situ and appropriate, screens should remain in place for the first term and then reviewed.	
Signage	All signage relevant to the activity requirements should remain in place – in particular window opening, hand hygiene, and NHS QR codes.	
Lateral flow testing	All staff and students are 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.	
Vaccinations	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.	
Business continuity	Managers should 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.	
Local activity	Managers should ensure they complete/update their risk assessment with aspects that are relevant for the activities they carry out. Managers should consider very carefully those activities that may pose a greater risk including dance, singing, drama, research with human participants, and sports.	