

Reference	1857	Activity Description	
			<p>This RA has been reviewed and updated following information from Government regarding a new SARS-Cov-2 virus variant that is more highly transmissible than the original strain and the measures below have been re-considered to ensure they are suitable and sufficient at the present time. The whole of England was placed into lockdown on 5th January 2021 and it is expected to last until at least mid February 2021. At the current time staff are working from home where possible and only keyworkers are attending campus. Students have been delayed in their return and most teaching is taking place online only with very few practical's arranged.</p> <p>Following guidance from Government and DfE, the appropriate steps will be taken to reopen the campus and allow staff and students to return in a Covid secure manner.</p> <p>Students, tutors and lecturers returning to classroom following and during lockdown periods during the COVID 19 pandemic. This risk assessment sets out the mitigation and control measures in assessing attendance for sessions being delivered in classrooms or practical areas and the risk posed to staff and students returning to campus after COVID-19 outbreak when face to face teaching re-commences. All staff and students working/studying in these areas will be consulted and informed of the control measures put in place to protect them from transmission of the virus.</p> <p>All persons will be expected to keep a distance of at least 2m from others both indoors and outdoors at all times. Only in situations where this is absolutely not possible then we shall follow the 1m+ mitigation, but this must be for a short period only.. Other measures will include restricted number of persons permitted in classrooms at any one time; one way traffic within buildings, wherever possible within the timetable, extra time for students to move from</p>

Activity Risk Assessment Landscape Report

			<p>classrooms to their next destination to avoid crowding and one way directional signs to be followed as required. Walking to classrooms (instead of driving), signage in and around buildings, access to washrooms for hand washing and alcohol based sanitiser gel provided, access to cleaning materials for desks/computers and other equipment, allocated areas to use for welfare facilities along with access to necessary cleaning materials for self cleaning between cleaning by housekeeping staff.</p> <p>Where working closer than 2m is necessary then side by side or back to back will be preferred, or staff and students must limit the time spent together and ensure hand washing /sanitiser gel is undertaken before and after each session. Social gatherings are not permissible at this time.</p> <p>PPE will be provided as normal for the activities where this is required e.g. using certain chemicals for dusty activities. Face coverings are not a substitute for social distancing or hand washing 20 seconds with soap and water. If Staff and students wish to wear a face covering, they are encouraged to wash hands before applying a face covering and not touch it when in use, wash their hands again after removal and wash the covering daily or dispose of the covering in a double plastic bag, sealed with a knot and placed in a bin safely.</p> <p>All tasks will follow current risk assessment and procedure documents that are already in place for specific activities.</p>
Assessment Date	01/03/2021	Publish To Portal	Yes
Assessor Name	Emma Osborne	Title	.Classrooms - attendance by students and lecturers/tutors during COVID 19 pandemic - updated 1st March 2021
Assessment Team Members		Review Date	No Review Set
Project Risk Assessment Reference		Overall Potential Risk Level	20

Activity Risk Assessment Landscape Report

Org Unit	Harper Adams -> Health & Safety			Overall Residual Risk Level	12				
Location	in classrooms around campus			Number Of People Exposed	4000				
Risk Assessment Category				People Exposed	HAU staff HAU students Contractors/Visitors				
Date Record Created	07/01/2021								
Hazard Category & Hazard Description	Persons At Risk & How Is Person At Risk	Control Measures	L	S	R	Additional Control Measures	L	S	R
contracting contagious diseases SARS-COV-2 New strain of the Covid 19 virus detected, which is more transmissible	All Contact with other persons who may have or are carrying the virus.	Staff will work from home where possible to limit the number of staff on campus.	4 - Major	2 - Unlikely	8 - Adequate	<p>Online tutorials, lectures and where possible practical learning will take place by online methods.</p> <p>Staff and post grads undertaking research should do so at home where possible. If this is not possible and providing research is conducted on site they can do so currently, however researchers are to conduct their research in strict accordance with the relevant Covid risk assessments that should be in place and follow the guidance in this RA at all times. Travel to other locations for the purpose of research is not permitted, unless permitted by the Deputy Vice-chancellor..</p> <p>Only where permitted some face to face practical work will be able to take place and smaller groups will attend.</p> <p>Students travelling from home to campus to partake in exams are asked to have a test before leaving home and only travel if the test is negative.</p>			

Activity Risk Assessment Landscape Report

<p>contracting contagious diseases SARS-Cov-2 New strain of the Covid 19 virus detected, which is more transmissible.</p>	<p>All Contracting the virus by not washing or cleansing hands with sanitiser, then touching face and eyes, which may have picked up the virus from contaminated surfaces. The mutations of the SARS-Cov-2 are more transmissible.</p>	<p>Soap and sanitiser available throughout the campus and signage reminding all to wash hands with soap and water for 20 seconds and to do this regularly or use hand sanitise when soap and water not available and also after touching surfaces.</p> <p>All persons moving within university buildings are to wear a face covering. At least 2m distancing from others is to be adhered to at all times inside and outside. Notices reminding of social distancing is placed around campus.</p> <p>Interactions with other persons should be limited. Any social or work interactions outside of a household or bubble/her should be conducted via teams or telephone.</p> <p>Despite the time of year with extreme cold weather, it is important that rooms are adequately ventilated e.g. occupied rooms and classrooms will need to have windows open, heating on and extraction units working to help the air flow.</p>	4 - Major	2 - Unlikely	8 - Adequate	<p>After using items e.g. photocopier, equipment, kettles etc, wipe down the equipment/items with hand sanitiser. Notices are on all kitchen areas and other areas. Blue paper towel provided and sanitiser provided.</p> <p>Housekeeping check and replenish soap and sanitiser and carry our regular touch pint cleaning e.g. door handles.</p> <p>Distancing within classrooms and laboratory areas remain at 1m+ at the current time, although persons will be spread out to allow 2m+ distancing where possible.</p> <p>Persons within shared offices should where possible do their work from home. If that is not possible they should put in place a rota so that the occupants are not in the same close proximity at the same time. When more than one person is working in the same area, face coverings are to be worn and more than 2m distancing implemented.</p>			
<p>contracting contagious diseases SARS- Cov-2</p>	<p>Contracting Cov2 virus. The new strain of the virus detected, which is more transmissible than the original outbreak. Contact with others carrying or having the virus, which is highly contagious. Person may or may not show symptoms.</p>	<p>Previously identified personal, procedural, engineering and societal mitigation to reduce the submission of SARS-Cov-2 virus all continue to apply to the new variant.</p> <p>Regular communication to staff and students on reinforcing core principles to reduce physical transmission through the environment (close range, airborne and vis surfaces)</p>	4 - Major	2 - Unlikely	8 - Adequate	<p>Primary actions: Reduce social contacts. Informal gatherings are not permitted inside or outside.</p> <p>Effective testing and tracing in place and control of the situation.</p> <p>Support measures in place to ensure the wellbeing whilst in isolation and quarantine.</p> <p>Individual responsibility to ensure compliance with all the control measures at all times, inside and outside.</p>	4 - Major	1 - Very unlikely	4 - Acceptable

Activity Risk Assessment Landscape Report

Other Research activities	Students - researchers staff Not being able to carry out research practicals	All research students are required to submit an action plan, risk assessment and safe operating procedures for approval by the Research Manager before they are allowed onto campus to begin their research. In addition, if the Researcher needs to use specific areas such as Laboratories or fieldwork, then specific inductions for those areas will also be given once authorisation is granted. During the second lockdown (5.11.20 – 2.12.20) then no travel authorisation will be granted to researchers. Any workstation activity (liking to computer only work) will be carried out at home and not on campus during this period.	4 - Major	2 - Unlikely	8 - Adequate				
Other Communication to staff and students	Staff and students Lack of information Not being able to obtain or interpret the latest information	Communication to staff and students is regular on a daily or weekly basis and follows the release of updates on Covid-19 measures from national governing bodies such as Government, PHE, UUK, NHS etc. Staff are informed via email and the weekly newsletter of updates as they occur or procedures change. Students are updated daily by way of email or Teams calls to households to check on wellbeing matters.	4 - Major	2 - Unlikely	8 - Adequate				
Transport Travel and journeys for university business or study	students staff unauthorised journeys	At the present time during the second national lockdown in England (4.11.20-2.12.20) only essential travel will be allowed. All travel needs to be authorised by HoDs and have a full risk assessment completed for the activity. Please see RA 1579 for details on transport.	4 - Major	2 - Unlikely	8 - Adequate	Students (and staff) are advised to remain in their student accommodation during term time and not to travel back and forth from their home address which will help to control Covid-19. Travel should be done in cars or walking and not sharing vehicles with others from outside your household.	4 - Major	2 - Unlikely	8 - Adequate

Activity Risk Assessment Landscape Report

<p>contracting contagious diseases Covid-19 outbreaks on campus among staff and students</p>	<p>staff and students contracting Covid-19 and obtaining relevant isolation, symptom and testing advice</p>	<p>All buildings have been assessed and carry the Covid Secure poster, including building layouts and directional signage, floor markings, hand sanitiser units, symptom posters, helpline details etc.</p> <p>The university has set up its own Covid-hotline where staff and students can enquire and be given advice about all things covid. Dedicated staff man the phonedlines, and students and staff are encouraged to call when symptomatic to arrange to get tested and with any results. The hotline team then follow up with notifying the local PHE health protection team and carry out internal track and tracing to identify others who may need to isolate if a positive result is given.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>				
<p>Teaching Social Distancing during practicals and Tutorials</p>	<p>Students Staff Risk of contracting Covid-19 and not maintaining 2m social distancing</p>	<p>All staff and students (including contractors and visitors) are reminded to ensure they keep their distance from others whilst moving about in and out of the buildings. There are signs and posters displayed by entrances and exits and within corridors noting the flow of traffic, and the floors have tape and stickers reminding of the 2m distancing.</p> <p>Taught groupwork such as tutorials ad practicals have been scheduled so that the groups are smaller and repeated to allow all students to attend one of the sessions.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>When students need to gather for the start of an outdoor practical then they group together in an open space until the Tutor arrives and walks them to their destination. The paved area in front of the Library is used as this is on solid ground and away from entrances and exits of buildings and offers plenty of space to enable social distancing.</p> <p>Where possible the practical and group work will put students into groups with other same household persons where possible.</p> <p>Students are advised not to socialise in close contact with persons outside of their household and that groups meetings should be 6 or less when outside of a University taught environment</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>

Activity Risk Assessment Landscape Report

<p>Workplace facilities Ventilation and Extraction Units</p>	<p>Students Staff Others entering the rooms contracting Covid-19 from droplets in the air</p>	<p>All rooms that have LEV/ventilation have been serviced prior to the term commencing. All ventilation units have been programmed to commence two hours prior to class (7am) and to go off two hours after classes finish (8pm) if not already programmed to work 24/7. In teaching rooms where there are no ventilation units then windows will be opened by security in a morning before start of teaching and closed again after teaching finishes. Staff and students are reminded to leave windows open during the lessons to allow flow of air.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Face coverings will be worn by persons entering or using the rooms including students, staff, maintenance, cleaning staff, contractors.</p> <p>All units have had annual service and maintenance carried out July/August 2020</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
--	---	--	------------------	---------------------	---------------------	--	------------------	---------------------	---------------------

Activity Risk Assessment Landscape Report

<p>Teaching Teaching in classrooms</p>	<p>Students Staff contracting Covid-19</p>	<p>classrooms have been assessed as to the number of seats that can be used and the distance between each person on a 1m+ calculation. The tutor will stand behind a tall screen at the front of the class</p> <p>All persons in the classroom will wear a face covering. In classroom settings, the tutor may remove their face covering and replace with a clear visor/shield whilst also standing behind a clear screen. This enables the class to clearly understand the information being given out and assists the small number of hearing impaired students who reply on lip reading. In some rooms there may be microphones available which can be used. At any point that the tutor needs to move closer to the class then the face covering must be replaced. When a tutor needs to move within 2m to a student then the face covering will be replaced.</p> <p>Face coverings are to be worn by all persons, staff, students, contractors and visitors at all times within buildings unless seated at their workstation in their own non-shared workspace.</p> <p>For tutorial or practical groups that are held outside, then advice is for the whole group to wear face coverings whilst travelling /walking to the outdoor location and only to be removed should more than 2m distancing be achievable.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Those persons with medical exemptions are requested to notify their Tutor or Line Manager and obtain and wear a badge or sunflower lanyard to warn others that they have a medical condition which relieves them of wearing a face covering. In these instances the persons may feel comfortable in wearing a visor to offer a small amount of protection.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
--	--	--	------------------	---------------------	---------------------	---	------------------	---------------------	---------------------

Activity Risk Assessment Landscape Report

<p>Other On campus working for students and staff</p>	<p>students staff risk of contracting Covid-19</p>	<p>Where possible staff and students who are not required to be on campus will carry out their work or study from home. Academic staff will still deliver taught f2f tutorials and practicals sessions in person when at least 40% of the students are in attendance. IF less than 40% are expected to attend in person die to isolating then the session will be carried out via Teams in small groups.</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>	<p>All student research will be authorised on a case by case basis to ensure it is suitable to be continued under changing regulations</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>
<p>contracting contagious diseases Staff/students feeling unwell or showing symptoms of COVID-19, or have been advised to isolate.</p>	<p>All Coming into contact with infected person or in vicinity of infected person. Touching items, breathing in particles from infected person.</p>	<p>Where possible prevent persons showing symptoms or isolating from coming on to campus. If on campus- send home immediately Phone NHS 111 for guidance</p>	<p>4 - Major</p>	<p>5 - very likely</p>	<p>20 - Unacceptable</p>	<p>Isolate the infected person in A Block room A7 using the door at the rear of the building. Wear a face mask or visor Provide the infected person with a face covering. Complete an accident/incident form Covid-hotline staff with contact H&S, Head of facilities and Housekeeping manager to arrange appropriate cleaning and sanitisation of rooms. Staff will Complete a health protection Covid 19 Notification form online (for track and trace) www.telford.gov.uk/testandtrace Out of hours call 01743 260290 and ask for Telford and Wrekin Emergency Planning Duty Manager. Signage of COVID-19 symptoms displayed throughout campus. Notices of how staff and students can contact the Covid helpline are displayed across campus and HALLS of RESidences</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>

Activity Risk Assessment Landscape Report

<p>contracting contagious diseases Touching objects that have been infected by COVID-19 virus</p>	<p>All Staff/students touching items and sharing equipment of others</p>	<p>Students and staff to bring and use their own equipment, ppe etc.</p> <p>Never share equipment, clothing, ppe.</p> <p>Students and staff encouraged to take home and dispose of their own rubbish.</p> <p>Additional hand sanitisers have been placed within each classroom and teaching spaces including those already in situ within entrances and by exits and in corridors.</p> <p>There are also alcohol wipes placed in computer rooms for students to use to wipe down PCs and keyboards before use along with hand sanitiser.</p> <p>classrooms have been supplied with large 5l pump tubs of hand sanitiser gel along with paper towels and persons using the rooms are instructed to use the gel and towels to wipe down their desks and hands before the start of all classes.</p> <p>Enhanced cleaning of teaching spaces will be carried out at least twice a day by the Housekeeping teams.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Lecturn, white board, projector and other equipment to be cleaned before and after each use.</p> <p>Encourage frequent cleaning of items and equipment by using anti-viral wipes (or sanitiser and paper towel) before and after use.</p> <p>if waste bins have been used ensure they are emptied frequently throughout the day and sanitised.</p> <p>Use camera technology to enable students to see detailed experiments, demonstrations etc.</p> <p>Students and staff encouraged to use alcohol wipes to clean PCs and keyboards before use.</p> <p>Students and staff advised to use the hand sanitiser gel within each of the classrooms before and after each session within the classroom.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
---	--	--	------------------	---------------------	---------------------	---	------------------	---------------------	---------------------

Activity Risk Assessment Landscape Report

<p>contracting contagious diseases Transmission of COVID-19 within teaching and learning spaces</p>	<p>All Contact with large number of persons, whom could carry the COVID-19 virus and by this passing on the virus</p>	<p>Reduce number of contacts by keeping students in learning bubbles where possible. Reduce number of contacts by identifying staff to work in bubbles with the same people where possible. Minimise the activity time or period that require people to be in the same close proximity area or space. Ensure that teaching staff are separated from students by using screens or barriers. Reduce the need for frequent door opening.</p> <p>Lecturer to wear face visor and remain behind the screens for teaching purposes. Students will wear face coverings whilst in the classrooms and within buildings at all times. The lecturer will replace the face covering whilst continuing to wear the visor should closer than 2m contact be required with others.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Avoid students or staff congregating in crowds.</p> <p>Lecturer to arrive no later than 7-10 minutes before the start of class to manage the arrival of their students. Lecturers/tutors should also be the last to leave .</p> <p>Students should not enter the building any earlier than 5 minutes before the start of the class. They should not wait in the corridors, but wait outside the building and only enter the building in a socially-distanced and orderly fashion and enter their classroom when the tutor indicates it is safe to do so.</p> <p>Remind students of expected behaviour during and after lectures and to avoid shouting and singing.</p> <p>Signage reminding students of expected behaviour.</p> <p>Reduce potential of transmission in internal shared spaces by avoiding use of loud music.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
---	---	--	------------------	---------------------	---------------------	---	------------------	---------------------	---------------------

Activity Risk Assessment Landscape Report

<p>Other Face Coverings</p> <p>These are mandatory to be worn in all buildings, classrooms, Laboratories and in group work outdoors. They do not replace the requirement for PPE in a respirator.</p>	<p>HAU staff, students and others coming into contact with face coverings Covid 19 - spread by direct contact of the hands by touching face covering, face, and eyes.</p> <p>By a false sense of security leading to not adhering to the 2 metre social distancing rule,</p>	<p>Face coverings are mandatory in all buildings such as classrooms, corridors, Laboratories etc.</p> <p>Students should wear a face covering whilst in a classroom based tutorial and outdoor practical work when working closer than 2m.</p> <p>Always wear a clean face covering.</p> <p>Wash hands thoroughly with soap and water before putting your face covering on.</p> <p>Avoid touching face and eyes.</p> <p>Maintain 2M social distancing where possible.</p> <p>If face covering gets damp, remove it and dispose of it safely (see below).</p> <p>Continue to wash hands regularly or use hand sanitiser.</p> <p>Wash mask/covering daily by following manufacturer instructions.</p> <p>If not washable dispose of safely.</p> <p>All face masks/coverings to be disposed of by being double bagged and placed in normal disposal bins or washed as noted opposite.</p>	4 - Major	2 - Unlikely	8 - Adequate	<p>If hand washing is not available, use hand sanitiser.</p> <p>Never throw away face coverings on the ground and always dispose of them safely as noted above using a sealed double plastic bag. If washable, then wash using washing powder at the correct temperature and dry before use.</p> <p>Supervisors/line managers to ensure all staff are aware of this RA and understand the control measures. Student services/tutors to inform students.</p>	4 - Major	1 - Very unlikely	4 - Acceptable
<p>Workplace facilities working/studying within classrooms</p>	<p>staff, students and researchers contract CV19 from another person</p>	<p>In larger and open plan classrooms where more than one person would work, some furniture will be moved out or moved around so that 1m+ social distancing measures can be followed.</p> <p>Smaller class sizes will be scheduled for classrooms and notices will be placed on classroom doors informing the maximum number of persons in each classroom and the signage will also display the class layout of desks.</p> <p>All persons on campus are, where reasonably practicable to maintain the recommended distances of 2m apart and wash their hands regularly with soap and water for 20 seconds</p>	4 - Major	2 - Unlikely	8 - Adequate	<p>Where possible persons will sit back to back or side by side rather than being seated face to face across desks.</p> <p>Staggered tutorial times for classroom study to be put in place as required.</p> <p>Hand washing facilities provided nearby and hand sanitiser.</p> <p>Notices displayed encouraging people to regularly wash hands and clean down touch surfaces on a regular basis.</p> <p>Where possible, virtual teaching takes place.</p> <p>Extra cleaning routines in place throughout campus, along with DIY paper towel and suitable surface cleaner.</p>	4 - Major	1 - Very unlikely	4 - Acceptable

Activity Risk Assessment Landscape Report

<p>Fire evacuation in the event of a fire or other major event</p>	<p>all persons within the vicinity of the building unable to access exit routes</p>	<p>all fire systems are connected to security which are monitored 24/7. Security is staffed 24/7 with additional call out staff on stand by for out of hours. Building will only be opened when it is safe to do so and all checks have been completed. Fire exits are checked on a regular basis. Fire alarm bells are checked weekly by the Estates maintenance teams.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Evacuation routes clearly marked. Tutors to remind students of evacuation route at the start of the tutorial. All persons in buildings to be informed of revisions to evacuation routes by posting of clear plans/notices and always when new staff/students present and if the routes are changed. Evacuation exercises at regular intervals undertaken as evacuation practice. Fire Safety Plan in place.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>First Aid provision access to first aid provision</p>	<p>all persons on campus all persons on campus having an incident and requiring access to a first aider</p>	<p>There is signage across campus in all buildings stating that if an incident occurs then a first aider can be contacted by ringing 5599 and someone will be despatched to their location. The main list of first aiders is held by security and Reception staff and updated regularly by H&S dept. Adequate cover will be maintained on campus 24/7 for the types of work activities taking place.</p>	<p>3 - Moderate</p>	<p>2 - Unlikely</p>	<p>6 - Adequate</p>	<p>First aider SOP to be followed including washing hands, wearing disposable gloves and using a FFP2 masks along with minimising contact where possible. Outdoor workers and lone workers to carry radio and/or mobile phone and telephone security on arrival and departure.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>

Activity Risk Assessment Landscape Report

<p>Workplace facilities welfare facilities such as toilets and break out areas</p>	<p>All persons in building use of toilets, break rooms and changing facilities during CV19 outbreak when some building may not be accessible</p>	<p>All students informed in advance of the building and classroom number they should go to. On arrival and before lessons commence, students informed of whereabouts of welfare facilities. Breaks will take place in a nominated room or building and the users maintain 2m distancing where possible. Open windows to enable natural ventilation. Where ventilation units exist, Estates to verify servicing and determine if they may be used or not. Rubbish to be placed in rubbish bins provided and these will be emptied by the housekeeping staff. Staff and students to minimise food wrappers and waste. Staff and students to minimise personal items brought into the classroom.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>	<p>Staff kitchen areas will be out of bounds whilst some buildings are out of use, so staff and students (who have access to Staff kitchens) will be advised to bring their own food/drink that will not spoil. If catering is permitted under government guidance, this will be take-away (or other format) as required for non-catered students/staff. Specific arrangements will be communicated to catered students. Staff/students to bring their own cool bag to keep perishables cool. Staff and students to bring their own water bottle to obtain drinking water from units water fountains provided. Occupied buildings will have cleaning staff regular cleaning touch points and toilet facilities several times per day.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Floor Surfaces floor surfaces - direction of travel</p>	<p>All persons not following directions</p>	<p>Floor and wall stickers or signage to be displayed to direct staff and students to the direction of travel, Avoid contact with others and ensure the 2m distancing is obeyed. Floor stickers to be in place marking the 2M zones. All buildings have been assessed and carry the Covid Secure poster, including building layouts and directional signage, floor markings, hand sanitiser units, symptom posters, helpline details etc.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Staff and students to be provided with information and instruction by their relevant supervisors and other means e.g. newsletter and email. Student services/ Tutors to check students understand the processes put in place and why these are necessary. Staff/students to challenge others not following the guidance.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

Activity Risk Assessment Landscape Report

<p>Access/Egress Entry points to various buildings</p>	<p>All users of buildings risk of passing someone within 2m if entrances are limited</p>	<p>All entrances and exits will be open within each building. Where possible a one way system will be in place within buildings to encourage persons not to pass each other in corridors. More exits and entrances available will prevent congestion in corridors</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Weekly fire alarm checks in place. Evacuation routes clearly marked</p> <p>If quickly accessible, on evacuation, if you wish, you may use a clean face covering or use your arm or a clean handkerchief or scarf to cover your mouth.</p> <p>All staff and students to be provided with sufficient instruction and information on emergency procedures in place.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>contracting contagious diseases Using the lifts on campus</p>	<p>All persons cross contamination</p>	<p>Only 1 person at a time is permitted in the lifts on campus due to the the confined space. The lifts and buttons and handrails will be cleaned regularly by cleaning staff. Lift users are to wash their hands before and after using a lift or if this is not possible use hand sanitiser..</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Sufficient signage placed next to lift access points explaining new process.</p> <p>Information and instruction to be provided to all staff and students by means of newsletter and all staff/student emails.</p> <p>Supervisors to check understanding.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>contracting contagious diseases catching COVID-19</p>	<p>All - everyone cross contamination</p>	<p>All persons are to be encouraged to wash their hands for at least 20 seconds on a regular basis. Signage around campus will inform staff and students of this. Where hand wash facilities are not available then alcohol based hand sanitiser stands are in place.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Housekeeping and estates staff will monitor bathrooms and sanitiser stands to ensure they are clean and well stocked. Staff and students to be encouraged to wash hands for 20 seconds with soap and water as gold standard.</p> <p>The wash hands/use sanitiser message to be regularly broadcast by newsletter or email to reach all staff and student.</p> <p>Clean work clothing and PPE to be worn daily. Procedures and facility to be in place to wash work clothing and PPE or dispose of disposable clothing/PPE.</p>	<p>2 - Minor</p>	<p>2 - Unlikely</p>	<p>4 - Acceptable</p>

Activity Risk Assessment Landscape Report

<p>Other Mental health pressure of those unable to return to work/study because they fall in the extremely critical vulnerability or critical vulnerability.</p>	<p>HAU staff HAU students Distance from team</p>	<p>Student services/tutor to keep in regular contact and assist contact with other students e.g by using Outlook Teams. Keep student up to date with developments. Where critically vulnerable (not extremely critical) consider if person can work safely on campus..</p>	<p>3 - Moderate</p>	<p>4 - likely</p>	<p>12 - Tolerable</p>	<p>Staff encouraged to contact student studying at home. Access to Employee Assistance Programme. Staff: Access to mental health first aiders, Chaplain and Employee Assistance Programme. Student: Access to student services advice and guidance team and chaplain.</p>	<p>3 - Moderate</p>	<p>3 - fairly likely</p>	<p>9 - Adequate</p>
<p>Assessment Conclusion</p>	<p>All significant risks have been considered and relevant control measures put in place. Updated 03/08/20 by H&SO</p>								