

Reference	1858	Activity Description	
			<p>The 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 this present time. The whole of England was placed in a lockdown from 5th January 2021 and it is expected to be until mid February, but could be later.</p> <p>This risk assessment reviewed 01.03.21 following Government and DfE guidance documents.</p> <p>At the current time staff are working from home where possible, and only key workers are attending campus. Students have been delayed in their return and most teaching is taking place online only with very few practical sessions being arranged. Regular updates (daily/weekly) are communicated to staff and students on current procedures, rules and government information. This Ra is for Offices, and main points of contact areas such as reception areas - working during COVID outbreak - this risk assessment sets out the mitigation and control measures in assessing day to day activities and the risk posed to staff and students returning to campus after COVID-19 outbreak from May 2020 onwards. This may include offices, reception areas, or areas where there may be a larger footfall of traffic. All staff and students working in these areas/activities 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 where possible. Other measures will include use of screens, one way traffic within buildings, limiting use of spaces on car parks to encourage parking in alternate spaces, signage in and around buildings, tool box talks to staff giving information on new procedures, non sharing of tools, (or where equipment must be shared, staff must wipe down between use using kit</p>

			<p>provided) access to washrooms for hand washing or alcohol based sanitiser gel instead, access to cleaning materials for 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 must limit the time spent together and ensure hand washing is undertaken before and after each session.</p> <p>Team work will involve the same small groups working together each day to prevent transfer of virus to others.</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. Staff must 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.</p> <p>All tasks will follow current risk assessment and procedure documents that are already in place for specific activities.</p> <p>Government guidance should be followed by all students and staff including any new measures that are current including measures for tiers. Where kitchens are open, staff have a choice of either using kitchens to access hot and cold drinking water, and to heat food, or they can bring their own drinks and food. All food waste must be taken home for disposal.</p> <p>Travel from various tiers is currently permitted, but this is dependent on government guidance and all staff/students are to follow the current government guidance in place at the time of travel.</p>
Assessment Date	01/03/2021	Publish To Portal	Yes

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Assessor Name	Emma Osborne			Title	Offices, and main points of contact areas such as reception areas - working during COVID outbreak REVIEWED 01.02.21 Current Government guidance including any new measures introduced for specific tiers should be followed.				
Assessment Team Members				Review Date	No Review Set				
Project Risk Assessment Reference				Overall Potential Risk Level	20				
Org Unit	Harper Adams -> Health & Safety			Overall Residual Risk Level	12				
Location	On and around campus including use of connecting roads			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 virus	All Contracting the virus from others in close proximity that have or carry the virus.	All persons moving within university building are to wear a face covering. All persons to ensure they adhere to at least 2M distance from others both inside and outside. Signage and notices around campus reminding all of the social distance requirement. Meetings and other work related contact must be by teams or telephone. No face to face meetings are permitted. Informal gatherings amongst staff are not permitted.	4 - Major	2 - Unlikely	8 - Adequate	Persons within shared offices should work from home where possible. If that is not possible a rota should be put in place, so that occupants are not in the same proximity at the same time. Where it is absolutely necessary for more than one person to be working in the same area, face coverings should be worn and more than 2m distancing implemented. Personal responsibility to ensure staff comply with all the Covid-secure requirements, with particular focus on 2m+ social distancing.			

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<p>contracting contagious diseases SARS-Cov-2 virus</p>	<p>All Contracting the virus from touching infected items, including face coverings. The SARS-COV-2 virus is more transmissible than the original Covid-19</p>	<p>Ensure you wash your hands regularly with soap and water for 20 seconds. Where soap and water is not available use hand sanitiser.</p> <p>Follow the guidance on all notices.</p> <p>After using equipment e.g. photocopiers, kettle etc use hand sanitiser with paper towel to wipe the touch points</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>soap and hand sanitiser is provided throughout campus. Blue paper towel is also provided for wiping equipment.</p> <p>Housekeeping staff check and replenish soap, paper towels and hand sanitiser.</p>			
<p>contracting contagious diseases SARS-Cov-2 New strain of virus detected which is more transmissible than original Covid-19 strain.</p>	<p>All Contracting SARS-COV-2 by coming into close proximity or contact with others who have or are carrying the virus. By contact with infected surfaces. By not washing hands sufficiently and then touching hands, face, eyes after contact with infected surfaces.</p>	<p>Previously identified personal, procedural, engineering and societal mitigations to reduce the transmission 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 transmission through the environment (close range, airborne and via surfaces).</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Primary actions: Reduce social contacts Effective testing and tracing in place. Robust outbreak identification in place and control of situation.</p> <p>Support measures are in place to ensure wellbeing whilst in isolation and quarantine.</p> <p>Signage throughout campus and notices reminding all of Hands, Face, Space.</p> <p>Personal responsibility by all to follow the guidance at all times whilst on campus.</p>			
<p>contracting contagious diseases Risk of infection from Covid 19 in the workplace. Persons advised by their GP that they are unable to wear a face covering.</p>	<p>All. Contracting infection by breathing in droplets from coughing, sneezing, talking etc that may result in contracting Covid-19 infection.</p>	<p>Where advised by their line manager, or required by a RA, staff unable to wear a face covering are to wear a visor.</p> <p>Staff unable to wear a face covering must adhere to the 2 metre distancing at all times (except when working in a bubble).</p> <p>To keep others safe unnecessary visits to offices (other than their own) must be avoided. Communicate by Teams, telephone or email.</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>	<p>Staff unable to wear a face covering to wear a sunflower lanyard or badge identifying the exemption.</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>

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<p>contracting contagious diseases Risk of infection from Covid-19 in the Workplace</p>	<p>Those persons who have been identified by their GP or Consultant as being in a vulnerable or extremely vulnerable group. This may also include those from BAME groups. Higher risk of infection from Covid-19</p>	<p>Government guidance to be followed for those persons who are at higher risk of infection from Covid-19. All persons who are at higher risk will where possible work from home until such time it is safer for them to return to the workplace. All government guidance on social distancing will be followed.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>				
<p>Other Face Coverings Following Government Guidance September 2020 Face coverings are now mandatory (except where a person is exempt on medical grounds as directed by a GP) in public areas inside all buildings, unless seated at their workspace. Face coverings must also be worn outside where a 2 metre distance cannot be maintained, but a 1.5 metre must still be maintained).</p>	<p>HAU staff Others coming into contact with face coverings Covid 19 - spread by direct contact of the hands by touching face covering, face, and eyes. By a false sense of security leading to not adhering to the 2 metre social distancing rule,</p>	<p>Always wear a clean face covering every day. Wash hands thoroughly with soap and water before putting your face covering on. Avoid touching face and eyes. Maintain 2M social distancing. If face covering gets damp, remove it and dispose of it safely (see below). Continue to wash hands regularly or use hand sanitiser where this is not possible. All face coverings are to be taken home to be washed or disposed of. Wash covering daily by following manufacturer instructions. If not washable dispose of safely. by being double bagged and placed in normal household none recyclable waste bins.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>If hand washing is not available, use hand sanitiser. Never throw away face coverings on the ground. Supervisors/line managers to ensure all staff are aware of this RA and understand the control measures.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

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<p>Workplace facilities working within offices or classrooms</p>	<p>staff students and researchers contract CV19 from another person</p>	<p>In larger and open plan offices and classrooms where more than one person would work, some furniture will be moved out or moved around so that 2m social distancing measures can be followed. Smaller class sizes will be scheduled for classrooms. Office layouts will accommodate those staff that need to work within the office and cannot work at home. Staff working on campus in offices should maintain the recommended distances of 2m apart and wash their hands regularly with soap and water for 20 seconds</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>New Govt guidance from Nov 20 and 2nd lockdown stipulates that where staff share offices and are not able to maintain 2m distancing at all times, they will arrange a rota system so that they in turn work from home if able to, preventing coming into close contact. This also applies In offices where furniture cannot be moved further apart, and screens have been put in place to provide a partition between desks. persons in the same office are to sit back to back or side by side. Face to face over desks is not permitted.. Staggered work times and shifts and working in pre-agreed teams will be arranged by staff and managers as required. Regular hand washing is to continue. Hand washing facilities provided. Notices displayed encouraging people to regularly wash hands and clean down touch surfaces on a regular basis. Enhanced cleaning routines in place throughout campus.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
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<p>Workplace facilities working within offices</p>	<p>staff and researchers and students contract CV19 from another person</p>	<p>For those that need to work on campus to access equipment within their offices, including software, then social distancing rules will apply at all times.</p> <p>If the 2m distancing rule cannot be followed at all times, staff, researchers and students are to arrange a rota system so that in turn they from home if able to, preventing coming into close contact. . Desks/equipment, door handles and touch surfaces should be wiped down by staff before they leave the shared space.</p> <p>Face coverings must be worn on entering and leaving an office, but can be removed once sitting at their own workspace.</p> <p>Unnecessary visits to other offices outside your department should be avoided and the use of electronic communication such as email, telephone or chat via teams used instead. Video conferencing for meetings or similar communication methods with other staff working on campus or at home is preferred.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Persons will be encouraged to wash their hands regularly, obey the signage as to direction of travel around buildings and observe any areas that may be out of bounds.</p> <p>Fire exits will remain accessible.</p> <p>Use of cleaning products to wipe down their areas/ equipment regularly will be provided.</p> <p>Keep desks clear of papers and use electronic communication and e-signatures where possible.</p> <p>Post/parcels to be quarantined for 24 hours before receipt.</p> <p>Staff to wash hands after receipt of a parcel/package.</p> <p>No personal post to be sent to the University.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>
<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.</p> <p>Security is staffed 24/7 with additional call out staff on stand by for out of hours.</p> <p>Building will only be opened when it is safe to do so and all checks have been completed.</p> <p>Fire exits are checked on a regular basis.</p> <p>Fire alarm sounders 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.</p> <p>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.</p> <p>Evacuation exercises at regular intervals undertaken as evacuation practice.</p> <p>Fire Safety Plan in place.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

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<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 Aid Kits to be placed in all HAU vehicles. Lone workers to carry a small first aid kit. 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.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>
<p>Workplace facilities welfare facilities such as toilets and break out areas</p>	<p>all outdoor workers such as construction, grounds maintenance, farming staff but not limited to use of toilets, break rooms and changing facilities during CV19 outbreak when some building may not be accessible</p>	<p>Each group or team will be fully briefed prior to work, daily or weekly, as to which buildings will be accessible for use of the welfare facilities. Breaks will take place in a nominated room or building and the users should have staggered break times and 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 double bagged and taken to designated collection points by each staff member as required. Staff to minimise food wrappers and waste. Staff to minimise personal items brought into office, e.g.leave coats in car, etc if weather permits.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>	<p>Main kitchen areas re-opened on 1st September 20. Staff have a choice of either using the kitchen to access hot and cold drinking water and to heat food, or they can bring their own drinks and food.may use the kettles and microwave only. Staff to bring own cutlery, tea towel and wash up liquid. Fridges are not in use, so staff to bring their own cool bag/box to keep perishables cool. All equipment used (kettle, microwave, hot water dispenser, worktops) to be cleaned with sanitiser and hand towels before and after use. Staff to wash hands before and after touching equipment etc. Occupied buildings will have cleaning staff regular cleaning touch points and toilet facilities several times per day. Face coverings to be worn in kitchen areas. Food waste and wrapping are not to be disposed of in the workplace. All waste is to be taken home for disposal.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

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<p>Workplace facilities holding inductions or receiving visitors to campus</p>	<p>all persons risk of contracting cv19 from infected persons - contractors or visitors</p>	<p>All visitors and contractors and deliveries will be requested to go to one point being the security/porters lodge at the rear of the main building. Those staff will be trained in receiving visitors and giving instructions on induction or directions to parts of campus. They will be the main contact until the reason for visit is established. The main reception point will have a screen and barrier to prevent close contact. Staff may wear face coverings if they wish whilst observing 2m social distancing Gloves will be available for those duties that require them..</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>	<p>signage is displayed around campus showing direction to main reception Clear signage required on the road via campus directing contractors/suppliers to the Security office. Parcel/packages/ letters are held for 24 hours before distribution using gloves. Pens are frequently wiped down if shared. Frequent hand washing and 2m social distancing required. Teams are split into shifts to work together as a group and reduce contact with others. Govt guidance from 5 Nov 20 and 2nd lockdown stipulates that all persons, staff, students, contractors and visitors are to wear face coverings at all times within buildings, unless seated at their workstation.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>
<p>Workplace facilities holding meetings where all persons are in a room</p>	<p>all persons space not suitable to maintain 2m distance risk of contracting cv19 from infected persons</p>	<p>where possible all meetings will be held virtually. Persons working on site to carry out essential work and need to attend meetings are to ensure the 2metre social distancing is maintained within rooms or areas. Staff are to wash hands before the meeting and afterwards. Hand wash facilities are available and signage to encourage frequent hand washing is situated around campus.</p>	<p>2 - Minor</p>	<p>1 - Very unlikely</p>	<p>2 - Acceptable</p>	<p>Housekeeping staff will carry out regular cleaning on touch points within buildings throughout the day. Hand sanitiser will be provided in meeting rooms or arrival points where brief inductions may be given if hand wash facilities are not nearby. Govt guidance from 5 Nov 20 and 2nd lockdown stipulates that face coverings must be worn by all staff, students, visitors and contractors are to wear a face covering at all times within buildings. If physical attendance meetings are absolutely necessary ventilation must be provided in the meeting space e.g. by opening windows to allow the flow of air..</p>	<p>2 - Minor</p>	<p>1 - Very unlikely</p>	<p>2 - Acceptable</p>

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<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.</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.</p> <p>Supervisors to checks staff/students understand the processes put in place and why these are necessary.</p> <p>Staff to challenge others not following the guidance.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
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<p>Catering - Food / drink close proximity of persons within kitchens and break areas</p>	<p>All persons in area cross contamination</p>	<p>Kitchen areas re-opened in September 20. Fridges are not provided, so staff should bring their own cool bag to keep perishables fresh. Notices are placed in all kitchens of the necessary safety requirements. Wear a face covering Only enter if the room if you can meet the allowed number of persons permitted. You can use the microwave, water boiler and kettle. All worktops and equipment must be wiped down with sanitiser after use. wash your hands for 20 seconds on entering and leaving the kitchen area. You must take your own cutlery and crockery and bring in your own wash up liquid and take it all away with you on leaving the kitchen. Catering outlets have re-opened with social distancing, one way routes and take away service. Face coverings must be worn in kitchens and catering outlets. Break rooms to be allocated to departments and remain open for those persons who do not have access to clean areas in which to rest, eat and drink. The 2m distancing is to be followed and some seating will be removed to enable this. Staff to wash hands before entering break areas and on leaving.</p> <p>Staff to wash hands before and after making a drink or removing food items from fridges..</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>In departments where allocated teams work in partnership or small teams, rotas can be put in place so that each partnership/ teams can take breaks together and where possible using outside space. Indoor rest areas to be wiped down by staff using the area, using products provided between uses.</p> <p>Signage to be placed around allocated rest areas to list the procedures to be followed</p> <p>Sufficient hand wash, paper towels and/or hand sanitiser made available.</p> <p>Access to drinking water will be maintained and fountains to be relocated for ease of access. Signs to remind staff to wipe tops of water dispensers after use.</p> <p>Staff to bring non-perishable food items or own cool bag</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
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<p>Location Reception areas</p>	<p>Main reception Other reception areas Porter/Security lodge Other offices receiving visitors e.g, farm office, student services etc Visitors arriving/departing</p>	<p>The 2 metre social distancing to be followed where possible. If not possible a barrier to be placed between the receptionist and visitor. Staff and visitors not permitted beyond the barrier.</p> <p>Staff and visitors to wear a face covering.</p> <p>Should receptionists be required to assist a visitor that involves going outside the protection of the barrier, the 2 metre distancing is to be followed and the receptionist and visitor to wear a face covering..</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>In areas such as 'receptions' or enquiry areas, screens will be erected to prevent direct spread of germs when face to face. Chairs and desks should be placed 2m distance apart where possible.</p> <p>Notices explaining the process for handwashing and 2m social distancing to be displayed.</p> <p>Supervisors to provide receptionists and others offering a face to face service clear instruction and information and Instruction and check understanding.</p> <p>Unnecessary visits to all offices are to be avoided. Office staff to use email, MS Teams and video conferencing to contact others.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>PPE Personal Protective Equipment cross contamination on clothing</p>	<p>staff who need to wear a uniform to carry out their role staff who wear a uniform or work clothing to carry out their role</p>	<p>Those staff who wear PPE or work clothing to carry out their role in terms of cleaning and maintenance, will be encouraged to change into and out of their work clothing at work and not travel to and from home in the work clothing. Lockers and changing facilities are available for this activity. The sharing of clothing and PPE is not permitted.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Separate bathroom areas for groups of staff e.g housekeeping needs to be considered to avoid cross contamination.</p> <p>Supervisors to ensure staff receive information and instruction on processes for wearing, cleaning, storing work clothing and ppe, and understanding checked.</p> <p>Notices to designated bathrooms clearly signposted and information for maximum number of staff permitted to enter in place, together with signs to indicate if occupied.</p>	<p>2 - Minor</p>	<p>2 - Unlikely</p>	<p>4 - Acceptable</p>

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Access/Egress Entry points to various buildings	All users of buildings including Maintenance and contractors risk of passing someone within 2m if entrances are limited	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 Staff to wipe own ID card frequently where used to gain entry into buildings/areas	4 - Major	2 - Unlikely	8 - Adequate	Weekly fire alarm checks in place. Evacuation routes clearly marked If quickly accessible, on evacuation use a face covering or use arm or handkerchief to cover mouth. All staff and students to be provided with sufficient instruction and information on emergency procedures in place.	4 - Major	1 - Very unlikely	4 - Acceptable
contracting contagious diseases Using the lifts on campus	All persons cross contamination	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..	4 - Major	2 - Unlikely	8 - Adequate	Sufficient signage placed next to lift access points explaining new process. Information and instruction to be provided to all staff and students by means of newsletter and all staff/student emails. Supervisors to check understanding.	4 - Major	1 - Very unlikely	4 - Acceptable
contracting contagious diseases catching COVID-19	All - everyone cross contamination	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.	4 - Major	2 - Unlikely	8 - Adequate	Housekeeping and estates staff will monitor bathrooms and sanitiser stands to ensure they are clean and well stocked. Staff to be encouraged to wash hands for 20 seconds with soap and water as gold standard. The wash hands/use sanitiser message to be regularly broadcast by newsletter or email to reach all staff and student. 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..	2 - Minor	2 - Unlikely	4 - Acceptable

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<p>Cleaning Cleaning general academic and professional service areas after known COVID-19 case</p> <p>Exposure to COVID-19 fluids or residue</p>	<p>HAU staff - housekeeping staff Exposure to COVID-19 fluids or residue</p>	<p>Building to be closed down with no access for 72 hours where reasonably practicable. Where not possible only authorised personnel to enter the building. Authorised staff to receive the RA and SOP for the task involved. Personal protective equipment to be provided depending on RA and could include - Full body covering, nitrile gloves, face masks and visors, head covering (hair net, scarf). All building users advised re: monitoring their own health</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Any persons with COVID symptoms on campus should report this to either student services or HR alongside informing their manager/supervisor. They should follow the recommended Government advice about self isolating. Security/Estates and Housekeeping staff to be notified so that suitable cleaning in those affected areas can commence after a period of inactivity. HAU follow government advice on self isolating</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
<p>Other Mental health pressure of those unable to return to work because they fall in the extremely critical vulnerability or critical vulnerability.</p>	<p>HAU staff HAU students Distance from team</p>	<p>Manager to keep in regular contact and assist contact with other team members e.g by using Outlook Teams. Ensure suitable equipment available for staff member working at home. . Guidance available for home working. Keep member of staff up to date with developments. Where critically vulnerable (not extremely critical) consider if person can work safely in an alternative area e.g own office.</p>	<p>3 - Moderate</p>	<p>4 - likely</p>	<p>12 - Tolerable</p>	<p>Team members encouraged to contact lone worker. Access to EAP. Access to mental health first aiders and padre.</p>	<p>3 - Moderate</p>	<p>3 - fairly likely</p>	<p>9 - Adequate</p>

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<p>Other Front of house/ regular contact with students and other staff Student and public behaviours which may not be compliance with social distancing</p>	<p>HAU Staff HAU students Contractors/visitors Potential exposure to those infected with COVID-19</p>	<p>Continue to deliver services remotely where possible. Self isolating students remaining in campus accommodation and processes in place to manage the provision of food and medicines. Students advised to contact student services by email or phone wherever possible. Reduced number of students on campus. Demarcate clear distance of 2 metres in reception areas. Maintenance requests to be raised online only or via phone. Personal protective equipment and advice on social distancing provided to those dealing with the public. Personal protective equipment and advice provided on delivering first aid.</p>	4 - Major	4 - likely	16 - Tolerable	<p>Manage student expectations based on a limited service. Install screens in reception areas. Maintenance requests to be raised online only or via phone. Staff and students to be provided with instruction and information such as RAs and SOPs, notices. Staff and student disciplinary regulations require adherence to health and safety requirements so action can be taken if the requirements in this RA are not met by individuals. Visitors not observing the requirements in this RA will be required to leave the campus.</p>	4 - Major	2 - Unlikely	8 - Adequate
<p>Other Cross infection as a consequence of one member in an allocated work team developing symptoms.</p>	<p>HAU staff HAU students Whole team could become infected. Loss of expertise and service Service could not continue</p>	Work as normal	4 - Major	5 - very likely	20 - Unacceptable	<p>The partnership or allocated work team to be isolated for at least 7 working days until diagnosis made and guidance from NHS111 received. COVID-19 tests can be booked by the University as a key worker employer. It is important that designated work teams are as small as possible to ensure other teams are available to carry out the work.</p>	3 - Moderate	2 - Unlikely	6 - Adequate

Activity Risk Assessment Landscape Report

<p>Personal ill health / injury Travel to and from work on campus as an identified vulnerable persons (these staff will have received a letter). Pregnancy</p>	<p>HAU staff Severe illness if infected by COVID-19 Longer time off work as a minimum Loss of skills and expertise Failure to provide a duty of care under H&S legislation Unknown impact to the unborn baby Severe illness to the mother if immune system compromised due to pregnancy or other associated health condition in which underlying conditions also need to be taken into account which could increase the inherent risk.</p>	<p>Remain on campus as normal</p>	<p>5 - Catastrophic</p>	<p>4 - likely</p>	<p>20 - Unacceptable</p>	<p>Support extremely vulnerable staff to continue to work from home if possible by virtue of their role and their home set up. If unable to work from home - allow them to remain at home on Sick Leave (Expectant mothers suspension on full pay) -Inform HR If vulnerable staff should be allocated roles that enable them to social distance wash hands frequently have a lower level of contact with others. Observe social distancing measures if remain on campus Complete separate RA for individuals with health conditions working on campus</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Assessment Conclusion</p>	<p>All significant risks have been considered and relevant control measures put in place. As further government guidance is published on new and vulnerable groups this risk assessment will be reviewed accordingly and any subsequent control measures will be actioned.</p>								