

University of Lincoln - CV-19 Risk Assessment

Hazards/Area of Concern		Who might be harmed and how?	Risk Rating prior to Action (H/M/L)	Control Measures (see Section 4)	Action by who?	In Place (Y/N)	Action by when?	Further action/comments	Residual Risk Rating (H/M/L)
1.0 Who should go to work	1.1 Everyone should work from home, unless they cannot work from home	Staff Students	M	Corporate guidance from SLT asking staff to attend campus to work only if they cannot do so from home.	SLT HR	N	July		L
				Colleges and Professional Departments – plan for minimum number of people on site to operate safely and effectively	College Prof. Services	Y	July	College Director of Operations to coordinate	
				Monitoring the wellbeing of people working from home	HR College Prof. Services	N	July		
				Providing equipment for people to work from home safely	HR College Prof. Services	N	July		
	1.2 Protecting people who are at higher risk	Staff Students Visitors	H	Clinically extremely vulnerable individuals are advised not to work outside the home.	HR College Prof. Services	N	July		L
				If clinically vulnerable (but not extremely clinically vulnerable) individuals cannot work from home, they should be offered the option of the safest available on-site roles, enabling them to stay 2m away from others. If they have to spend time within 2m of others, carefully assess whether this involves an acceptable level of risk.	HR College Prof. Services Estates	N	July		
				Provide support for workers around mental health and wellbeing including advice and telephone support.	HR College Prof. Services	N	July		
	1.3 People who need to self-isolate	Staff Students	M	Enable workers to work from home while self-isolating if appropriate.	HR College Prof. Services	N	July		L
				Follow latest HM Government guidance for people who have symptoms and those who live with others who have symptoms.	HR College Prof. Services	N	July		
	1.4 Equality in the workplace	Staff Students Visitors	M	Understand and take into account the particular circumstances of those with different protected characteristics.	HR College Prof. Services	N	July		L
				Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps you are thinking about inappropriate or challenge for them.	HR College Prof. Services	N	July		
				Consider the need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation.	HR College Prof. Services Estates	N	July		
				Make reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.	HR College Prof. Services Estates	N	July		
				Make sure that the steps taken do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.	HR College Prof. Services	N	July		

2.0 Social distancing at work	2.1 To maintain social distancing wherever possible, on arrival and departure.	Staff Students Visitors Contractors	H	Staggering arrival and departure times at work of staff where possible to reduce crowding into and out of the building taking account of the impact on those with protected characteristics.	HR College Prof. Services	N	July		M
				Increased changeover time (15min) between teaching sessions to avoid overcrowding.	Planning	Y	July		
				Using markings and introducing one-way flows at the main entrance.	Estates	N	July		
				Provide three different queing zones outside the building for the different seminar rooms to reduce footfall at lesson changeover periods. Marshalls to be provided for first four weeks to ensure incoming students to not enter teaching rooms too early.	Estates	N	October		
	2.2 To maintain social distancing wherever possible while people travel through the workplace.	Staff Students Visitors Contractors	H	Reducing movement by discouraging non-essential trips within buildings – HR staff coms.	HR College Prof. Services	N	July		M
				Provide three different queing zones outside the building to reduce footfall at lesson changeover periods. Marshalls to be provided for first four weeks to ensure incoming students to not enter teaching rooms too early.	Estates	N	October		
				Narrow corridors to be signed as one way only.	Estates	N	July		
				Reduce maximum occupancy for lifts (one person only unless required for accessibility support).	Estates	N	July		
				Main staircases to be one way only.	Estates	N	July		
	2.3 To maintain social distancing between individuals when staff are at their workstations.	Staff Visitors	M	Manage occupancy levels to enable social distancing. Corporate guidance from SLT asking staff to attend campus to work only if they cannot do so from home.	SLT HR	N	July		L
				College and Prof. Service departments to undertake bespoke CV19 Risk assessments for these areas considering the following HM Government recommendations: - Avoid use of hot desks. - Review layouts and processes to allow people to work further apart from each other. - Only where it is not possible to move workstations further apart, arranging people to work side by side or facing a way from each other rather than face-to-face. - Only where it is not possible to move workstations further apart, using screens to separate people from each other. - Using floor tape or paint to mark areas to help workers maintain social distancing	College Prof. Services	N	July		
	2.4 To maintain social distancing between individuals in central teaching spaces.	Staff Students	H	New room layouts to be designed with integral social distancing. Capacities reduced by >50%. Excess furniture removed from rooms. New room layouts displayed on Room Information Panels.	Estates	N	October		L
				Didactic teaching to be delivered online.	Planning College	N	October		
2.5 To maintain social distancing between individuals in specialist teaching spaces.	Staff Students	H	Colleges to undertake bespoke CV19 Risk Assessments for these areas considering the HM Government recommendations.	College	N	July			
2.6 To maintain social distancing between individuals in research spaces.	Staff Students	H	Colleges to undertake bespoke CV19 Risk Assessments for these areas considering the HM Government recommendations.	College	N	July			
2.7 To reduce transmission due to face-to-face meetings and maintain social distancing in	Staff Students	H	Only absolutely necessary participants should attend meetings and should maintain social distancing throughout – All meetings with more than 2 attendees should be held using remote working tools.	College Prof. Services	N	July		L	

	meetings.			Hold meetings outdoors whenever possible.	College Prof. Services	N	July		
	2.8 To maintain social distancing while using common areas.	Staff Students Visitors Contractors	H	Encourage the use of outside areas for breaks.	College Prof. Services	N	July		M
				Install screens to protect staff in receptions.	Estates	N	July		
				Catering services in areas of high footfall (and restricted space) to be closed temporarily.	Catering	N	July		
				Reconfigure and remove seating and tables to maintain spacing and reduce face-to-face interactions.	Estates	N	July		
				Regulate the use of shower rooms to reduce concurrent usage.	Estates	N			
				Toilets to have reduced capacities. These capacities to be labelled on the doors with clear signage.	Estates	N	July		
	2.9 To prioritise safety during incidents (e.g. fire alarm or chemical spill).	Staff Students Visitors Contractors	M	In an emergency, for example, an accident or fire, people do not have to maintain social distancing if it would be unsafe.	Health and Safety Estates	N	July		L
				People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.	Health and Safety Estates	N	July		
3.0 Managing students, visitors and contractors	3.1 To minimise the number of visits to the building.	Staff Students Visitors Contractors	M	Encourage visits via remote connection/working where this is an option.	College Prof. Services	N	July		L
				Didactic teaching to be delivered online.	Planning College	N	October		
				Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival – include as part of contractors induction	College Prof. Services Estates	N	July		
				Determine if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.	Estates	N	July		
				Revise visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	College	N	July		
	3.2 To make sure people understand what they need to do to maintain safety.	Staff Students Visitors Contractors	M	Provide clear guidance on social distancing and hygiene to people on arrival through signage at the main entrance.	Estates	N	July		L
				Establish host responsibilities relating to COVID-19 and provide any necessary training for people who act as hosts for visitors.	College Siemens	N	July		
				Produce a student video for CV19 on campus measures and what to expect.	Estates College CDM	N	September		
Produce a building CV19 userguide for all users of the building.				Estates	N	October			
				Service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	Estates	N	July		

4.0 Cleaning and HVAC	4.1 To minimise the risk of transmission through airborne transfer throughout the building, considering Heating Ventilation and Air Conditioning (HVAC) systems.	Staff Students Visitors Contractors	M	In accordance with REHVA COVID Guidance document vers 2. Actions taken. 1. Secure ventilation of spaces with outdoor air. 2. Switch ventilation to nominal speed at least 2 hours before the building usage time and switch to lower speed 2 hours after the building usage time. 3. At nights and weekends, do not switch ventilation off, but keep systems running at lower speed. 4. Ensure regular airing with windows (. 5. Keep toilet ventilation 24/7 in operation. 6. Avoid open windows in toilets to assure the right direction of ventilation. 7. Instruct building occupants to flush toilets with closed lid. 8. Inspect heat recovery equipment to be sure that leakages are under control. 9. Do not change heating, cooling and possible humidification setpoints. 10. Do not plan duct cleaning for this period. 11. Replace central outdoor air and extract air filters as usual, according to maintenance schedule. 12. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection.	Estates	N	July		L
	4.2 Cleaning prior to reopening.	Staff Students Visitors Contractors	L	Undertake cleaning of the building prior to reopening.	Estates	N	July		L
	4.3 Keeping the workplace clean and prevent the transmission by touching contaminated surfaces.	Staff Students Visitors Contractors	H	Provide wipes for personal cleaning of shared equipment in teaching rooms.	Estates College	N	July		M
				Review and amend the cleaning schedule. Increasing the frequency generally with a particular focus on touch points (door handles, handrails sinks etc) and busy areas.	Estates	N	July		
				Clear desk policy and a responsibility to all for removing belongings from the work area at the end of a shift.	HR College Prof. Services	N	July		
			If cleaning is to be undertaken after a known or suspected case of COVID-19 - specific guidance and protocol to be agreed.	HR Health and Safety Estates	N	July	Reporting and action to be undertaken if suspected Covid-19 cases are identified - to be agreed		
4.4 To help everybody keep good hygiene during the working day.	Staff Students Visitors Contractors	H	Use signs and posters in toilet facilities to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Estates	N	July		M	
			Provide signage at the main entrance to remind building users to maintain personal hygiene standards.	Estates	N	July			
			Provide hand sanitiser points at the main entrance and on all lift and staircase lobbies.	Estates	N	July			

	4.5 To minimise the risk of transmission in changing rooms and showers.	Staff Students Visitors	H	Regulate the use of shower rooms to reduce concurrent usage. Set clear use and cleaning guidance for showers, lockers and changing areas to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible.	Estates College	N	July		M
				Introduce enhanced cleaning of all these facilities during the day and at the end of the day.	Estates	N	July		
	4.6 To reduce transmission through contact with touch points within the building	Staff Students Visitors Contractors	H	Door handles into rooms with high footfall to be fitted with hands free openers (elbow hooks).	Estates	N	July		M
				Doors leading to stairways, toilet lobbies and circulation areas fitted with hands free openers (elbow hooks) to reduce touchpoints when moving through the building.	Estates	N	July		
				Staff and students to be issued with a hands free tool for opening doors, pressing switches/buttons to reduce contact with touch points.	Estates	N	July		
			Cleaning procedures for goods and merchandise entering the site.	College Prof. Services	N	July			
			Restrict non-business deliveries, for example, personal deliveries to staff.	HR College Prof. Services Estates	N	July			
5.0 Communications	5.1 To make sure people understand what they need to do to maintain safety.	Staff Students Visitors Contractors	M	Provide clear guidance on social distancing and hygiene to people on arrival through signage at the main entrance.	Estates	N	July		L
				Produce a student video for CV19 on campus measures and what to expect.	Estates College CDM	N	September		
				Produce a building CV19 userguide for all users of the building.	Estates	N	October		
				Engage with building users and their representatives through existing communication routes to explain and agree any changes in working arrangements.	College Prof. Services HR CDM	N	July		
5.2 To make sure all building users are being kept up to date with how safety measures are being implemented or updated.	Staff Students Visitors Contractors	L	Ongoing engagement with building users (including through trades unions and the Students' Union) to monitor and understand any unforeseen impacts of changes to working environments.	HR Estates College Prof. Services	N	Ongoing		L	
			Use simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Estates	N	July			
6.0 Inbound and outbound goods	6.1 To maintain social distancing and avoid surface transmission when goods enter and leave the building	Staff	L	Revise pick-up and drop-off collection points, procedures, signage and markings.	College Prof. Services	N	July		L
				Reduce frequency of deliveries, for example by ordering larger quantities less often.	College Prof. Services	N	July		
				Cleaning procedure for goods and merchandise entering the site.	College Prof. Services	N	July		
				Restrict non-business deliveries, for example, personal deliveries to staff.	HR College Prof. Services Estates	N	July		

7.0 Building Compliance	7.1 To make sure the building Fire Strategy is still valid	Staff Students Visitors Contractors	L	Confirmation by Estates Compliance team that fire strategy is valid prior to re-opening	Estates	N	July		L
				Any changes to fire strategy to be notified to H&S team for risk assessment to be reviewed	Estates Health and Safety	N	July		
	7.2 Fire Risk Assessment is up to date	Staff Students Visitors Contractors	M	Review of fire risk assessment to take account of altered occupancy and additional measures within the building	Health and Safety	N	July		L
	7.3 Fire Evacuation Procedures are up to date	Staff Students Visitors Contractors	M	Fire Wardens to be briefed on new procedures	College Health and Safety	N	July		L
				Additional Fire Wardens are to be identified and trained to ensure enough cover in buildings during reduced occupancy	College Health and Safety	N	July		
				Review fire evacuation procedures - staff to be notified of any changes.	Health and Safety	N	July		
				Addition operators of Evac Chairs to be identified and trained to ensure enough cover during reduced occupancy	College Health and Safety	N	July		
				Review Personal Emergency Evacuation Plans (PEEP) considering the changes to the building.	Student Services HR	N	July		
	7.4 First Aid provision	Staff Students Visitors Contractors	M	Review provision of first aiders on site during times of reduced occupancy	College Health and Safety	N	July		L
				Additional Fire Aiders are to be identified and trained to ensure enough cover in buildings during reduced occupancy	College Health and Safety	N	July		
				Additional PPE to be provided for First Aiders	Health and Safety	N	July		
	7.5 Other miscellaneous building compliance	Staff Students Visitors Contractors	M	Estates Compliance Team will ensure that all other standard building compliance requirements are met prior to reopening the building. For example water hygiene, gas safety and lift inspections.	Estates	N	July		L