

Reference	1569	Activity Description	
			<p>With Construction and Outdoor working in mind, 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 construction, energy and utilities, farming and agriculture, forestry, waste management and infrastructure, and street services.</p> <p>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, access to washrooms for hand washing or alcohol based sanitiser, access to cleaning materials for equipment, allocated areas to use for welfare facilities along with access to necessary cleaning materials. Where working closer than 2m is necessary then side by side or back to back will be preferred, or limit the time spent together.</p> <p>Team work will involve the same small groups working together each day to prevent transfer of virus to others.</p> <p>Vehicles where possible will have one user and cleaning supplies will be in place to clean touch points or whole vehicles if required.</p> <p>PPE will be provided as normal for the work related or dusty activities to be completed and where necessary additional protection such as nitrile gloves and face coverings.</p> <p>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</p>

Activity Risk Assessment Landscape Report

			face covering and not touch it when in use, wash their hands again after removal and wash the covering daily. All tasks will follow current risk assessment and procedure documents that are already in place for specific activities.
Assessment Date	01/03/2021	Publish To Portal	Yes
Assessor Name	Emma Osborne	Title	Outdoor and construction work -Campus working during COVID outbreak. updated 01/03/21 due to new guidance in February 2021
Assessment Team Members	Annette Pascall	Review Date	04/11/2021
Project Risk Assessment Reference		Overall Potential Risk Level	20
Org Unit	Harper Adams -> Health & Safety	Overall Residual Risk Level	9
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	12/05/2020		

Activity Risk Assessment Landscape Report

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 Cocd 19	All Attending tutorial or practical group work that is held outside.	<p>The whole group are to wear a face covering (unless exempt on medical grounds - see below) whilst travelling/walking to the outdoor location when face coverings can be removed providing 2metre social distance is achievable at all times.</p> <p>Where students need to gather for the start of an outdoor practical then they group together in an open space before the tutor arrives and walks them to their destination. The paved area in front of the library is used as this is on sold ground and away from entrances and exits of buildings and offer plenty of space to enable social distancing.</p> <p>Staff/students with a FC exemption can either wear a badge or sunflower lanyard to warn others that they have a medical condition, which reliefs them from wearing a face covering. In these situations persons may feel comfortable in earing a visor to offer a small amount of protection.</p>	4 - Major	3 - fairly likely	12 - Tolerable	<p>Students receive thorough induction on social distancing, face coverings and safety procedures in place for Covid 19 around campus.</p> <p>Tutors/student services to keep reminding students of social distancing and face coverings and ensure they follow the guidance.</p> <p>regular daily or weekly communication by newsletter and email is sent to staff and students regarding updates on covid-19 measures.</p>	4 - Major	2 - Unlikely	8 - Adequate
contracting contagious diseases Risk of infection from Covid-19 in the Workplace	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>Government guidance to be followed for those persons who are at higher risk of infection from Covid-19.</p> <p>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.</p> <p>All government guidance on social distancing will be followed.</p>	4 - Major	1 - Very unlikely	4 - Acceptable				

Activity Risk Assessment Landscape Report

<p>Other Face Coverings. From September 2020 Face coverings are mandatory within all HAU buildings unless seated at their workstation in their own non-shared workspace.(unless face masks are worn as part of your normal PPE). Face coverings should also be worn outside where 2 metre social distancing cannot be adhered to.</p>	<p>HAU Staff others coming into contact with face covering by inadequate disposal. Covid 19 - spread by direct contact of the hands by touching face and eyes. By a false sense of security by wearing a face covering leading to not adhering to the 2M social distancing. By not disposing of face coverings in a safe manner.</p>	<p>Always wear a clean face covering daily. Wash hands thoroughly using soap and water for 20 seconds,before putting the face covering on and before removing it. Avoid touching the face area and eyes. If Face covering becomes damp, remove it and dispose of safely (see below) If washable, wash daily by following manufacturers instructions. Regularly wash hands or use hand sanitiser if this is not possible. All face coverings are to be disposed of by being double bagged and placed in normal disposal bin.</p>	4 - Major	2 - Unlikely	8 - Adequate	<p>Hand sanitiser to be used when washing facilities not available. Supervisor/Line manager to ensure staff have access to this RA and that the control measures are understood.</p>	4 - Major	1 - Very unlikely	4 - Acceptable
<p>Using Hand tools cross contamination on surfaces of tools</p>	<p>all persons sharing tools risk of contracting CV19</p>	<p>Where possible all staff should use their own set of tools to prevent cross contamination. Where this is not possible then wiping the tools prior to use and after each use should be done where possible. Use of cleaning materials. Where tools are to be shared the user should wear disposable gloves if the task/activity is accepting of this.</p>	4 - Major	2 - Unlikely	8 - Adequate	<p>All tools should be checked and wiped clean if shared, prior to each use and maintained or replaced when signs of wear or tear are evident.</p>			

Activity Risk Assessment Landscape Report

<p>bio security bio security measures on campus</p>	<p>all persons entering farming areas</p>	<p>When any persons are entering into the animal enclosures or farming areas then they should follow the bio security measures that have been put in place. This may include informing the manager of the area prior to visit to seek authorisation for visit. Use of the bio-security facilities to use the footwear, overalls, and handwashing facilities. Regular handwashing is encouraged - where this is not available then sanitiser gel should be used in situ or small bottles carried with members of staff.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Ideally PPE should not be shared, but if this is not reasonable practicable, PPE must be cleaned in hot, soapy water before each person wears it. Footwear (wellingtons) that are shared are to be sprayed with a anti-bacterial spray before use and after use.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Lone Working lone working</p>	<p>all persons - staff students researchers vulnerable if taken ill</p>	<p>all persons who need to work remotely or undertake lone working should ensure that another person is aware of their whereabouts before during and after the activity A full activity risk assessment will need to be undertaken. The lone worker policy should be followed at all times. The person should be aware and have been inducted on what to do in an emergency including calling for assistance after an incident and reporting procedures.</p>	<p>3 - Moderate</p>	<p>2 - Unlikely</p>	<p>6 - Adequate</p>	<p>Security are to be informed of lone working activities on site after normal working hours. Charged Radio and/or mobile phone to be carried by lone worker. First aid bag to be carried by lone worker. Lone working should only be carried out if deemed absolutely necessary by the manager and agreed by the staff member as per the policy. The lone worker must be physically and mentally fit for the job and be trained and competent in the task. If reasonably practicable, checks to be made at regular intervals either by physical means or by radio/phone.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>

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 route 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 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. All persons in buildings to be informed of evacuation routes and always when new staff/students present and if the routes are changed. Evacuation exercises at regular intervals undertaken as evacuation practice.</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>All outdoor workers to carry a first aid kit on person or in van where reasonably practicable. Outdoor workers to carry radio and/or mobile phone.</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 outdoor workers such as construction, grounds maintenance, farming and others. Unable to access the 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 suitable outdoor space or in a nominated room or building and the users should have staggered break times and maintain 2m distancing where possible. Frequent handwashing is required. Signs to be fixed in rest areas to remind staff. Face coverings to be worn on entering toilets and break rooms, but can be removed when sitting down to eat or drink. Signage on doors to toilets/break rooms with max No of persons permitted at one time.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Main kitchen areas re-opened in September 20. No of persons restricted to allow 2 metre distance and notices placed on door entrances. Fridges are not in use, so staff will be advised to bring their own food/drink that will not spoil or bring a suitable cool bag of their own. Kettles and microwaves can be used. All equipment and worktops used (including boiler handle) are to be sanitised after use. Sanitiser spray and paper towel available from housekeeping. Housekeeping staff regularly touch clean door handles etc. Personal items including spare clothing to be left in a cool place in a shaded car if suitable or in a locker It is important that outdoor staff have sufficient hand washing facilities during CV19, so using bootrooms regularly as well as staff toilets is to be encouraged. Personal hand sanitiser to be provided to outdoor staff. The provision of a cool box for staff to keep food/drink cool during the day (especially during Summer).</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
--	--	--	------------------	---------------------	---------------------	---	------------------	--------------------------	-----------------------

Activity Risk Assessment Landscape Report

<p>General Grounds Maintenance tending to grounds maintenance during distancing measures</p> <p>Use of vehicles and farm machinery by farm staff and animal technicians</p>	<p>Grounds staff and others within the vicinity of their working at risk of contracting cv19 from infected persons working near to them</p>	<p>all outdoor workers will ensure that they are at least 2m away from other persons whilst carrying out their grounds maintenance duties. They will wear their usual PPE as the activity dictates. Staff will use their own tools/ vehicles/ machinery where possible and when sharing of these items is necessary they will ensure they are cleaned between users and gloves are worn where possible. All Vehicles will be subject to daily checks as usual, and cleaned/wiped down before and after each use.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Cleaning materials will be made available to the grounds team for use on tools and vehicles when sharing of these is necessary.</p> <p>If staff cannot maintain a 2 M distance whilst working, they should work in the same small working group. If one of the group show CV19 symptoms the whole group are to be isolated.</p> <p>Supervisor to ensure staff are informed and understand the CV19 procedures.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<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. Security/Portering 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 to wear face coverings unless exempt, and gloves will be available.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>signage is displayed around campus showing direction to main reception.</p> <p>Signage to be in place from the road via campus to Porters' Lodge.</p> <p>Contractors should produce their RAMS that include their company RA on CV19.</p> <p>Estates to be informed of all contractors on site.</p> <p>All staff on site to be provided with information on making arrangements for visitors/contractors on site. No personal staff parcels/packages to be sent to the campus</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

Activity Risk Assessment Landscape Report

<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 as many staff will be working remotely at the present time. whereby some persons need to be on site to carry out essential work and attend meetings then those persons present will ensure that 2m distance is maintained within rooms or areas or whether meetings occur outdoors/ in farm building locations. Persons will be encouraged to use handwash facilities.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Housekeeping staff will carry out regular cleaning of common areas used by outdoor staff throughout the day.</p> <p>Hand sanitiser will be provided in meeting rooms or arrival points where brief inductions may be given if hand wash facilities are not nearby.</p> <p>Attendees must sit side by side. If persons must sit opposite the 2 M distance must be adhered to or a barrier placed down the table to shield others.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Movement over and around obstacles movement around buildings and worksites - not maintaining social distancing</p>	<p>all persons risk of contracting Cv19 from others</p>	<p>all movement on construction or farming locations will be limited to those persons authorised to be there - they will hold staff/ visitor/contractor badges.</p> <p>Movement around sites will follow one way directions where possible particularly on walkways.</p> <p>Signage and ground stickers will be in place to show flow of movement and distancing.</p> <p>Sites/Farm activities/ animal husbandry will be separated into work zones to keep different groups of workers apart so that cross over of groups is avoided.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>The number of persons on site will be kept to minimum and shift working put in place where possible.</p> <p>Smaller groups maintaining 2m distance will be in place. PPE such as high viz, suitable footwear and gloves and face coverings may be necessary due to workplace conditions.</p> <p>Site inductions will be carried out for all persons but this will be done in small groups to maintain distance. All campus procedures will be provided to new contractors. Contractors must provide their RAMS including their Company CV19 RA. Estates to be informed of all contractors on site.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

Activity Risk Assessment Landscape Report

<p>Car / vehicle parking access to and from car parking facilities to prevent congestion</p>	<p>all persons using car parks on campus vehicle accident</p>	<p>the majority of car parks on campus have one way flow to prevent congestion. All car parks are clearly marked out with adequate spacing. Staff and students will be encouraged to park away from other parked vehicles where possible.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Barriers/cones in place to avoid side by side parking.</p> <p>Phased start/finish times in place to avoid crowding.</p> <p>Staff encouraged to cycle/walk to work where practicable.</p> <p>Students to walk to tutorials etc.</p> <p>Information and instruction provided to all Staff/students and supervisor/line manager to check understanding.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
<p>Interaction with other people contracting Cv19 from other persons on campus of working on campus</p>	<p>All persons risk of contracting cv19 and becoming seriously ill</p>	<p>The University where possible will support those staff who are able to work from home as the main option during this pandemic. Where this is not possible due to the nature of their work, then further precautions will be made such as assisting to maintain 2m, social distancing measures and frequent handwashing.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>		<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>
<p>contracting contagious diseases contracting COVID-19 in the workplace</p>	<p>All persons staff students contractors visitors members of public risk of contracting Cv19 and becoming seriously ill</p>	<p>HAU will ensure that all workers shall have access to washrooms and encourage all persons to carry out handwashing on a regular basis.</p> <p>Surfaces and touchpoints within buildings and vehicles will be cleaned on a regular basis by the inhouse Housekeeping teams - cleaning materials will be supplied for staff to ensure their own areas are cleaned regularly in between housekeeping visits</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Where handwashing facilities are not nearby then access to hand sanitisers and cleaning materials will be made available. Signage will be displayed and gloves will be provided if necessary.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

Activity Risk Assessment Landscape Report

<p>Vehicles cross contamination within vehicles when numerous persons use same vehicle</p>	<p>All persons using company vehicles cross contamination</p>	<p>Where possible one person to use that vehicle each day. If not possible, 2M social distancing to be in place except where passengers are part of a small designated working group. Face coverings to be worn by passengers. Thorough cleaning of touch points to be carried out before and after use each day. Driver (and any passengers) to wash hands before getting in the vehicle and after exiting. If in an area where hand washing not available use hand sanitiser. Daily vehicle safety checks to be carried out before use. No-contact deliveries to be conducted. If contact cannot be avoided PPE to be worn (nitrile gloves.) One point of delivery will be the security hut where a process is in place for receiving and distributing packages and parcels. A screen is erected creating a barrier between arrivals and staff with 2m social distancing measures in place.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Supervisor to provide staff with information and instruction on measures to keep themselves and others safe.. Passenger numbers reduced so that social distance can be maintained Normal PPE for the activity to be worn. Additional nitrile gloves to be made available in vehicles. Face coverings to be worn where in vehicles except for the driver where the face covering affects the driver's vision and ability to drive safely. face coverings to be worn in accordance with Government guidance i.e. wash hands before fitting a face covering, do not touch when worn and wash hands after removal. wash the face covering before using again.. Supervision in place to ensure this is adhered to.</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.</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. Supervisors to check staff/students understand the processes put in place and why these are necessary. Staff 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>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 September 20, but fridges not available. face coverings to be worn in kitchen areas and 2 m social distancing. Catering outlets re-opened Nov 20 with social distancing restrictions, one way routes and takeaway services. Opening times may be reduced to allow time for extra cleaning. Break rooms to be allocated 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. Staff to wash hands before and after making a drink</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Signage to be placed around allocated indoor rest areas to list the procedures to be followed Sufficient hand wash, paper towels and/or hand sanitiser made available in nearby washrooms. Signage to ensure 2m social distancing is observed in multiple basin/toilet washrooms so where 2m distancing cannot be maintained, use will be limited to one person at a time to use the facilities. Estates to design and install a signage system for external doors.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
---	--	---	------------------	---------------------	---------------------	---	------------------	--------------------------	-----------------------

Activity Risk Assessment Landscape Report

<p>Location Room layouts - close proximity</p>	<p>All persons using such rooms sitting to close to colleagues within 2m</p>	<p>Where staff share offices and are not able to maintain a 2metre distance 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. Offices and work areas to be spaced out so that staff are not within 2m of colleagues. Persons should sit side by side at a distance or back to back. Sitting facing another person is not permitted. In classrooms where practical teaching is a necessity tables and chairs are to be spaced adequately to allow distance in between each person. In Labs the numbers will be reduced. Face coverings must be worn when staff leave their own workspace.</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 reception desks are to be placed a distance part. Persons approaching reception to wear a face covering. Notices explaining the process to be displayed. Receptionists and others offering a face to face service to have sufficient PPE available such as nitrile gloves, Face coverings or masks, or visor to be worn. Instruction and information to be provided to all reception and other staff in a face to face environment on the required way of working and procedures to be followed to protect themselves and others, and in the correct wearing of ppe. Face coverings to be worn by all in corridors and when entering an office they do not work in. Visits to offices/reception areas are to be undertaken only where absolutely necessary. If the task can be completed over the phone or by teams these methods are to be used instead. Supervisors to check understanding and ensure procedures followed.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>
--	--	---	------------------	---------------------	---------------------	---	------------------	--------------------------	-----------------------

Activity Risk Assessment Landscape Report

<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. Overalls etc. to be laundered regularly.</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 of staff permitted to enter in place.</p>	<p>2 - Minor</p>	<p>2 - Unlikely</p>	<p>4 - Acceptable</p>
<p>Access/Egress Entry points to various buildings</p>	<p>All users of buildings including Maintenance and contractors 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 If quickly accessible, on evacuation use a face covering or use arm or handkerchief to cover 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 provided in hallway areas adjacent to the lifts</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>

Activity Risk Assessment Landscape Report

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 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. The wash hands/use sanitiser message to be regularly broadcast by newsletter or email to reach all staff and student.	2 - Minor	2 - Unlikely	4 - Acceptable
Arrival / departure Persons arriving/departing from campus at same times	staff and students congested car parks, footpaths and corridors breaking the 2m minimum distances between people which may cause cross contamination	Non essential staff work from home if reasonably practicable. Shift working to reduce number of staff on campus at any one time. Part home/part campus rotation	4 - Major	2 - Unlikely	8 - Adequate	Staggering start/departure times on a return to campus to be considered by Line Managers and staff. Car parking available and persons encouraged to spread out when parking so as not to park directly next to another vehicle where possible or wait for other drivers to leave and walk away before leaving our own car	4 - Major	2 - Unlikely	8 - Adequate
Other Maintaining health and safety standards with reduced staff/students on site. Increased number of incidents due to lack of supervision or relaxed standards. Breach of H&S legislation Lack of fire wardens to enable effective emergency evacuation Lack of first aiders	HAU staff HAU students Contractors/visitors Poor H&S standards with reduced staff on site	Core technical staff to be among first members of staff to return to campus.. On return departments to carry out pre-use safety checks and maintain machinery, vehicles and equipment and ensure all safe before staff use them. Open buildings as staff and students return to work. Limited working hours or shift patterns required where too many persons are located in any one building. Amalgamate any essential services where possible. Security to respond to building alarms. Line managers to ensure H&S guidance is still followed for those left on site. Monitor buildings and areas prone to malicious behaviour.	4 - Major	1 - Very unlikely	4 - Acceptable	For those staff remaining in the work place to carry out essential tasks, they are to maintain at least 2 metres distance from others where reasonably practicable. Where this is not possible staff to minimise contact wash hands frequently and avoid face to face contact where possible.	2 - Minor	1 - Very unlikely	2 - Acceptable

Activity Risk Assessment Landscape Report

<p>Cleaning Cleaning student accommodation areas for suspected COVID-19 cases</p>	<p>HAU staff Direct exposure to those with COVID-19 or their residual fluids</p>	<p>Touch-points in common areas of the building to be cleaned in a way which maintains social distancing. Students in shared flats required to go into self isolation if one of them becomes ill. Housekeeping/cleaning staff to be informed immediately after self isolation occurs. Inform students that these flats will not be cleaned during the period of isolation. Students to receive cleaning kits. If cleaning areas affected by suspected or confirmed Covid19 infections, government guidance to be followed and PPE to be provided to staff. Guidance and personal protective equipment to be provided. All cloths and PPE to be disposable. Staff to be trained how to use PPE All disposable items to be disposed of safely in accordance with guidance. All building users advised re monitoring their own health</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>	<p>Identify a small number of housekeeping staff who can be trained to clean vacated rooms where there are no known or suspected cases of covid-19. Where students return to collect items, shutdown period of room to be in place before cleaning to be observed (72 hours minimum). Ensure staff are provided with PPE and know how to use it. supervision to check understanding and ensure compliance. Staff to follow specific SOPs/RA's for these tasks.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
---	--	--	------------------	---------------------	---------------------	---	------------------	---------------------	---------------------

Activity Risk Assessment Landscape Report

<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, or as a minimum the staff member's own office, or any area he/she has accessed.. 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 cleaning in those affected areas can commence after a period of inactivity.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
<p>Other Mental health pressure of those remaining on campus Sickness absence due to stress. Increased fear and anxiety among those left.</p>	<p>HAU staff HAU students Unable to maintain same level of service</p>	<p>Practice team distancing and promote good hygiene. Managers should regularly review welfare of this group and monitor anxiety levels. Introduce team resource monitoring to maintain minimum number to operate function safely i.e. avoid lone working</p>	<p>3 - Moderate</p>	<p>4 - likely</p>	<p>12 - Tolerable</p>	<p>Only essential workers should remain on campus. Remaining staff should be monitored closely and supported with additional breaks or ability to work different hours to avoid busy commuting times etc. Although the wearing of face coverings including masks is not mandatory (except where identified as a requirement in specific task RAs), face coverings may be worn if staff feel safer doing so. Staff must follow Government guidance when using face coverings as noted above.</p>	<p>3 - Moderate</p>	<p>3 - fairly likely</p>	<p>9 - Adequate</p>
<p>Other Loss of staff on campus due to removal of vulnerable people, those working from home and those in self isolation</p>	<p>HAU staff Unable to maintain same level of service delivery. Additional mental pressure on those staff still expected to work on site. Pressure will increase if any member falls ill or needs to self-isolate.</p>	<p>Reduce service levels accordingly. Ensure: -Team and social distancing -Managers should regularly review welfare of this group and monitor anxiety levels -Introduce team resource monitoring to maintain minimum number to operate function safely</p>	<p>3 - Moderate</p>	<p>2 - Unlikely</p>	<p>6 - Adequate</p>	<p>Where meetings are due to take place, electronic means are preferred - MS Teams or video conferencing should be considered first.</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>

Activity Risk Assessment Landscape Report

<p>Other Loss of staff - unable to provide and maintain same level of service delivery</p>	<p>HAU Staff HAU students Contractors/visitors Lack of service or delivery</p>	<p>Reduce service levels accordingly, closing down other non-essential services as appropriate. Identify which buildings need to remain open for essential services. Close buildings and safely close down high-risk machinery or operations where possible. Identify essential services and reallocate available staff to cover these where possible Manage expectations of service delivery</p>	<p>3 - Moderate</p>	<p>1 - Very unlikely</p>	<p>3 - Acceptable</p>				
<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>Deliver services remotely where possible. Self isolating students remaining on 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>	<p>4 - Major</p>	<p>4 - likely</p>	<p>16 - Tolerable</p>	<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. Signage in outdoor areas such as the farm and animal units to remind anyone approaching those areas what the requirements are. Reference 2m social distancing and frequent handwashing, using overalls and keeping personal items brought to the area to an absolute minimum.</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
<p>Other Cross infection as a consequence of low team resilience</p>	<p>HAU staff HAU students Whole team could be infected and ill at the same time Loss of expertise and service Service could not continue</p>	<p>Work as normal</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>	<p>Enable work at home if they are able to do so by virtue of their role and home set up If unable to work from home: -split the teams up and relocate to reduce risk of whole team infection -share work information and files -maintain social distancing</p>	<p>3 - Moderate</p>	<p>2 - Unlikely</p>	<p>6 - Adequate</p>

Activity Risk Assessment Landscape Report

<p>Other Loss of expertise, service or key failure</p>	<p>HAU Staff HAU students Contractors/visitors Business at risk of losing key experienced staff with no one else to do their job</p>	<p>Enable work from home if they are able to do so by virtue of their role and their home set up.</p>	<p>4 - Major</p>	<p>3 - fairly likely</p>	<p>12 - Tolerable</p>	<p>If unable to work from home - isolate staff at work by providing a separated work space a minimum of 2 metres away from others -Enable the sharing of information, key skills and expertise to reduce the single point of failure -consider a means of commuting to avoid public transport Provide isolated space with hand washing facilities Monitor lone working remotely minimise risk of commute by public transport</p>	<p>4 - Major</p>	<p>2 - Unlikely</p>	<p>8 - Adequate</p>
<p>Transport Travel to and work on campus as an identified extremely vulnerable persons e.g. - chronic or underlying health condition (heart disease, chronic respiratory disease, diabetes, cancer, hypertension, significantly impaired immune system) - over the age of 70 years - expectant mother - vulnerable staff with underlying health conditions</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>Enable work from home if they are able to do so by virtue of their role and their home set up. If unable to work from home - allow extremely vulnerable staff to remain at home until further notice on sick leave or suspension on full pay is for an expectant mother -Inform HR via the reporting line that they are staying at home because they are in the extremely vulnerable group If in vulnerable group, ensure that tasks allocated enable social distancing and regular hand washing. Observe social distancing measures if remain on campus Complete separate RA for all vulnerable individuals or those with health conditions working on campus or those who live with extremely vulnerable persons.</p>	<p>4 - Major</p>	<p>1 - Very unlikely</p>	<p>4 - Acceptable</p>

Assessment Conclusion

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.