

<b>University of Suffolk</b>			
<b>Institutional COVID-19 Risk Assessment</b>			
<b>Primary purpose of risk assessment</b>	To put in place all reasonably practicable measures to safeguard University of Suffolk students, staff and visitors from COVID-19 infection whilst attending campus	<b>Effective Date</b>	04/January/2022
<b>School/Directorate</b>	All Schools/Directorates of the University	<b>Assessor</b>	Chief Operating Officer/H&S Manager
<b>Line Manager/Supervisor</b>	N/A	<b>Primary site/location</b>	Ipswich Campus
<b>Task/activity/travel frequency</b>	On-campus activities identified as necessary to conduct the University's essential business during the COVID-19 pandemic	<b>Task/activity/travel duration</b>	For the duration of the COVID-19 pandemic and subsequent recovery period
<b>Brief details/comments</b>	To assist in the safe management of campus operations for staff, students and visitors, in accordance with government guidance, as updated from time to time		

*The following assessment has been carried out in relation to all activities on campus. The risk hierarchy is applicable to determining measures to control all risks (see Assessment Guidance below). For the purposes of assessing the risks of Covid-19, the measures of Elimination and Substitution are in many cases beyond our control. Risk management steps are therefore largely focussed on measures of Physical Controls, Admin Controls and Personal Protection.*

(1) Risk identification		(2) Risk assessment	(3) Risk management
Hazard	Potential Consequences	Control measures (use the risk hierarchy)	Further controls (use the risk hierarchy)
Entry to and exit from buildings	High risk contact spots can spread the infection quickly to anyone who touches them.	<ul style="list-style-type: none"> <li>Visitor numbers controlled by pre-booking system (no drop-in appointments) and visitors confined to strictly defined areas and unnecessary movements around the building avoided.</li> <li>Hand sanitiser is available at all access and egress areas and main travel routes through the buildings, as well as common touch points.</li> <li>Advisory hand washing signage displayed throughout the buildings, especially at entrances and exits and where people congregate.</li> <li>Signs displayed, reviewed and replaced as necessary.</li> </ul>	<p>Consideration needs to be given to public facing areas on site not operated by the University eg. catering outlets</p> <p>Active promotion of available vaccines and encouragement of all staff and students to take up the opportunity to become vaccinated, including facilitating this where possible ie. scheduled visits from the vaccination bus.</p>
Employees working in the same area	Spread of Covid-19 amongst employees	<p>Hand sanitiser is available in all common areas and on access and exit routes.</p> <p>Signage is prominently displayed to let staff, students, contractors and members of the public know they should be wearing face coverings</p> <p>All people on campus are advised to maintain 1m+ social distancing where possible.</p>	<ul style="list-style-type: none"> <li>Where PPE has been identified as necessary, it will be provided by the University free of charge to the user with appropriate instruction and training from the relevant departments, who will also be responsible for training, storage and disposal.</li> <li>All staff and students are encouraged to undergo lateral flow testing twice a week. Test kits are available free of charge from Waterfront Building Reception or can be ordered from the government website to be delivered to home addresses.</li> </ul>

		<ul style="list-style-type: none"> <li>Physical controls to prevent the spread of infection, such as screens where identified in local risk assessments.</li> <li>Ensure staff have access to sanitising wipes to clean any shared equipment before use to supplement scheduled daily cleaning by contractors.</li> <li>Remind employees to stay home if symptomatic.</li> <li>Remind employees about good practice in not sharing equipment, food, peripherals. If unavoidable, use wipes provided.</li> <li>Meetings should still be by digital platforms whenever possible.</li> <li>Request that companies who attend University premises eg. contractors provide updated health and safety policy/arrangements or RAMS (risk assessment and method statement) regarding COVID-19.</li> <li>Staff and students must not attend campus if test results are positive but follow Government guidelines re: self-isolation.</li> </ul>	<p>Managers to regularly review the list of staff required to attend campus to ensure that it remains necessary and is compliant with relevant government guidance.</p> <p>The University is implementing the principles of agile working which will reduce the total number of staff on campus at one time, thus allowing more space to be socially distant whilst on campus.</p>
Use of communal spaces/Teaching areas	Spread of Covid-19 amongst employees and the wider University community	<ul style="list-style-type: none"> <li>Remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area or other communal areas</li> <li>Increased frequency of cleaning in communal areas eg. corridors, doors, toilets.</li> <li>Remind employees and students to stay home if symptomatic.</li> </ul>	<ul style="list-style-type: none"> <li>Consider the provision of separate facilities for employees at higher risk</li> </ul>
		<ul style="list-style-type: none"> <li>Remind employees extra care required when food preparation in kitchens is carried out.</li> <li>Face coverings should be worn by students, staff and adult visitors when moving around the premises such as in corridors and communal spaces, they should also be worn in teaching settings, for example in workshops, laboratories, offices, libraries, teaching rooms and lecture halls unless exempt.</li> <li>Increased frequency of cleaning of communal areas eg. corridors, doors, toilets, screens etc</li> </ul>	
Employees who are categorised as at high risk (clinically extremely vulnerable)  Defined <a href="#">here</a>	Severe illness if infected. Long term sickness absence. Risk of non-compliance with government guidance.	If practicable help reduce the risk by allowing employees to continue to work from home (agile working) where possible.	

<p>Employees who are categorised as at moderate risk (clinically vulnerable) Defined <a href="#">here</a></p>	<p>Unknown impact to the unborn baby.</p> <p>Severe illness to the mother if immunity compromised due to pregnancy or other associated health condition.</p> <p>Likelihood of more severe illness for those in the older category. Data identifies this to significantly increase over the age of 60.</p>	<ul style="list-style-type: none"> <li>• Eliminate the risk by allowing them to work from home if possible, in accordance with government guidance.</li> </ul> <p>If not possible:</p> <ul style="list-style-type: none"> <li>• Isolate the employee by providing separated workspace away from others.</li> <li>• Minimise the time spent in the workplace.</li> <li>• Enable employee to work at different times/shifts to others.</li> <li>• Consider timetabling breaks to avoid contact with others.</li> </ul>	
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Employees who Public Health England report may be more likely to get seriously ill from coronavirus.	<p>Categories include:</p> <ul style="list-style-type: none"> <li>- older employees</li> <li>- male employees</li> <li>- BAME employees</li> <li>- employees born outside of the UK or Ireland</li> </ul>	<ul style="list-style-type: none"> <li>• Identify and consider any changes to government advice and public health bodies that may specifically impact these groups.</li> <li>• Ensure that the advice is disseminated to employees and line managers through future updates to the return to workplace course and that workplace controls are introduced as appropriate.</li> <li>• Ensure the new workplace/controls put in place to reduce risk of exposure to COVID-19 are disseminated to employees through line managers/return to campus course.</li> </ul>	
Employees attending the workplace using public transport	Increased risk of virus spread to work colleagues.	<ul style="list-style-type: none"> <li>• Point staff to government guidance on safe travelling on public transport</li> </ul>	
Student Health and Wellbeing		<ul style="list-style-type: none"> <li>• Students with specific concerns over returning to campus can contact Student Services for an individual risk assessment or receive information on this risk assessment.</li> </ul>	
Fire/emergency evacuation under agile working conditions	<p>Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.</p> <p>Increased risk that not everyone will evacuate safely because of a lack of fire wardens.</p>	<ul style="list-style-type: none"> <li>• General checks on buildings undertaken by University staff: <ul style="list-style-type: none"> <li>○ Emergency lighting suitable, sufficient and maintained.</li> <li>○ Suitable number fire extinguishers available in required locations.</li> <li>○ The sprinkler system including head's maintained (if fitted).</li> <li>○ Dry / wet risers inspected and maintained (if installed).</li> <li>○ Fire blankets available in required location.</li> <li>○ Fire alarm and detection system for the building tested, inspected and maintained.</li> <li>○ Means of escape clear.</li> <li>○ Fire doors provided and maintained in good working order.</li> <li>○ Building has suitable lightening conductors / protection.</li> <li>○ The fire risk assessment suitable &amp; sufficient / current.</li> </ul> </li> <li>• Ensure high risk areas are sufficiently supported on site with technical expertise.</li> <li>• Line managers to ensure employees and students in high risk areas are supervised and that Health &amp; Safety policy and housekeeping is adhered to.</li> </ul>	

Residue virus on surfaces	<p>Ill-health due to viral spread.</p> <p>Sickness absence.</p> <p>Spread of infection to others.</p> <p>Productivity loss.</p>	<ul style="list-style-type: none"> <li>• The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when building is occupied.</li> <li>• Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier.</li> <li>• Appropriate cleaning products are used during daily preventative clean regime.</li> <li>• Staff avoid touching common pieces of equipment such as printers/scanners/faxes where possible and use only dedicated work equipment on the workstations. Persons undertaking the cleaning been instructed with clear safe usage instructions.</li> <li>• The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use.</li> <li>• Correct PPE is provided for the use of cleaning materials.</li> <li>• Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day.</li> <li>• Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing.</li> </ul>	
Working environment	<p>Poor employee wellbeing.</p> <p>Increased risk of viral spread if infection present.</p> <p>Risk if supply chain failure.</p>	<ul style="list-style-type: none"> <li>• Additional guidance has been issued to first aiders including the provision of personal PPE packs in the event they are summoned to an incident.</li> <li>• First aid provision across campus will continue to be monitored. A single first aid number should be used to summon a first aider – 01473 338888</li> <li>• Workplace temperatures are not too hot or too cold (at least 16 degrees Celsius).</li> <li>• Measures can be taken to control temperature extremes and/or humidity levels.</li> <li>• Ventilation and air exchange is monitored for maximum effectiveness.</li> <li>• Ventilation systems have been adequately maintained and serviced.</li> <li>• Maintain sufficient stocks of hand sanitiser and other cleaning materials and monitor the robustness of the supply chain.</li> </ul>	