

Hazards/Area of Concern		Who might be harmed?	Risk Rating prior to Action (H/M/L)	Control Measures	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	Y	July	HR CV19 FAQ's	L
				Colleges and Professional Departments – plan for minimum number of people on site to operate safely and effectively.	College Prof. Services	Y	July		
				Monitoring the wellbeing of people working from home. Complete return to work (campus) forms.	HR College Prof. Services	Y	July	HR CV19 FAQ's	
				Providing equipment for people to work from home safely.	HR College Prof. Services	Y	July	HR CV19 FAQ's	
	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	Y	July	HR CV19 FAQ's	L
				Provide support for workers around mental health and wellbeing including advice and telephone support.	HR College Prof. Services	Y	July	HR CV19 FAQ's	
	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	Y	July	HR CV19 FAQ's	L
				Follow latest HM Government guidance for people who have symptoms and those who live with others who have symptoms.	HR College Prof. Services	Y	July	HR CV19 FAQ's	
				Understand and take into account the particular circumstances of those with different protected characteristics.	HR College Prof. Services	Y	July	HR CV19 FAQ's	
					HR College				

	1.4 Equality in the workplace	Staff Students Visitors	M	Involve and communicate appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might make any steps inappropriate or challenge for them.	Prof. Services	Y	July	HR CV19 FAQ's	L	
				Consider the need to put in place any particular measures or adjustments to take account of our duties under the equalities legislation.	HR College Prof. Services Estates	Y	July	HR CV19 FAQ's		
				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	Y	July	HR CV19 FAQ's		
				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	Y	July	HR CV19 FAQ's		
	2.1 To maintain social distancing wherever possible, on arrival and departure.	Staff Students Visitors Contractors	H	Create working bubbles for Professional Services. Stagger 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	Y	October	HR CV19 FAQ's	M	
				Increased changeover time (15min) between teaching sessions to avoid overcrowding.	Planning	Y	October			
				Using markings/signage and introducing one-way flows at the main entrances.	Estates	Y	October			
		2.2 To maintain social			Reducing movement by discouraging non-essential trips within buildings – HR staff coms.	HR College Prof. Services	Y	July	HR CV19 FAQ's	
					Guidance provided to students/academic staff to leave rooms and buildings promptly when teaching/lectures/seminars finish to minimise contact with students who will be entering buildings and teaching rooms	College	y	October		

2.0 Social distancing at work	2.2 To maintain social distancing wherever possible while people travel through the workplace.	Staff Students Visitors Contractors	H	Narrow corridors to be signed as one way only. Wider, main corridors to be two way with associated signage and floor markings.	Estates	Y	July		M
				Lifts only to be used by building users that cannot use the stairs. Appropriate signage to be displayed.	Estates	Y	July		
				Staircases to be clearly signed as one way only or two way and keep left/maintain social distance as appropriate.	Estates	Y	July		
	2.3 To maintain social distancing between individuals when staff are at their workstations.	Staff Students 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	Y	July	HR CV19 FAQ's	L
				College and Prof. Service departments to follow the University's Returning to the Office CV19 Guidance.	College Prof. Services	Y	September	Returning to the Office CV19 Guidance	
	2.4 To maintain social distancing between individuals in central teaching spaces.	Staff Students Visitors	H	New room layouts designed with integral social distancing, including at least 2m spacing from the lectern point. Capacities reduced by >50%. Excess furniture removed from rooms. New room layouts displayed on Room Information Panels.	Estates	Y	February		L
				Didactic teaching to be delivered online.	Planning College	Y	October		
	2.5 To maintain social distancing between individuals in specialist teaching spaces.	Staff Students Visitors	H	Colleges to undertake bespoke CV19 Risk Assessments and Standard Operating Procedures for these areas considering the HM Government recommendations.	Colleges	Y	October		M
	2.6 To maintain social distancing between individuals in research spaces.	Staff Students Visitors	H	Colleges to undertake bespoke CV19 Risk Assessments for these areas considering the HM Government recommendations.	College	Y			M
	2.7 To maintain social distancing within the demise of the tenants.	Tenants Visitors Contractors	H	Tenants to complete a CV19 Risk Assessment for their demise.	Tenants	Y	October		M
2.8 To reduce transmission due to face-to-face meetings and maintain social distancing in	Staff Students Visitors	H	Only absolutely necessary participants should attend meetings and should maintain social distance separation throughout – All meetings with more than 2 attendees should be held using remote working tools.	College Prof. Services	Y	July	HR CV19 FAQ's	L	
			Hold meetings outdoors whenever possible	College					

	meetings.			Hold meetings outdoors whenever possible. Additional outdoor seating to be deployed across the Estate.	Prof. Services	Y	July		
2.9 To maintain social distancing while using common areas.	Staff Students Visitors Contractors	H		Work collaboratively any tenants or other partners in the building to ensure consistency across common areas, for example, receptions, corridors and staircases.	College Prof. Services Estates	Y	July		M
				Encourage the use of outside areas for breaks. Additional outdoor seating to be deployed across the Estate.	College Prof. Services	Y	October		
				Install screens to protect staff in receptions.	College Prof. Services Estates	Y	October		
				Social Learning Spaces including Library Learning Lounges to be signed with 'maintain social distance' signs. University test and trace QR codes to be displayed.	Estates	Y	October		
				Cafes and Catering outlets to be take away only. Counters to have perspex screens and socially distanced queuing to be marked with clear signage.	Estates Catering	Y	October		
				Toilets to have reduced capacities. These capacities to be labelled on the doors with clear signage. High footfall toilets to benefit from 'ticks and crosses' signage for urinals, sinks and cubicles.	Estates	Y	October		
				Kitchens to have reduced capacities. These capacities to be labelled on the doors with clear signage.	Estates	Y	October		
2.10 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 stay socially distanced or follow the CV19 signage if it would be unsafe to do so.	Health and Safety Estates	Y	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	Y	July		
				Encourage visits via remote connection/working where this is an option.	College Prof. Services	Y	October		
				Didactic teaching to be delivered online.	Planning College	Y	October		
				Where site visits are required the Visitor policy must be followed (for Track and Trace purposes). Site guidance on social distancing and hygiene should be	College Prof. Services	Y	October	Policy for Visitors coming onto University	

3.0 Managing students, visitors and contractors	3.1 To minimise the number of visits to the building.	Staff Students Visitors Contractors	M	explained to visitors on or before arrival. This should be included as part of any contractor inductions too.	Estates			Campuses	L	
				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	Y	July	Imtech have agreed processes in place to arrange all maintenance works		
				Revise visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	Colleges Prof. Services	Y	October			
	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	Y	October		L	
				Provide clear guidance on the use of face coverings to ensure that these are worn in areas identified in the university Policy on Face Coverings	HR College Prof. Services Contractors Students Visitors	Y	October	Policy on Face Coverings		
				Establish host responsibilities relating to COVID-19 and provide any necessary training for people who act as hosts for visitors.	College Tenants	Y	October	Policy for Visitors coming onto University Campuses		
				Produce a student video for CV19 on campus measures and what to expect.	Estates College CDM	Y	October			
				Produce a building CV19 userguide for all users of the building.	Estates	Y	October	CV19 Building User Guide		
					Service or adjust ventilation systems, for example, so that they do not automatically reduce ventilation levels due to lower than normal occupancy levels.	Estates	Y	September		
					In accordance with REHVA COVID Guidance document Version 3. All the following actions will be assessed and delivered where possible for each building:					

4.0 Cleaning and HVAC	4.1 To minimise the risk of transmission through airbourne transfer throughout the building, considering Heating Ventilation and Air Conditioning (HVAC) systems.	Staff Students Visitors Contractors	M	<ol style="list-style-type: none"> 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 (even in mechanically ventilated buildings). 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. Switch air handling units with recirculation to 100% outdoor air. 9. Inspect heat recovery equipment to be sure that leakages are under control. 10. Switch fan coils either off or operate so that fans are continuously on. 11. Do not change heating, cooling and possible humidification setpoints. 12. Do not plan duct cleaning for this period. 13. Replace central outdoor air and extract air filters as usual, according to maintenance schedule. 14. Regular filter replacement and maintenance works shall be performed with common protective measures including respiratory protection. 	Estates	Y	August		L
	4.2 Cleaning prior to reopening.	Staff Students Visitors Contractors	L	Undertake cleaning of the building prior to reopening.	Estates	Y	September		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 and offices with over 8 workstations.	Estates	Y	October		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	Y	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	Y	July	HR CV19 FAQ's	
			In the event that a space is 'contaminated' with CV19 Estates will secure the space and assess whether to undertake additional cleaning. Contaminated cleaning trial has been undertaken.	HR Health and Safety Estates	Y	October			

	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	Y	October		M
				Provide signage at the main entrance to remind building users to maintain personal hygiene standards.	Estates	Y	October		
				Face covering policy. All building users to wear a face covering in communal spaces, including teaching rooms. Excluding staff offices if the Return to the Office CV19 guidelines are followed.	HR Estates Colleges Prof. Services Tenants	Y	October	Policy on Face Coverings	
				Provide hand sanitiser points at main entrances, exits, lift lobbies, staircase lobbies, teaching rooms and offices with 8 or more workstations.	Estates	Y	October		
	4.5 To reduce transmission through contact with touch points within the building	Staff Students Visitors Contractors	H	Doors fitted with automatic overhead fire door closer to be left in the open position to reduce touch points when moving through the building.	Estates College Prof. Services	Y	September		M
				Internal mail to be delivered/collected by Estates at one single point in each Brayford Pool building. Wordsworth Hall at Riseholme and Minerva House at Holbeach. The Minerva Postroom will be restricted access only for University Estates staff or postal workers.	HR Estates Colleges Prof. Services	Y	October	Internal Mail process to be published on Estates Website	
				Cleaning procedures for goods and merchandise entering the building to be agreed at a local level.	College Prof. Services	Y	October		
				Restrict non-business deliveries, for example, personal deliveries to staff.	HR College Prof. Services Estates	Y	October		
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	Y	October		L
				Produce a student video for CV19 on campus measures and what to expect.	Estates College CDM	Y	October		
				Produce a building CV19 userguide for all users of the building.	Estates	Y	October	CV19 Building User Guide	
				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	Y	Ongoing		
	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	Y	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	Y	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 and procedures.	College Estates Prof. Services	Y	October		L	
				Reduce frequency of deliveries, for example by ordering larger quantities less often.	College Prof. Services	Y	October			
				Cleaning procedures for goods and merchandise entering the building to be agreed at a local level.	College Prof. Services	Y	October			
				Restrict non-business deliveries, for example - prohibit personal deliveries to staff.	HR College Prof. Services Estates	Y	October			
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	Y	September		L	
				Any changes to fire strategy to be notified to H&S team for risk assessment to be reviewed	Estates Health and Safety	Y	September			
	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	Y	September	FRA's due for review are being undertaken plus communal area inspection walk throughs in other buildings prior to reopening.	L
	7.3 Fire Evacuation Procedures are up to date	Staff Students Visitors Contractors	M		Fire Marshalls to be briefed on new procedures	College Health and Safety	Y	September	Amendments to be uploaded onto the H&S portal pages.	L
					During expected periods of low occupancy building users to be instructed to take personal responsibility for evacuating the building in a prompt and safe manner during an emergency.	College Health and Safety	Y	September		
					Review fire evacuation procedures - staff to be notified of any changes.	Health and Safety	Y	September	Amendments to be uploaded onto the H&S portal pages.	
					Sufficient operators of Evac Chairs to be identified and trained to ensure enough cover during periods of reduced occupancy	Colleges Health and Safety Prof. Services	Y	September		
					Review Personal Emergency Evacuation Plans (PEEP) considering the changes to the building.	Student Services HR	Y	September	PEEPs will remain unchanged.	
					Review provision of first aiders on site during times of reduced occupancy.	Colleges Prof. Services Health and Safety	Y	September		

	7.4 First Aid provision	Staff Students Visitors Contractors	M	Additional Fire Aiders are to be identified and trained to ensure enough cover in buildings during reduced occupancy	College Health and Safety	Y	September	If activities are classified as low risk the campus Security provision can be used to provide first aid cover.	L
				All University Security staff to undergo First Aid at Work training course to bolster contingency support.	Estates	Y	October		
				Additional PPE to be provided for First Aiders	Health and Safety	Y	September		
	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	Y	September	L	