**Department/Club/Society: Building Services**

**Event/Activity & Location: ADDITIONAL CONTROLS FOR Day to Day Operations POST COVID-19 LOCKDOWN, The HUBS**

**Date of Risk Assessment: 21/07/20 Date of Event/Activity: Completed by: Brian Pugh**

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| **What are the hazards?** | **Who might be harmed and how?** | **Risk Rating**  **(Low/medium/high)** | **Control Measures** | **Do you need to do anything else to control this risk?** | **Action by whom?** | **Action by when?** | |
| Transmission of Covid-19 between staff/students/visitors at helpdesk | Helpdesk staff, students/visitors being within 2m of each other | Medium | * 2m exclusion zone around helpdesk – to be marked on the floor and signage provided * Perspex screen to be attached to the front of Helpdesk & Advice Centre Helpdesk | * Increased cleaning of helpdesk and equipment * Staff to sign in contactless system | Brian Pugh  Doug Muzawazi | Before reopening to staff | |
| Transmission of Covid-19 between staff/students/visitors -Social distancing | Staff/students/visitors being within 2m of each other | Medium | * Staff to be reminded of social distancing measures on a regular basis * Additional signage * Separate entrance/exit doors * Teams to rota who is to be in the HUBS from their team based on requirement, other team members to work remotely to minimise crowding * One-way systems to be implemented where appropriate and to be marked * Students to meet with staff via appointment (socially distanced) where possible * Any walk in visitors to staff to be recorded | Where necessary queueing systems to be implemented with safe social distances marked  Where social distancing cannot be maintained (2m+) staff/students/visitors to wear face coverings | * Claire Judge – all staff emails, managers to remind staff. * Brian Pugh to post signage and allocate entrance/exit doors * Managers to organise team rotas | * Weekly * Before reopening to staff * Weekly | |
| Transmission of Covid-19 between staff -Seating | Staff members being in close proximity to each other | Medium | * Teams to rota who will be in the HUBS, seating arrangements to be taken into consideration when planning staff levels * Cleaning wipes to be made available for sanitising of equipment & reminder signs for use * Where possible desks will be moved to ensure 2m distance between occupants, where this is not possible staff to be on rota system based on need to be in the HUBS * As per government guidelines desks will be rearranged where possible to minimise face to face seating in favour of back to back or side to side seating |  | * Managers to organise team rotas * Cleaning Supervisor/Facilities Manager * Facilities Manager * Facilities Manager | * Weekly * Before staff return * Before staff return | |
| Transmission of Covid-19 between staff and the public during travel to and from work or between sites | Staff members travelling to & from work becoming infected with coronavirus from exposure on public transport | High | * Staff members to avoid public transport where possible * Staff members to follow advice and guidelines relating to the use of public transport issued by the transport company/government * Staff to wash or sanitise hand at earliest possible opportunity after using public transport – sanitiser to be provided at entrances/exits * Staff that cannot walk/cycle/use private vehicles should contact their line manager to discuss alternative arrangements where appropriate |  | All staff members | |  |
| Breaks | Staff,  Contamination from close proximity of others, contamination from the shared use of cutlery/cups/glasses | Medium | * Breaks to be staggered to reduce crowding in staff room and & kitchen * Additional fridges from commercial to be placed in alternative areas to reduce crowding in the kitchen areas * Staff to use allocated cutlery/cups/glasses or to bring their own * 1 person per table during breaks with tables 2m distance minimum * Entrance to the staff room via kitchen, exit via Activities Pod entrance (signage to be displayed) |  | * Staff members * Facilities Manager/Commercial Manager * Facilities Manager to arrange for a mug and a set of cutlery to be placed on each desk (to be cleaned by the staff member using it) and signage to be put up regarding staff room usage | | * Before staff return |
| Toilet/washroom usage | Staff,  Contamination from close proximity of others, contamination from the shared use hand contact items | Medium | * Staff to be encouraged to use alternative washroom/toilet facilities – i.e. the Den facilities, to avoid social distancing issues | * Increased cleaning provision of hand contact items – taps, door handles, hand driers etc. | * Cleaning supervisor | | * Once staff return |
| Hand washing/sanitising | Virus being passed via skin to surface contact | High | * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Staff encouraged to protect the skin by applying emollient cream regularly * <https://www.nhs.uk/conditions/emollients/> * Gel sanitisers in any area where washing facilities not readily available | * Increased cleaning of touch points – door handles, lift buttons etc | Claire Judge & Managers  All staff  Cleaning Supervisor | | * Ready in time for reopening |
| Officers working within other University buildings | Officers interacting with others across campus, increasing risk of infection and bringing the virus into the HUBS | Medium | * Officers to follow all university guidelines and to read the university risk assessments in advance of working across campus. | * Face coverings to be issued to Officers * Officers to wash/sanitise hands on entry & exit of all university buildings and frequently during. | * Officers | | * On return to campus |

This risk assessment is based on current UK government, Public Health England and HSE guidelines and is subject to change.