

Newcastle University - Risk Assessment

Project title	Working Safely on Campus During Covid-19		
Description of work activity	Returning and continuing to work on campus during COVID-19 including the reopening of buildings. This risk assessment is to be used in conjunction with the Working Safely at Home and on Campus during Covid-19 Guidance document which provides further detail on how to implement the following control measures. Where buildings are occupied by more than one Unit and/or third parties, Building User Groups (BUGs) should be used to discuss the health and safety provisions for that particular building.		
Unit name	Newcastle University	Location	All University Buildings
Assessor	OHSS	Approver (Manager / Responsible person)	John Hogan/Adrienne McFarland
Date of assessment	11/09/2020	Review Date (2 years)	12/09/2022

	Hazards	Risks (Who might be harmed & how?)	Controls
1.	<p>Coronavirus (COVID-19) (CV19)</p> <p><i>General principles</i></p>	<p>Colleagues and students</p> <p>Person to person virus transmission due to increased numbers of people on campus</p> <p>Transmission strongly associated with close range person to person transmission via exposure respiratory droplets or direct physical contact with an infectious person¹.</p>	<p>A blended working approach will be taken. This is a mixture of some on campus working and home working (if working effectively and safely from home is possible). This will limit the occupancy of the campus to enable physical distancing measures to be put in place/maintained. Colleagues and students presenting symptoms must self-isolate (see section 3) and report this to the University. Colleagues and students are encouraged to carry out temperature checks before coming onto campus</p> <p>Arrangements will be made to enable those working on campus to maintain 2m physical distancing by</p> <ul style="list-style-type: none"> ○ Evaluating building occupancies and limiting these to approximately 25% of the usual capacity. ○ Evaluating and setting individual occupancies for rooms, lifts, kitchen areas, toilets and showers etc. ○ Where possible implementing entrance only and exit only access into buildings to control the flow of people into and out of buildings. ○ Where possible implementing one way systems for corridors and staircases. ○ Arranging offices, labs, workshops, studios to assist 2m separation including where possible, one way systems, allocation of desks/benches, managing entrances and exits. ○ Implementing systems to manage areas where queues may form. ○ Implementing 'knock and call' systems for some spaces such as toilets and other shared spaces.

¹ Information from ¹Information from https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892043/S0484_Transmission_of_SARS-CoV-2_and_Mitigating_Measures.pdf

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		<p>Transmission strongly associated with indirect contact transmission via contaminated surfaces and objects¹</p> <p>Weaker evidence that aerosol transmission (<5 micron diameter particles) may play a role under some conditions such as in poorly ventilated crowded environments. Risk increases with time spent in the same shared air and proximity of the infectious person¹</p> <p>Colleagues and students are not aware of the control measures identified,</p>	<ul style="list-style-type: none"> ○ Using signage and floor markings to indicate these arrangements. ● Rotas and/or staggered start/finish times will be implemented where possible to manage building numbers, reduce footfall in what would normally be high traffic areas and to limit the number of people each individual will come into contact with. ● Colleagues will be discouraged from making non-essential trips between buildings ● Physical distancing will be maintained when greeting others. ● Face coverings may provide protection to others if the wearer is infected. In addition to the control measures listed here, wearing face coverings is encouraged on campus and required when moving around buildings or other spaces where circulation is required and where it is possible that 2m physical distancing is occasionally breached (see also section 3). Face coverings are also required to be worn in teaching locations. ● Where 2m is not viable 1m plus mitigation measures is acceptable but see section 3. ● Handwashing and hygiene procedures will be communicated and followed, and appropriate cleaning regimes will be established. <ul style="list-style-type: none"> ○ A poster campaign will be used to encourage people to wash their hands according to WHO/NHS guidance. ○ Hand sanitiser facilities will be provided at the entrance/exits of building. ○ Where sinks are not available, hand sanitisers will be made available. ○ Colleagues and student will be encouraged to clean desks, keyboards, phones, equipment etc. after use and sanitising wipes (e.g 70% alcohol wipes) will be widely available. ○ Building Facilities will manage their cleaning activities to focus on high touch areas and have a system in place to decontaminate an area following a case of COV19. ● Where possible and required, procedures to manage exchanging or receiving items will be established such as put down, pick up procedures, quarantining items for 72 hours, and use of gloves. ● Ventilation of buildings will be checked before reopening and adjusted in accordance with current guidance and requirement. ● Occupancy of areas will be below maximum occupancy (approx. 25%) and smaller rooms will be assessed to set a low occupancy limit or be single occupancy. ● Units will be instructed to open windows to improve fresh air circulation where possible and appropriate. ● 2m distancing measures described above will also contribute to reduction of risk. ● See above re face coverings. ● Colleagues and student will be provided with an induction before returning to work. This will include a University-level mandatory induction and will be supplemented with Unit-level inductions to communicate local procedures.

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		control measures are therefore not followed increasing person to person transmission risk.	<ul style="list-style-type: none"> Regular communications/poster campaigns will be implemented to remind colleagues to follow physical distancing advice and wash their hands regularly. Each building will be checked prior to opening, this will be carried out by using the building checklist. The checklist will be used to monitor and record that control measures are implemented and plan for further action.
2.	Coronavirus (COVID-19) (CV19)	<p>Colleagues and students at increased risk</p> <p>Increased risk of CV19 or difficulties in following physical distancing arrangements (e.g. hearing or sight impairments)</p>	<ul style="list-style-type: none"> Clinically vulnerable people may return to campus but will discuss this with their line manager. Their role should allow 2m distancing (or 1m+ with mitigation measures) to be maintained. Specific risk assessments will be undertaken where required. From 1st August: Those who are shielding (clinically extremely vulnerable) may return to campus but should work from home where possible. Working arrangements must be discussed with line managers. If returning to campus clinically extremely vulnerable people must be offered the safest possible role where 2m physical distancing can be maintained. Specific risk assessments will be undertaken, where required. Reasonable adjustments must be made for disabled workers, new and expectant mothers and those with other protected characteristics who wish to work on campus <ul style="list-style-type: none"> PEEPs must be upheld or reassessed. Pregnancy risk assessments must be carried out for new and expectant mothers. Where control measures to facilitate physical distancing (e.g. one way or knock and call systems) may be more difficult for some individuals to follow, for example those with visual or hearing impairments, managers should review the working arrangements of these individuals in order to provide support and provide tailored inductions to on-campus working where necessary. This may require an individual risk assessment. Accessible facilities such as access/routes, parking and toilets must be upheld. Accessible toilets must remain a priority for disabled colleagues and students. Accessible parking spaces must remain for the use of disabled colleagues and students only.
3.	Coronavirus (COVID-19) (CV19)	<p>Colleagues and students where 2m physical distancing cannot be achieved.</p> <p>Risk of transmission increases 2-10 times at 1m compared to 2m. Potential for higher occupancy also increases risk¹</p>	<ul style="list-style-type: none"> For activities or areas where 2m physical distancing is not viable, 1 m with risk mitigation is acceptable (1m+). However, an activity/area specific risk assessment should be undertaken to determine mitigation measures and these additional controls must be implemented. Mitigation measures may include: <ul style="list-style-type: none"> Use of face coverings. Increasing the frequency of hand washing and surface cleaning. Keeping the activity time involved as short as possible. Using screens or barriers to separate people from each other. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others). Ensuring that the activity takes place in a well ventilated area. <p>Where 2m or 1m + cannot be followed Units must decide whether the activity is business critical and if so take all mitigating actions possible to reduce risk supported by an activity specific risk assessment. Where the risk</p>

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			assessment finds that adequate mitigation measures cannot be applied then the activity must not take place.
4.	Coronavirus (COVID-19) (CV19) <i>Colleagues and students presenting with symptoms</i>	Colleagues and students Known or suspected cases of CV19.	<ul style="list-style-type: none"> • Colleagues and postgraduate students to follow the PHE guidance on self-isolation if they or anyone in their household shows coronavirus symptoms. Colleagues should not go into work if: <ul style="list-style-type: none"> ○ They are showing symptoms or have tested positive for coronavirus. ○ A member of their household is showing symptoms or has tested positive for coronavirus. ○ They have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. • Building Cleaning Operatives are trained and equipped to clean confirmed CV19 contamination.
5.	Coronavirus (COVID-19) (CV19) <i>Travel, Access and Egress</i>	Colleagues and students Person to person transmission when traveling to and from work and around campus	<ul style="list-style-type: none"> • Colleague and students to only travel to work where work cannot be performed at home and when permitted by managers and supervisors. • Colleagues and students will be encouraged to walk, run or cycle to work where possible or use personal vehicles. The aim is to minimize the frequency and amount of time using public transport. • Colleagues and postgraduate students should avoid travelling together to work in the same vehicle (not including public transport) unless they are from the same household. However, travelling by car with another person may be preferable to using public transport (if the individual cannot walk or cycle) and may be required for colleagues and postgraduates who are accompanied by a carer or support worker. In this case people must <ul style="list-style-type: none"> ○ Try to share the transport with the same people each time and keep to small groups at any one time. ○ Try to choose seats as far away from each other as possible and, ○ Use face coverings to protect each other. • Colleagues will be reminded of the government guidance on the use of public transport including the mandatory use of face coverings. • Staggered start / finish times and lunch breaks will be introduced to reduce congestion and to enable people to travel outside of peak times on public transport where possible. • Where possible, touch points will be reduced to limit contact around working locations e.g. holding doors open. Fire doors must have a mechanism for releasing the door in the event of a fire alarm. • 2m physical distancing must be followed whilst walking around the premises. Measures described in section 1 will be used to support this. • Colleagues and students will be encouraged to clean their hands on entry to buildings.
6.	Coronavirus (COVID-19) (CV19) <i>Third parties, contractors and visitors</i>	Colleagues, students, third party, contractor or visitor Person to person transmission of CV19 from third parties, contractors or	<ul style="list-style-type: none"> • Non-essential visits will be cancelled/postponed. • Contractors and suppliers must detail CV19 arrangements in their risk assessment and method statements. • The University's physical distancing arrangements will be communicated to contractors and visitors who will be expected to follow this. • Third parties occupying University premises must implement their own risk control measures within their spaces but must follow the University's arrangements in communal spaces. Third parties must attend Unit/building-level inductions so that they are informed of University arrangements.

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		visitors. Lack of awareness of control measures.	CV19 Information posters will placed in designated locations within the workplace (toilets, notice boards etc).
7.	Coronavirus (COVID-19) (CV19) Injury or ill health First Aid	First Aiders First aiders exposed to risks from CV19 due to providing First Aid in the workplace. Colleagues and students Inadequate response to injury of health due to lack of first aid provision.	<ul style="list-style-type: none"> • First aiders will be issued with updated guidance on carrying out first aid including CPR • First aiders will be provided with additional PPE including surgical mask and an apron. • First aid need assessments must be reviewed in line with revised building occupancies and the appropriate number of first aiders made available on site.
8.	Coronavirus (COVID-19) (CV19) Welfare Facilities	Colleagues, students and visitors Workplace stress and poor working conditions due to lack of welfare facilities. Person to person CV19 transmission while using welfare/catering facilities.	<ul style="list-style-type: none"> • Adequate numbers of toilets, showers and changing rooms should be made available with physical distancing and hygiene measures in place as described in section 1. • Breakout rooms, kitchens, common rooms must be made available with physical distancing and hygiene measures in places described in section 1. People can eat outside if possible (e.g. weather permitting). • Colleagues and students should be encouraged to bring pre-prepared meals and refillable drinking bottles from home. • Colleagues and students to wash hands prior to handling / eating food. • Some catering establishments will be available. These should provide pre-prepared and wrapped food as a takeaway service only. Payments should be taken by contactless card. • Drinking water should be provided.
9.	Display Screen Equipment	Colleague and students Musculoskeletal issues resulting from poor workstation set ups – possibly arising from working at a different desk than usual.	<ul style="list-style-type: none"> • Managers must ensure that colleagues' carryout a DSE assessment using the DSE checklist and guidance. This can be a self-assessment in the first instance. • Health and Safety Advisers and Occupational Health are available to provide additional guidance and, if required physiotherapy support.
10.	Stress and poor mental health	Colleagues and students Change and uncertainty. Concerns about returning to work.	<ul style="list-style-type: none"> • Managers should keep in touch with their teams and ensure that teams stay connected with each other. • Managers should also stay in appropriate contact with colleagues who have been placed on the Coronavirus Job Retention Scheme or who are self-isolating. • Managers should take steps to support the welfare, mental health and personal security of their teams and of themselves. This may include: <ul style="list-style-type: none"> ○ Encouraging colleagues to observe 'quiet Fridays'. This means avoiding meetings and thinking carefully about sending emails on this day. ○ Encouraging colleagues to participate in self-care actions. This could include participating in the COVID-19

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			<p>Wellbeing Programme or using some of the resources within the COVID-19 Support toolkit.</p> <ul style="list-style-type: none"> • Support is available via the Employee Assistance Programme, JustAsk and the Chaplaincy. • Managers should carry out a stress risk assessment for individual colleagues who are experiencing work-related stress and may also wish to use the HSE’s talking toolkit to facilitate talking about stress, either with individuals or teams.
11.	<p>Failure of equipment or machinery</p> <p>Statutory compliance - risk of breaching requirements</p>	<p>Colleagues, students, visitors and contractors</p> <p>Equipment is not maintained to operate safely.</p>	<ul style="list-style-type: none"> • Specialist equipment that has been unused for a longer than usual period of time must be restarted and retested. For example: <ul style="list-style-type: none"> ○ LEV systems, pressure systems, lifting equipment and other equipment that requires a statutory test should be checked to ensure that it is still within the statutory test date. If not, the equipment must not be used until it has been retested. ○ Users should carry out visual inspections of equipment before use. For example, checking that air flow indicators on fume hoods/MSCs are correct and that alarms are not sounding. ○ For gas systems, users should check that regulators are in date, that there does not appear to be any damage to hoses etc. A leak test should be carried out. ○ Emergency stop buttons should be tested. • Users should speak to the specialist contractor regarding advice on restarting equipment after a period of activity or follow manufacturer’s instructions.
12.	Lone working	<p>Colleagues and Students</p> <p>Accidents or ill health not being attended to</p>	<ul style="list-style-type: none"> • Lone working risk assessments will be undertaken where required and controls implemented including the use of the Safe Zone.
13.	<p>Legionella</p> <p>Control of water systems - Legionella</p>	<p>Colleagues, students, visitors and contractors</p> <p>Legionella bacteria forming</p>	<ul style="list-style-type: none"> • Water risk assessment to be reviewed to ensure scheme of control remains in place and effective. • Seek the advice from the water treatment contractor as required. • Check with ESS and building management with regard to checking Legionella compliance.
14.	<p>Coronavirus (COVID-19) (CV19)</p> <p>Fire</p>	<p>Colleague, students, visitors contractors and anybody else visiting or using the building</p> <p>Any of the above persons or groups could be exposed to Coronavirus due to physical distancing measures being compromised during and after a building evacuation following the activation of a fire alarm.</p>	<ul style="list-style-type: none"> • Reduce the number of fire alarm activations and evacuations to a minimum by; removing the requirement to hold annual fire drills. Ensure that fire alarm systems continue to be serviced on a regular basis. Report defects promptly and ensure that such defects are repaired as soon as possible. • Ensure that where an “investigation period” is built into the system, it is used effectively to avoid false alarms. Ensure that all colleagues re-double their efforts to avoid causing false alarms. • Whilst it is imperative that all building users evacuate the premises as soon as the fire alarm is heard, there will be adequate opportunity to maintain the recommended physical distance as buildings will be substantially under-occupied. It should also be noted that once people are within a protected stairway, they are in a place of relative safety and will be able to proceed at a pace that enables them to ensure that they maintain the recommended physical distance from others. • Following the evacuation, all building users should proceed to the designated Assembly point whilst continuing to

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		Exposure to fire or smoke as a result of lack of fire evacuation management or individuals not following evacuation procedures.	<p>maintain physical distancing measures. As buildings are substantially under-occupied, there should be adequate room at the Assembly point but if the area starts to become crowded, people should dissipate further if necessary</p> <ul style="list-style-type: none"> When it is safe to re-occupy the building, all building users should again, make sure that they maintain the recommended physical distance from others.
15.	<p>Coronavirus (COVID-19) (CV19)</p> <p>Travel (Travelling abroad and Returning from travelling abroad)</p>	<p>Colleagues and students</p> <p>Travelling abroad for work to any area Returning to the UK after travelling abroad for work (or otherwise) to an area with a higher risk of CV19.</p>	<ul style="list-style-type: none"> All but essential travel is to be suspended, see Travel Abroad Management Standard. PVCs to approve essential travel. UK Government has issued a CV19 Exceptional Travel Advisory Notice. Practical alternatives to travel including postponing trips and holding meetings via video conferencing should be implemented.

Additional Controls (is there anything you need to plan for?)	Who	Target Date	Completion Date
Provision of safety packs to all colleagues and students including a reusable, washable face covering, digital thermometer and reusable hand sanitiser. Wearing face coverings in situations described in section 1 implemented,	Emergency Management Team (EMT)	07/09/2020	Click or tap to enter a date.
Provision of an early warning system for recording and monitoring cases.	EMT	14/08/20	

Additional Information
<ul style="list-style-type: none"> Please ensure all colleagues are aware of reporting requirements and that all confirmed CV19 cases are escalated to line management and occupational health. Information notes are to be sent out and any updates communicated in a timely manner to everyone. A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work. Risk assessments to be reviewed where a significant change has occurred. Encouragement of an open and collaborative approach between everyone on campus where any issues can be openly discussed and addressed.

Signature of Responsible Person (Double click on the signature box below)


