

Appendix 1 - University of Plymouth Organisational Risk Assessment for COVID-19 'Safe Place, Safe Person, Same Message'

Assessment Ref. No.	COVID-19 Organisational RA	Activity Assessed	Organisational risks from COVID-19	
Assessment Creation Date	13/5/20	Current Version	Version 8 – 23/09/2020	
Assessment Review History	Version 2 – 2/6/20	Version 4 – 17/6/20	Version 5.1 – 11/8/20	Version 7 – 10/09/20
	Version 3 – 11/6/20	Version 5 – 22/6/20	Version 6 – 3/7/20	
Assessor	Kirstie Spencer, Head of Health & Safety	Additional individuals involved in developing the RA		Nick Powell – Estate and Facilities
Faculty / Directorate	Organisational risk	School / Service	Organisational risk	

Risk Score Matrix							Risk Score and Description			
		Severity					Risk Score	Risk Level	Category	Description
		Insignificant	Minor	Moderate	Major	Fatal				
Likelihood	Very Unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber	1 – 4	Low	Acceptable	No further actions needed
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red	5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else which could be done
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red	10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red	16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements
	Almost Certain	5 Amber	10 Red	15 Red	20 Red	25 Red	<i>Likelihood (L) x Severity (S) = Risk Score (RS)</i>			

What is/are the hazard(s) involved with the activity being undertaken?	Who might be harmed and how?	What are you already doing to control the risk?	Risk Score with current controls in place			What further action is necessary? (Add these actions to the action plan below).	Target Risk Score Likelihood x Severity = Risk Score		
			L	S	RS		L	S	RS
SAFE PLACE									
R1 Safe Place Coronavirus (COVID-19) (CV19) <i>Someone entering the workplace with CV19</i>	Staff, students and others Some areas of the University are open in line with Government guidance, but someone could enter the University with CV19 and pass the virus on to staff, students and others, who could in turn pass CV19 onto family members and those they come into contact with.	1 – On 27 March 2020 the government updated guidance on the closing of certain businesses and venues. 2 – We are following Government advice applicable to our workplace. GOV.UK: 3 – On the 7 th of April 2020 the Government published Sector Specific Guidance on Social Distancing in the workplace: We are following this for our organisation 4 – On the 7 th of April 2020 the Government updated Guidance for employers and businesses; Social distancing: 5 – On the 11 th May 2020 the government updated Guidance for employers and businesses and subsequently published the Working Safely During COVID-19 guidance. 6 – On the 2 nd July 2020 the government updated guidance for Higher Education: Reopening Buildings and Campuses. Updated on 10 th Sept 2020. Govt Guidance updated on 22 nd Sept 2020 We are following the guidance relevant for our organisation. General controls: Where possible all staff who can work from home are continuing to do so. a) We regularly communicate with our staff, students and other stakeholders regarding the measures we are taking to adhere to the guidance and enforce the social distancing and hand washing advice	2 - Unlikely	4 - Major	8 - Medium Risk	1 - Review all local and activity based risk assessments 2 - Ensure all preventative measures are followed and report any breaches 3 – Provide one central facility for staff and students to raise concerns	2 - Unlikely	4 - Major	8 - Medium Risk

		<p>b) We have encouraged the use of digital and remote transfers of material where possible rather than paper format</p> <p>c) We have ensured that appropriate handwashing / sanitisation stations or facilities are available. We have also provided hand sanitiser, tissues and additional waste receptacles for local areas and encourage staff, students and visitors to use them</p> <p>d) Where it is possible to remain 2 metres (or 1m+) apart, used floor markings to mark the distance, particularly in the most crowded areas (for example, where queues form)</p> <p>e) We have applied social distancing rules across all open buildings and within work areas.</p> <p>f) We are phasing return of staff (and cohorting), and keep teams as small as possible</p> <p>7 – Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p> <p>8 - As from 8th August 2020, wearing face coverings is mandatory in settings identified in the Government guidance Face coverings: when to wear one and how to make your own</p> <p>9 – We have introduced a staff and student induction moodle course to support safe return to campus, a brochure is also available to support these courses.</p>							
<p>R2 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Someone entering the workplace with CV19</i></p>	<p>Staff, students and others</p> <p>A visitor enters the workplace with CV19 and could pass the virus on to</p>	<p>1 – A request has been sent to companies who regularly attend our University premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and</p>	2 - Unlikely	4 - Major	8 - Medium Risk

	staff, students and others.	<p>2 – We have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.</p> <p>3 - An information poster/email is sent to regular visitors which highlights the risks of CV19 and states that symptomatic individuals should not enter and may be requested to leave.</p> <p>4 - An information poster highlighting the symptoms of CV19 is placed on the entry/sign in point. The poster will state that symptomatic individuals should not enter and may be requested to leave.</p> <p>5 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p> <p>6 - CV19 Information posters are placed in designated locations within the workplace (toilets, notice boards etc).</p> <p>7 - This information has been communicated to all relevant staff.</p> <p>8 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p> <p>9 – In certain public areas identified in Section 2 of government guidance face coverings: when to wear one and how to make your own it is mandatory and signage has been placed in the appropriate areas.</p>				report any breaches 3 – Provide one central facility for staff and students to raise concerns			
<p>R3 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Someone becomes ill within the workplace</i></p>	<p>Staff, students and others</p> <p>Someone who becomes ill with CV19 in the workplace could pass the virus on to</p>	<p>1 - Person will be removed to a designated area which is at least 2 metres away from other people.</p> <p>2 - The individual will be sent home and advised to follow NHS guidance online or NHS 111. If the person is a contractor / visitor, their organisation will also be contacted.</p> <p>3 - The workplace will be cleaned / disinfected / decontaminated according to the risk assessment at Appendix 4</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	2 - Unlikely	4 - Major	8 - Medium Risk

	staff, students and others.	<p>4 – All staff, students and others have been informed about this process.</p> <p>5 – Incident report must be recorded on the online system</p> <p>6 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>				3 – Provide one central facility for staff and students to raise concerns			
<p>R4 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Contaminated work areas and shared areas (labs, open access etc)</i></p>	<p>Staff, students and others</p> <p>A person catches CV19 due to contaminated surfaces.</p>	<p>1 - An increased formal cleaning regime is in place.</p> <p>2- Staff and students are expected to clean their own and shared equipment and workspaces more often (keyboards, work surfaces, door handles etc.).</p> <p>3 – Cleaning stations and hand sanitisers, tissues and waste receptacles have been placed in local work / study areas.</p> <p>4 - Extra hygiene requirements (handwashing etc.) are enforced.</p> <p>5 - Multi-use handtowels are not used to dry hands</p> <p>6 - This information has been communicated to staff, students and others.</p> <p>7 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p> <p>3 – Provide one central facility for staff and students to raise concerns</p>	2 - Unlikely	4 - Major	8 - Medium Risk
<p>R5 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Proximity, workplace or campus gatherings</i></p>	<p>Staff, students and others</p> <p>A person catches CV19 due to being in close proximity to an infected person (within 2m for 15 minutes or longer)</p>	<p>1 – Social Distancing principles have been implemented. All work and communal areas and activities have been evaluated against the possibility to implement social distancing</p> <p>2 - This information has been communicated to staff, students and others.</p> <p>3 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p> <p>3 – Provide one central facility</p>	2 - Unlikely	4 - Major	8 - Medium Risk

						for staff and students to raise concerns			
R6 Safe Place Coronavirus (COVID-19) (CV19) Fire response	Staff, students and others Due to the phased return of staff, there may be reduced numbers of Fire Marshals on campus.	1 – All standard fire management controls will be in place prior to staff, students and others returning to campus activity 2 - Fire Marshal cover will be considered by each local area / building prior to return to campus activity and additional temporary marshals will be appointed if necessary 3 – Training will be undertaken as soon as possible within the building / work area 4 – All staff and students with PEEP’s will be reviewed and appropriate controls implemented 5 – The use of ear phones and ear buds whilst staff and students are working on the campus should be monitored to ensure that the fire alarm can be heard. Ear defenders required for PPE will be permitted and these should be removed as soon as the work activity has ceased. 6 - The social distancing signage described in R7 and R8 do not supersede/override the existing fire escape routes from buildings. 7 - Line managers and supervisors will ensure that staff and students are made aware of this information and that they fully understand how buildings can be safely exited in the event of a fire or fire alarm. 8 - Local inductions will include fire information	3 - Possible	4 - Major	12 - High Risk	1 - Review Fire Marshal cover within each work area and building 2 – Review all PEEP’s 3 - Ensure all preventative measures are followed and report any breaches 4 – Undertake fire evacuation drills 5 – Investigate the purchase of ear buds / headphones which will permit the fire alarms to be heard	2 - Unlikely	4 - Major	8 - Medium Risk

<p>R7 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Building Entrances</i></p>	<p>Staff, students and others</p> <p>Someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<p>1 - All building entrances will be provided with specific entrance and exit signage, which will guide building users through the building entrances safely.</p> <p>2 - All building entrances will display signage which informs those entering what the symptoms of COVID-19 are and requesting that those who display any of these do not enter.</p> <p>3 - The entrance/exit signage will communicate the 2 metres / 1 metre plus (1m+) social distance message, which complies with UK government guidelines on social distancing</p> <p>4. Face coverings will be worn in settings where the government requires it as identified in Section 2 of Face Coverings: when to wear one and how to make your own.</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>	<p>Review building entrance signage once buildings are in-use to ensure they are effective in allowing people to safely enter and exit the building.</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>
<p>R8 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Building Circulation</i></p>	<p>Staff, students and others</p> <p>Someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<p>1 - The principal of social distancing will be met by the installation of a range of visual communications, including floor and wall manifestations and signage. Where stairs are wide enough, direction signage will communicate which side of the stair people should use to ascend and descend the stairs.</p> <p>2 - Where the 2 metre / (1m+) distance cannot be kept due to the physical constraints of the building, a one way system will be imposed.</p> <p>3 - Where the 2 metre / (1m+) distance cannot be maintained inside buildings, staff, students and others will be strongly recommended to wear a face covering and advised not to pass each other face to face (back to back or side to side if possible) to avoid transmission</p> <p>4 - Face coverings will be worn in settings where the government requires it as identified in Section 2 of Face Coverings: when to wear one and how to make your own</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>	<p>Review building circulation safety measures when building is occupied to check effectiveness.</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>

<p>R9 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Toilets</i></p>	<p>Staff, students and others</p> <p>Virus transfer due to the physical constraints of toilets</p>	<p>1 - Toilets are challenging places to manage social distancing due to the single point of entry. To manage this risk in the short-term whilst there are minimal numbers of people within the buildings, all communal toilets will operate a 'Please knock and Call before entering' policy, with appropriate signage affixed externally to the toilet door. As numbers increase this may need to change to permit all cubicles to be used – but with an enforced face covering policy in these areas.</p> <p>2 - It is possible that this mitigation strategy may cause queuing and therefore floor manifestations denting social distancing will be applied where required.</p> <p>3 - The risk of transmission of disease through direct contact with common surfaces is high in toilets. This risk will be managed by the application of 'Wash Your Hands' signs, with instructional guidance to all areas where hand washing is required. Hand washing will be undertaken using the existing toilet hand-wash facilities.</p>	<p>3 - Possible</p>	<p>4 - Major</p>	<p>12 - High Risk</p>	<p>Review queuing provision as building occupants increase and extend floor manifestations as required.</p>	<p>3 - Possible</p>	<p>4 - Major</p>	<p>12 - High Risk</p>
<p>R10 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Kitchenettes and rest areas</i></p>	<p>Staff, students and others</p> <p>Virus transfer due to the physical constraints of kitchenette and rest areas.</p>	<p>1 - Kitchenettes - Kitchenettes are challenging places to manage social distancing due to the single point of entry and small working area. To manage this risk, these areas will be regularly cleaned. Staff will also be required to clean the areas after each use.</p> <p>2 - Where fresh drinking water is required, staff and students are required to clean all surfaces before and after use.</p> <p>3 - Rest areas - Staff are discouraged from using communal rest areas in the short term until HMG guidelines related to social distancing and gathering sizes are relaxed and it is the responsibility of line managers, supervisors to enforce this guideline.</p>	<p>3 - Possible</p>	<p>4 - Major</p>	<p>12 - Medium Risk</p>	<p>1 – Monitor and review situation during phase 3 as students /staff reoccupy buildings.</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>

<p>R11 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Student Halls of Residence</i></p>	<p>Students and others Virus transfer due to the close proximity of students living in halls of residence</p>	<p>1 - The University is working closely with the Halls Providers to ensure that appropriate physical safety and other control measures are in place in each of the halls ahead of the start of semester 1. Controls will reflect the requirements of the HMG guidance in place at the time.</p> <p>2 – Controls will include (but not limited to) the following where possible:</p> <ul style="list-style-type: none"> a) Floors will be marked to demonstrate social distancing requirements in common areas (stairwells, lobby, reception, lift, laundry etc) b) Visual reminders to be provided to remind of the need to social distance c) Physical screening will be provided for reception areas d) Enhanced cleaning operations will be in place in particular for surfaces and high touch points and at least daily cleaning for shared toilet facilities e) Staff who are exhibiting symptoms will not attend for work f) Cleaning resources will be provided for students to undertake their own cleaning <p>3 – A robust procedure will be in place to respond to and support any students who need to self-isolate and/or who are exhibiting symptoms.</p> <p>4 – Students who need to self-isolate upon arrival (international students for example) will be supported to arrive two weeks prior to start of Semester</p> <p>5 – Students will be advised that they should not travel to the halls if they are exhibiting any of the COVID-19 symptoms.</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>	<p>1 – Investigate the feasibility of testing all students upon arrival.</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>
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SAFE PERSON

<p>R12 Safe Person Coronavirus (COVID-19) (CV19)</p> <p><i>General</i></p>	<p>Staff and students <i>(including those considered at increased risk)</i></p> <p>Staff and students may not be aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do’s and Don’ts): https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 – The WHO (World Health Organisation) provides information and a free 5-minute video on which has been provided to our staff and students CV19: https://openwho.org/courses/introduction-to-ncov</p> <p>3 – Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</p> <p>4 – Additional consideration will be given to those staff and students who may be deemed to be at increased risk including the use of phased return plans and associated individual risk assessments.</p> <p>5 – Advice on risks, symptoms and control measures has been communicated to staff and students.</p> <p>6 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>	<p>1 - Very Unlikely</p>	<p>4 - Major</p>	<p>4 - Low Risk</p>	<p>1 - Review all local and activity based risk assessments 2 - Ensure all preventative measures are followed and report any breaches 3 – Provide one central facility for staff and students to raise concerns 4 - Undertake individual risk assessments for at risk staff and students</p>	<p>1 - Very Unlikely</p>	<p>4 - Major</p>	<p>4 - Low Risk</p>
<p>R13 Safe Person Coronavirus (COVID-19) (CV19)</p> <p><i>Self-isolation</i></p>	<p>Staff and students</p> <p>Staff and students may not be aware of the need to self-isolate or how to self-isolate and could pass the virus to others.</p>	<p>1 – NHS 111 online provides advice on when to request a test and when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/</p> <p>2 – Advice on how to self-isolate has been communicated to staff and students.</p> <p>3 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>	<p>1 - Review all local and activity based risk assessments 2 - Ensure all preventative measures are followed and report any breaches</p>	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>8 - Medium Risk</p>

						3 – Provide one central facility for staff and students to raise concerns			
R14 Safe Person Coronavirus (COVID-19) (CV19) <i>Travel within the UK</i>	Staff and students Travelling within the UK for work / fieldwork and offsite activities to any area could result in CV19 virus transfer	<p>1 – FCO provides advice for travellers: https://www.gov.uk/guidance/travel-advice-novel-coronavirus (FCO)</p> <p>2 – travel advice within the UK can be found here https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>3 – Practical alternatives to travel include holding meetings via video conferencing</p> <p>4 – Advice and guidance on travelling has been communicated to staff and students.</p> <p>5- A fieldwork and offsite activities CoP temporary addendum has been developed which details the process for assessing and approval for these activities as the HMG alert levels change</p> <p>6 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p> <p>3 – Provide one central facility for staff and students to raise concerns</p>	2 - Unlikely	4 - Major	8 - Medium Risk
R15 Safe Person Coronavirus (COVID-19) (CV19) <i>Travel abroad and returning from travelling abroad</i>	Staff and students Travel abroad and returning to the UK after travelling abroad for work / fieldwork and offsite activities could result in CV19 virus transfer	<p>1 – The FCO advice for travel and return from abroad can be found here https://www.gov.uk/guidance/travel-advice-novel-coronavirus https://www.gov.uk/guidance/coronavirus-covid-19-staying-where-you-are-if-you-cannot-return-to-the-uk</p> <p>2 – This advice has been communicated to staff and students</p> <p>3 - A fieldwork and offsite activities CoP temporary addendum has been developed which details the process for assessing and approval for these activities as the HMG alert levels change</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	2 - Unlikely	4 - Major	8 - Medium Risk

	and difficulties with return travel	<p>4 - HMG currently requires all international travellers arriving in the UK to self-isolate for 14 days.</p> <p>5 - Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p>				3 – Provide one central facility for staff and students to raise concerns			
<p>R16 Safe Person Coronavirus (COVID-19) (CV19)</p> <p><i>Presenteeism of symptomatic or exposed employee(s)</i></p>	<p>Staff, students, general public, family members</p> <p>Staff and students may be symptomatic of CV19 or may have been in close contact with someone with CV19.</p> <p>CV19 could be transmitted due to a staff member or student continuing to work or attend campus despite being unwell.</p>	<p>1 – Staff advised to follow NHS online guidance: https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 – If NHS 111 or a GP determines staff members are symptomatic and unfit for work, they will be deemed off sick as per normal sickness absence policy.</p> <p>3 – Employees and students are strongly advised to use the NHS Test and Trace system and will be asked to request a test if they are displaying symptoms</p> <p>4 – If a member of staff or student has helped someone who was taken unwell with a new, continuous cough or a high temperature, they do not need to go home unless they develop symptoms themselves. They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell with symptoms consistent with coronavirus infection.</p> <p>5 – The workplace will be cleaned / disinfected / decontaminated according to the risk assessment at Appendix 4</p> <p>6 – Personal Protective Equipment has been provided relative to activities being undertaken.</p> <p>7 – Working from home has been considered. A specific homeworking risk assessment will be conducted if needed.</p> <p>8 – This advice has been communicated to staff and students.</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p> <p>3 – Provide one central facility for staff and students to raise concerns</p>	2 - Unlikely	4 - Major	8 - Medium Risk
<p>R17 Safe Person Coronavirus (COVID-19) (CV19)</p>	<p>First Aiders</p> <p>First Aid responders could</p>	<p>1 – Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council. Do not give recovery breaths as part of CPR interventions.</p>	2 - Unlikely	4 - Major	8 - Medium Risk	1 - Review all local and activity based	2 - Unlikely	4 - Major	8 - Medium Risk

<p>First Aid Intervention</p>	<p>be exposed to risks from CV19 due to providing First Aid in the workplace</p>	<p>https://www.resus.org.uk/media/statements/resuscitation-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/</p> <p>2 – Advice regarding first aid interventions can be found in the first aid section 15 and Appendix 5 of this document</p> <p>3 – Advice has been communicated to First Aiders</p> <p>4 - Face-fit testing undertaken for First Aiders as FFP3 masks issued. Interim solution for chest compressions is to place a covering over the mouth and nose of the casualty to prevent transfer of body fluids.</p>				<p>risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p> <p>3 – Provide one central facility for staff and students to raise concerns</p>			
<p>R18 Safe Person Coronavirus (COVID-19) (CV19)</p> <p>Wellbeing of staff</p>	<p>The wellbeing of staff may be adversely affected by extended periods of homeworking and potential isolation, additional caring responsibilities, anxiety related to returning to work or to the campus, existing clinical health conditions and comorbidities.</p>	<p>Managers and supervisors advised and supported to use appropriate mechanisms to remain in contact with their staff in order to provide support for them.</p> <p>Wellbeing support and guidance provided to all staff – available through our wellbeing website</p> <p>Staff forums accessible virtually (LGBT, carers, menopause etc)</p> <p>Local activity based risk assessments consider wellbeing (physical and mental).</p> <p>Individual risk assessments undertaken for those staff in higher risk clinical health groups.</p> <p>Appropriate physical control measures in place to ensure safe return to campus – Special Measures guidance.</p> <p>OH service and EAP provided for staff to access / referrals.</p> <p>Homeworking guidance and templates available for all staff and this has been communicated widely.</p> <p>TIS support provided for homeworking including equipment and software support.</p> <p>Support for those staff homeworking to ensure equipment is available / provided to ensure safe and comfortable homeworking.</p>	<p>3 – Possible</p>	<p>3- Moderate</p>	<p>9 – Medium Risk</p>	<p>1 – Local activity based risk assessments must be reviewed to consider wellbeing</p>	<p>3 – Possible</p>	<p>3 – Moderate</p>	<p>9 – Medium Risk</p>

		Specialist HR advice provided to support managers to return staff to the workplace.							
R19 Safe Person Coronavirus (COVID-19) (CV19) Wellbeing of students	The wellbeing of students may be adversely affected by extended periods of isolation, anxiety related to returning to the campus, existing clinical health conditions and comorbidities.	<p>1 - Student Wellbeing information is detailed on the website for students</p> <p>2 - Student Hub and Student Services support available.</p> <p>3 - Online counselling appointments and mental health appointments available.</p> <p>4 - Drop-in service available.</p> <p>5 – Other services available include: Disability Services, learning development, SUM:UP, care leavers and pastoral and spiritual support</p> <p>6 - UPSU Support and Advice, part of the Students' Union, also provides advice about a whole host of issues including academic, consumer, debt, housing, legal, student funding and welfare benefits.</p> <p>7 – Big White Wall and Listening Post available.</p> <p>8 – As part of the Covid Response Programme, preparations are being made to address a predicted spike in cases as students return in September.</p>	3 – Possible	3- Moderate	9 – Medium Risk	1 – Local activity based risk assessments must be reviewed to consider wellbeing	3 – Possible	3 – Moderate	9 – Medium Risk
SAME MESSAGE									
R20 Same Message Coronavirus (COVID-19) (CV19) Lack of accurate and consistent	Staff, students, others (including those considered at increased risk) Staff, students and others may not be aware of the risks	<p>1 - Regular communications to all staff, students and others regarding the controls in place to reduce the risk from COVID-19</p> <p>2 – Trades Union representative JCC sub-group in place in order to facilitate timely communications and consultations regarding safety and other measures. Health and Safety Union Representatives and Safety Coordinators</p>	2 - Unlikely	3 - Moderate	6 - Medium Risk	1 - Review all local and activity based risk assessments 2 - Ensure all preventative measures are	2 - Unlikely	3 - Moderate	6 - Medium Risk

<p><i>information / a failure to disseminate information</i></p>	<p>from CV19 and become infected due to lack of awareness of control measures.</p>	<p>involved in development and review of local risk assessments.</p> <p>3 - All control measures are implemented across all buildings as part of the phased return plans.</p> <p>4 - Controls are reinforced by physical barriers and movement controls</p> <p>5 - Signage is in place to warn and remind all staff, students and others of the risks and requirement for handwashing and social distancing etc</p> <p>6 – Staff, students and others are encouraged to sign up to the UK Gov CV19 immediate updates: https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response</p> <p>7 – Staff and student websites and other social media communications regularly updated and all university emails sent</p> <p>8 – Organisational and local risk assessments communicated to all relevant staff and others.</p> <p>9 – Monitoring in place to ensure all controls are enforced.</p> <p>10 – There is a single sign-off procedure for all messaging – through the Head of Media and Communications.</p>				<p>followed and report any breaches</p>			
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ACTION PLAN

This section should be completed by the Risk Assessor and discussed with Manager / Academic Supervisor		This section should be completed by the Manager / Academic Supervisor for monitor and review		
Hazard / Risk Reference	Action required	Action assigned to	Target date	Date Completed
All	Local activity and location based risk assessments must be reviewed in light of the additional controls required to mitigate the risk from COVID-19. These should be communicated to staff.	Local activity leaders (PI's / ADR's / Group Leaders)		

All	Ensure all preventative measures are followed and report any breaches	All staff and managers		
All	Provision of one central facility for staff and students to raise concerns	Campus and People Task and Finish Group		
R6 Fire response	Review Fire Marshal cover within each work area and building prior to return to campus Review all staff and student PEEP's Fire evacuation drills to be undertaken Investigate the purchase of ear buds / headphones which permit the fire alarms to be heard	Managers within local areas and buildings Fire and Safety Advisor Fire and Safety Advisor Fire and Safety advisor		
R10	Monitor and review situation during phase 3 as students /staff reoccupy buildings.	All managers		
R17 and R18 Wellbeing	All local activity based risk assessments to be reviewed to consider wellbeing	All managers		
R17 and R18 Wellbeing	Individual risk assessments to be undertaken for those considered to be at higher risk due to health conditions, comorbidities, risk factors etc	All managers		

Severity Table

Severity of injury	Examples	Score
Insignificant	None or very insignificant injuries, health effects, damage or disruption to work. Short-term and/or localised environmental harm.	1
Minor	Cuts bruises, mild skin irritations, mild headaches and pains requiring minor first aid treatment. Minor property damage or disruption to work. Notable contributor to environmental harm.	2

Likelihood Table

Severity of injury	Examples	Score
Very unlikely	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
Unlikely	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity.	2

Moderate	More serious injuries or ill-health requiring time off work or a hospital visit for example burns sprains, strains, short term musculoskeletal disorders, cut requiring stitches, back injuries, fractures to fingers and toes. Short term absence relating to physical or mental health issues. More serious property damage or disruption. A significant contributor to environmental harm.	3
Major	Broken limbs, amputations, long-term health problems or longer absence. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. A major contributor to significant environmental harm.	4
Fatal	Injury or ill-health which leads to death either at the time, soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses. The major contributor to significant environmental harm.	5

Possible	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity and situations sometimes arise from this activity.	3
Likely	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / situation often arise from this activity.	4
Almost certain	No controls in place where there should be, exposure to the hazard is expected to occur in most circumstances. The activity is considered such high risk that it will `certainly lead to injuries.	5