

# Cardiff University

## 'COVID-19 secure' Organisational Risk Assessment



## **Our 'COVID- 19 secure' health and safety commitments.**

- The University will adopt the 'Principles for working safely on campus during the coronavirus (Covid-19) pandemic' as set out in the joint statement agreed between the Universities and Colleges Employers Association and the Higher Education Trades Unions in order to ensure it complies with its duty to provide a safe and healthy workplace/working conditions for staff, students, visitors and the wider community during the coronavirus pandemic;
- We will carry out COVID-19 risk assessments for all occupied buildings and workplaces to plan how the building will be used, managed and cleaned;
- We will have hand sanitiser available in all occupied buildings at key entrances and exits and hand washing facilities within the buildings;
- We will have rules and user guides displayed on the entrance(s) and instructional signage throughout all occupied buildings, as required;
- We will assess all pathways and outside spaces and put signage in place to indicate wider routes or where one way routes are in place;
- We will require all staff, students and visitors to wear face coverings within University premises;
- We will ensure that all staff and students receive information and instruction on how to safely use the campus before returning;
- We will ensure that all staff and students will have information available to them on how to safely use the campus;
- We will ensure that all staff and students will be able to report issues or concerns regarding the buildings or spaces through established University reporting systems;
- We will have a system in place to support staff and students in the event of a positive COVID-19 test result;
- We will have a process for routine monitoring of COVID-19 arrangements to check all required measures are in place and being implemented;
- We will ensure that the Organisational Risk Assessment will be subject to routine review every six months or sooner if circumstances dictate.

## COVID-19 Organisational risk assessment

### 1. Background

**Covid-19 is a new viral illness that can affect your lungs and airways. Symptoms vary and can be mild, moderate, severe or fatal.**

This is an **Organisational Risk Assessment** for dealing with the current Covid-19 situation in the workplace, this includes homeworking as well as onsite activities. The assessment highlights the hazards linked to COVID and identifies appropriate control measures, including referencing where task / site specific risk assessments are in place to ensure, as far as practicable, a COVID-secure workplace is maintained.

### 2. Principles adopted by the University

The University will adopt the 'Principles for working safely on campus during the coronavirus (Covid-19) pandemic' as set out in the joint statement agreed between UCEA and the HE trade unions in order to ensure it complies with its duty to provide a safe and healthy workplace/working conditions for staff, students, visitors and the wider community during the coronavirus pandemic. The University will achieve this by implementing the hierarchy of control measures as follows:

#### COVID-19 Hierarchy of control measures

**Eliminate** – if possible, avoid exposing staff to situations where they may be exposed for example if staff can work from home, they should work from home

**Engineering controls** – Prevent staff from coming into contact by using physical barriers or well-defined workplace spacing.

**Administrative controls** – Prevent staff from coming into contact by encouraging physical distancing behaviour

- Staying 2m apart (e.g. signage, distance marking, one-way systems, staggered start / finish / break times, reduced numbers, redesigning processes etc)
- Improve hygiene (washing facilities/hand sanitiser, regular surface cleaning and disposal services, etc)
- If physical distancing can't be avoided then other mitigating measures will be considered in line with government guidance.
- Display appropriate public health posters and notices around the workplace and on websites.

**Personal Protective Equipment (PPE)** – respiratory protective equipment (RPE-[Face Masks]) is classed as PPE and will be used in those areas where, through risk assessment, there is the potential for exposure to the virus. This will include research groups working on COVID-19 or when responding to a suspected or confirmed case of coronavirus. (**please note** that cloth face coverings are not considered PPE. Cloth face coverings may slow the spread of the

virus and help people who may have the virus and do not know it from transmitting it to others. Staff and students will therefore be required /recommended to wear face coverings whilst in University buildings, where this does not contravene the local risk assessment, for example it may *not* be appropriate to wear a face covering in a certain laboratories as this may expose the wearer of the face covering to other health and safety risks such as chemical contamination).

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Contraction and spread of Covid-19 Coronavirus</p> <p>Staff health and wellbeing related issues associated with working remotely.</p>	<p>Staff, students, visitors.</p>	<p>The following sections outline the current controls.</p>	<p>The following sections outline additional controls.</p>			
<b>Remote working - general</b>						
	<p>Staff.</p>	<p>Wherever possible, staff who can work from home will be required to work from home. Only staff who need to be on-site should attend workplace premises. The following working arrangements will be put into place to support homeworking:</p> <ul style="list-style-type: none"> <li>• Conference calls to be used instead of face to face meetings.</li> <li>• Line Managers will plan for the minimum number of people needed on site to operate safely and effectively</li> <li>• Policies relating to remote working to be reviewed to ensure that</li> </ul>	<p>Where staff will be working from home for a prolonged period (i.e. no longer temporarily working from home) display screen risk assessments completed by the individual, reviewed by a trained assessor and any required mitigating measures actioned as appropriate.</p>	<p>Actioned through the Workforce Planning Group</p>	<p>In place / ongoing process</p>	

		<p>sufficient support is provided to homeworkers</p> <ul style="list-style-type: none"> <li>Health and safety guidance in relation to homeworking, lone working and use of Display Screen Equipment available via the intranet.</li> </ul>				
<b>Remote working – Display screen use</b>						
		<ul style="list-style-type: none"> <li>Advice and guidance on how to set up a workstation available via the intranet.</li> <li>Display Screen Assessment available via the intranet</li> <li>System established for requesting equipment to assist with and facilitate remote working.</li> <li>Remote IT support to be provided to homeworkers to ensure the effectiveness of working arrangements and the security of information and data, (for example, remote access to work systems)</li> </ul>			In place	
<b>Remote working – Lone working</b>						
		<ul style="list-style-type: none"> <li>Managers and supervisors to ensure that arrangements are in place to help homeworkers stay connected to the rest of the workforce as appropriate.</li> </ul>			In place	
<b>Remote working – Managing work-related stress</b>						
<b>Staff</b>				Line managers	ongoing	

		<p>The institutional COVID stress risk assessment has been drafted and available via the University intranet.</p> <p>Line managers undertake a stress risk assessment exercise with individuals / teams where required. Guidance on stress risk assessments can be found <a href="#">here</a></p>		and supervisors		
<b>Remote working – General wellbeing support</b>						
	<b>Staff</b>	<ul style="list-style-type: none"> <li>Managers and supervisors monitor the wellbeing of staff who are working from home and put in place measures to support their mental and physical health and personal security through regular ‘check ins’ with staff.</li> </ul> <p>Staff wellbeing provision is maintained this includes:</p> <ul style="list-style-type: none"> <li>Frequent communications on the staff intranet, Blas, VC emails.</li> <li>Introduction of ‘wellbeing days’</li> </ul> <p>Self- help support available including:</p> <ul style="list-style-type: none"> <li>Care First employee assistance programme</li> <li>Internal self-help resources</li> <li>Staying at home/isolation - mental health advice (World Health Organisation)</li> <li>External sources of support</li> </ul>	Staff to be reminded of the support available	<p>Line managers and supervisors</p> <p>Staff Wellbeing/ OSD</p>	<p>In place</p> <p>In place</p>	

		<ul style="list-style-type: none"> <li>• Mindfulness and relaxation resources</li> <li>• Other support helplines and information sources</li> <li>• How to get urgent support</li> </ul> <p>Health and safety advice available via email or telephone. <a href="mailto:Safety@Cardiff.ac.uk">Safety@Cardiff.ac.uk</a> email account is monitored and managed.</p>				
<b>Working onsite - Control of building access</b>						
	Staff, students, visitors	<p>Only authorised staff able to work onsite.</p> <p>A process for building access requests to be considered by Security has been implemented.</p> <p>Buildings are secured by traditional locks which require a key or have electronic access control (PAC) in place which is managed by Security.</p>		Security	In place	
<b>Working onsite - Physical distancing in the workplace</b>						
	Staff, students, visitors	<p><b>Unoccupied buildings will be maintained in accordance with statutory requirements. The risk assessments of the tasks associated with maintenance of the buildings will be revised in line with COVID-secure requirements.</b></p> <p><b>Each occupied building will have a COVID-19 risk assessment specific to the building and the activities being</b></p>	COVID-19 building risk assessments drafted and communicated for occupied academic buildings.	Estates /Safety and	Prior to reoccupying	

		<p><b>undertaken within it. These site-specific risk assessments will be shared with relevant staff, students and visitors. Building risk assessments will be supported by task specific risk assessments.</b></p> <p><b><u>Physical Distancing</u></b> Adaptations to the premises to support physical distancing will include:</p> <ul style="list-style-type: none"> <li>• A review undertaken of all work premises to identify suitable adaptations which will support physical distancing</li> <li>• (where appropriate) offices and work spaces to be set up to support physical distancing, e.g. layout changes, appropriate signage, and floor markings to denote safe distances, etc.</li> <li>• Workstations and desks to be arranged with a minimum separation between them – where necessary screens will be fitted including reception desks.</li> <li>• Establishing maximum occupancy limits for offices, other work areas and refectories.</li> <li>• Work schedules of those who need to attend site will be reviewed including start &amp; finish times/shift pattern etc. Timetabling of lectures/</li> </ul>		<p>Staff Wellbeing</p> <p>Local work groups</p> <p>Estates / local work groups to put up posters</p> <p>Local management</p> <p>Estates</p> <p>Local workgroups</p>	<p>Throughout the pandemic</p> <p>Throughout the pandemic</p> <p>Throughout the pandemic</p> <p>Ongoing</p> <p>ongoing</p>	
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		<p>seminars etc will take into account physical distancing to reduce number of staff students and visitors on site at any one time.</p> <ul style="list-style-type: none"> <li>• Where face to face meetings cannot be avoided, consideration should be given to them being held outdoors with appropriate physical distancing in place. Where this is not possible meetings should be held in well ventilated rooms. The number of staff physically present will be limited to essential members only.</li> <li>• Where possible any training/recruitment will be carried out using email/online eLearning platform. If it is essential to carry out training/recruitment practices face to face then risk assessments will have to be in place and associated control measures for observing physical distancing implemented.</li> </ul>				
<b>Working onsite - Infection control</b>						
	Staff, students, visitors	<p>All premises will display notices reminding staff of the key infection prevention requirements:</p> <p><b>Hand Washing</b></p> <ul style="list-style-type: none"> <li>• Hand washing facilities with soap and water in place.</li> </ul>	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying. Also reminded to catch coughs and sneezes in tissues - Follow Catch it, Bin it, Kill it, or into your arm if a tissue is not available and to avoid touching</p>	<p>Local work groups, assisted by Estates and Campus Services</p>	<p>Ongoing</p>	

		<p>See hand washing guidance. <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></p> <ul style="list-style-type: none"> <li>Drying of hands with disposable paper towels or warm air dryer. <a href="https://www.who.int/images/default-source/health-topics/coronavirus/myth-busters/web-mythbusters/mythbusters-27.png?sfvrsn=d17bc6bb_2">https://www.who.int/images/default-source/health-topics/coronavirus/myth-busters/web-mythbusters/mythbusters-27.png?sfvrsn=d17bc6bb_2</a></li> <li>Sanitisers will be provided at entrances and regular points throughout general circulation spaces within academic buildings.</li> </ul> <p><b>Respiratory Hygiene</b></p> <ul style="list-style-type: none"> <li>Staff and students are required to wear face covering whilst inside the buildings where this does not contravene the local risk assessment</li> </ul>	<p>face, eyes, nose or mouth with unclean hands.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme <a href="https://www.hse.gov.uk/skin/professional/health-surveillance.htm">https://www.hse.gov.uk/skin/professional/health-surveillance.htm</a></p> <p>To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <a href="https://www.publichealth.hscni.net/news/covid-19-coronavirus">https://www.publichealth.hscni.net/news/covid-19-coronavirus</a></p> <p>Posters, leaflets and other materials are available for display. <a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Where possible, local task risk assessment to consider how good ventilation could be maintained in the work environment. For example, opening windows and doors frequently.</p>	<p>Local mgt.</p> <p>Local mgt.</p> <p>Local mgt. assisted by Estates.</p> <p>Estates</p> <p>Local mgt.</p> <p>Local mgt.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Prior to building being occupied</p> <p>Prior to reoccupying</p> <p>Ongoing</p> <p>Ongoing</p>	
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<b>Working onsite – infection control - possible cases of coronavirus</b>					
Staff, students, visitors	<p><b>Symptoms of Covid-19</b></p> <p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>Any staff members displaying symptoms or living in a household with someone who shows symptoms that may be caused by coronavirus should follow the government guidance:  <a href="https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus#section-38136">https://gov.wales/self-isolation-stay-home-guidance-households-possible-coronavirus#section-38136</a></p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises the local management team will inform Safety and Staff Wellbeing who will contact the Public Health Wales to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p>		Local mgt.	Throughout the pandemic	
<b>Working onsite - Vulnerable and extremely vulnerable staff</b>					

	<p>Some staff or students may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection.</p> <p><a href="https://gov.wales/coronavirus-social-distancing-guidance">https://gov.wales/coronavirus-social-distancing-guidance</a></p>	<p>Following government guidance, those in the “high risk” (extremely vulnerable) category and are subject to special “shielding” arrangements will not be expected to work / study onsite.</p> <p>For others falling into ‘other’ (vulnerable) categories (including new and expectant mothers), working onsite will be considered on a case by case basis – wherever possible they will be supported to work from home either in their current role or in an alternative role. However, if this is not possible then risk assessments for the individuals will be drafted and any additional control measures implemented.</p> <p>Particular attention will also be paid to people who live with clinically extremely vulnerable individuals.</p> <p><b>N.B.</b> an individual can understand their risk using The All Wales COVID-19 Workforce Risk Assessment Tool which can be found <a href="#">here</a> .</p>		All persons onsite	Throughout the pandemic	
<b>Working onsite - Higher risk areas of the workplace (communal and frequently used areas)</b>						
	<p><b>Staff, student, visitors</b> Some areas of the workplace may present a higher risk than others</p> <p>Heavily used areas of</p>	<p>Enhanced cleaning regimes in place for communal areas (such as toilets, kitchen areas and teaching spaces), particularly in areas of high use such as door handles, rails, light switches, etc using appropriate cleaning procedures</p>		Estates	Throughout the pandemic	

	<p>the workplace are more likely to present an infection transmission risk</p> <p>These areas will include toilets, common rooms and refectories.</p>	<p>Information onsite stressing the need to follow good hygiene practice at all times (i.e. regular handwashing, Catch it, Bin it, Kill it, or coughing/sneezing into your arm if a tissue is not available. and to avoid touching face, eyes, nose or mouth with unclean hands).</p> <p>Adequate hand cleaning resources are provided in communal areas and welfare facilities.</p>				
<b>Working onsite - Hot-desking and equipment sharing</b>						
	Staff and students	Where working onsite using a workstation is necessary, staff will be issued with their own keyboard and mouse and sanitising wipes will be available for individuals to cleanse touch points and shared equipment.		All persons onsite	Throughout the pandemic	
<b>Working onsite – ‘local’ risk assessments and control measures</b>						
	Staff, students, visitors	Task specific local risk assessments will be drafted and communicated by the relevant managers and supervisors in support of the overarching COVID-19 secure risk assessment and the building specific risk assessments		Local mgt	ongoing	
<b>Working onsite – General and hazardous waste management</b>						
					ongoing	

		<ul style="list-style-type: none"> <li>General waste collection will be managed by Estates Operations and maintained in occupied buildings</li> <li>Hazardous waste collection will be managed by Safety and Staff Wellbeing.</li> </ul>		Estates / Safety and Staff Wellbeing. Local mgt to inform.		
<b>Working onsite – deliveries and drivers</b>						
Visitors, staff, students.	<p><b>Deliveries and Drivers</b></p> <p>Procedures in place for Drivers to ensure adequate welfare facilities available during their work - Reference <a href="https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm">https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</a></p> <p>the risk assessments and procedures in place to receive goods to be shared with the delivery firms.</p>			Local mgt coordinate the delivery / supported by Estates where appropriate		
<b>Student accommodation</b>						
Visitors, staff, students.	<p>Student accommodation has been vacated as far as reasonably practicable. Local mitigation measures are in place for those areas which still have residents.</p>		A separate risk assessment will be developed for managing the COVID-19 risk in student accommodation based on the guidance currently being discussed and developed for the sector by Universities UK based on public health advice in conjunction with the Welsh Government.			