

Institutional COVID-19 Risk Assessment – Effective from 19 July 2021

Primary purpose of working on-site	University of Suffolk staff undertaking priority teaching, research and enterprise activities	Date	19/July/2021
School/Directorate	All Schools/Directorates of the University	Assessor	Chief Operating Officer/H&S Manager
Line Manager/Supervisor	N/A	Primary site/location	Ipswich Campus
Task/activity/travel frequency	Priority on-campus activities identified by the Senior Leadership Team	Task/activity/travel duration	For the post restriction period of the COVID-19 pandemic and further recovery period as dated above
Brief details/comments	To assist in the safe management of campus operations for staff, students and visitors, in accordance with government guidance.		

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 and exit to and from buildings	High risk contact spots can spread the infection quickly to anyone who touches them.	<ul style="list-style-type: none"> 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. Hand sanitiser is available at all access and egress areas and main travel routes through the buildings, as well as common touch points. Advisory hand washing signage displayed throughout the buildings, especially at entrances and exits and where people congregate. Signs displayed, reviewed and replaced as necessary. 	Consideration needs to be given to public facing areas on site eg. catering outlets
Employees working in same area	Spread of Covid-19 amongst employees		<ul style="list-style-type: none"> 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.

		<ul style="list-style-type: none"> Physical controls to prevent the spread of infection, such as screens where identified in local risk assessments, will remain in situ. Ensure staff have access to sanitising wipes to clean any shared equipment before use to supplement scheduled daily cleaning by contractors. Remind employees to stay home if symptomatic Remind employees about good practice in not sharing equipment, food, peripherals. If unavoidable use wipes provided. Meetings should still be by digital platforms whenever possible. Request that companies who attend University premises e.g. contractors still provide their updated health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. Staff and students must not attend campus if test results are positive but follow Government guidelines re: self-isolation The wearing of face coverings is deemed a personal choice as per government guidelines. 	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.
Use of communal spaces	Spread of Covid-19 amongst employees and the wider University community	<ul style="list-style-type: none"> Remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area or other communal areas Increased frequency of cleaning in communal areas e.g. corridors, doors, toilets to continue Remind employees and students to stay home if symptomatic. 	<ul style="list-style-type: none"> Consider the provision of separate facilities for employees at higher risk

		<ul style="list-style-type: none"> Remind employees extra care required when food preparation in kitchens is carried out All staff and students strongly advised to wear face coverings in communal spaces Increased frequency of cleaning of communal areas eg corridors, doors, toilets, screens etc to continue 	
Employees who are categorised as at high risk (clinically extremely vulnerable) Defined here	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.	
Employees who are categorised as at moderate risk (clinically vulnerable) Defined here	Unknown impact to the unborn baby. Severe illness to the mother if immunity compromised due to pregnancy or other associated health condition. Likelihood of more severe illness for those in the older category. Data identifies this to significantly increase over the age of 60.	<ul style="list-style-type: none"> Eliminate the risk by allowing them to continue to work from home if possible, in accordance with government guidance If not possible: <ul style="list-style-type: none"> Isolate the employee by providing separated workspace away from others Minimise the time spent in the workplace Enable employee to work at different times/shifts to others Consider timetabling breaks to avoid contact with others 	
Employees who Public Health England report may be more likely to get seriously ill from coronavirus.	Categories include: <ul style="list-style-type: none"> - older employees - male employees - BAME employees - employees born outside of the UK or Ireland 	<ul style="list-style-type: none"> Identify and consider any changes to the advice of Government and public health bodies that may specifically impact these groups 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 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 	
Employees attending the workplace using public transport	Increased risk of virus spread to work colleagues.	<ul style="list-style-type: none"> Point staff to Government guidance on safe travelling on public transport 	

Student Health and Wellbeing		<ul style="list-style-type: none"> • Students with specific concerns over returning to campus can contact Student Services for an individual risk assessment or receive information on this risk assessment. 	
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"> • General checks on buildings undertaken by University staff: <ul style="list-style-type: none"> ○ Emergency lighting suitable, sufficient and maintained. ○ Suitable number fire extinguishers available in required locations. ○ The sprinkler system including head's maintained (if fitted). ○ Dry / wet risers inspected and maintained (if installed). ○ Fire blankets available in required location. ○ Fire alarm and detection system for the building tested, inspected and maintained. ○ Means of escape clear. ○ Fire doors provided and maintained in good working order. ○ Building has suitable lightning conductors / protection. ○ The fire risk assessment suitable & sufficient / current. • Ensure high risk areas are sufficiently supported on site with technical expertise. • Line managers to ensure employees and students in high risk areas are supervised and that Health & Safety policy and housekeeping is adhered to. 	

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"> • The ongoing cleaning frequency is made sufficient such that cleaning can be undertaken when building is occupied. • Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. • Appropriate cleaning products are used during daily preventative clean regime. • 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. • The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. • Correct PPE is provided for the use of cleaning materials. • Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day. • Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. 	
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"> • Additional guidance has been issued to first aiders including the provision of personal PPE packs in the event they are summoned to an incident. • First aid provision across campus will continue to be monitored. • Workplace temperatures are not too hot or too cold (at least 16 degrees Celsius). • Measures can be taken to control temperature extremes and/or humidity levels. • Ventilation and air exchange is monitored for maximum effectiveness. 	

		<ul style="list-style-type: none"> • Ventilation systems have been adequately maintained and serviced. • Maintain sufficient stocks of hand sanitiser and other cleaning materials and monitor the robustness of the supply chain. 	
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Print name	Tim Greenacre	Head of Institution or nominee	Chief Operating Officer	Date	19 July 2021
Print name	Andrew Goodall	Health and Safety Manager	Health & Safety Manager	Date	19 July 2021