

Risk Assessment – Overarching COVID-19 Risk Assessment

Risk Assessor's Name:	Safety and Wellbeing Team	Accountable Managers Name:	Chief Operating Officer and Registrar	Planned Review Date	Regularly and when Government advice changes
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Task or Activity Description	Location:	Shared Areas
<p>Shared Areas across the University are likely to present a higher risk to the potential spread of COVID-19 due to the volume of people accessing these areas. Corridors, kitchens, toilets, lifts, reception areas and foyer spaces are covered within this risk assessment. Risk assessments for other shared spaces, including teaching areas, open-plan offices, labs, libraries, vehicles, accommodation and catering outlets will be available separately.</p> <p>This risk assessment outlines the controls that are being put in place and are aligned to the Government's COVID secure publication (11 May 2020, updated 24 June). In developing these controls, the latest available Government guidance is always used.</p> <p>This risk assessment will regularly be reviewed, when Government advice is updated and if/when there is a significant change to the workplace (including a potential outbreak of COVID-19 within the workforce)</p> <p>This risk assessment should be used to guide and inform the development of more detailed risks assessments including for open plan office spaces, general purpose teaching spaces and specialist spaces. NB. this list may be extended</p> <p>All employees should continue to stay alert in order to control the virus and save lives. Government guidance is available on how to protect oneself and others. All employees, students, visitors and contractors are individually expected to follow national and local government guidance, alongside the measures set out in this risk assessment.</p> <p>The controls identified within this risk assessment will be in place by 1 September 2020.</p>	Persons at Risk - Affected Groups:	
	A - Employees	C - Contractors
	B – Visitors	D – Students

Ref	Potential Hazard and Associated Risk	Existing Controls	Risk level with Existing controls	Additional Potential Controls	Risk Level with additional controls
1	Social Distancing - To maintain either 2 metre social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites or to maintain 1 metre + social distancing which will include additional mitigations from COVID-19 Secure Government Guidance				
1.1	Employees travelling to and from work	<ul style="list-style-type: none"> Employees who can undertake their work from home are doing so and should continue to do so. Managers must continue to monitor and regularly review this Only employees that need to should access buildings and they must have 	Low/Medium		

		<p>obtained permission from their Dean/ Head of Service to do so</p> <ul style="list-style-type: none"> • Where necessary managers are implementing revised working patterns to help stagger arrival and departure times to reduce crowding in entrances/exits and to reduce the number of employees that need to travel at peak times • Handwashing facilities, and/or hand sanitiser are provided at all building entry/exit points • Hand sanitiser is provided at the entry to all toilets • Employees have been advised, and will continue to be advised, to wash their hands on arrival/exit to buildings, particularly after using touch-based security devices such as keypads. • Employees have been encouraged to walk, cycle or drive to work where possible to reduce the pressure on public transport and reduce general traffic congestion • If employees need to travel by public transport then they have been advised to adhere to relevant safety measures as set out by Public Health England • If employees need to travel by car then they have been advised to follow relevant safety measures as set out by Public Health England • Each building has been assessed and has a circulation route. Relevant signage or floor markings will be in place • We will maximise car parking by using some grassed areas, however this will be weather dependent so will not be in operation all the time 			
1.2	Employees moving around buildings and worksites – entrances, exits and corridor spaces	<ul style="list-style-type: none"> • Non-essential movements around and between campuses are discouraged and employees must respect social distancing measures at all times • Employees are engaging virtually wherever possible to limit the need for movement on and between campuses • Employees have been and will continue to be advised to wash their hands on arrival/exit to buildings, using shared facilities and after using touch-based security devices such as keypads • Hand sanitiser is provided at building entry/exit points • Hand wash will be provided in the kitchen areas • Lift capacity is limited and aligned to government guidance. Signage is in place to ask people to use stairs, where possible. • Two-way systems are in place for movement around buildings and relevant signage or floor markings are in place. • Where possible, door holders have been installed which keep doors open (but close on activation of fire alarms) to limit the need to touch door handles. 	Low/Medium	Use of temperature testing to be considered during August	

1.3	Employee workplaces and workstations	<ul style="list-style-type: none"> • Where it has been identified that workstations need to be shared by more than 1 person, the desk and equipment must be thoroughly cleaned with disinfectant wipes prior to use • Deans and Heads of Professional Services are asked to identify a cleaning schedule for shared workstation areas that are not cleaned by Cleaning Services, in their local risk assessments • Revised working patterns will be implemented where necessary to help manage occupancy levels • Layouts have been reviewed within all general teaching areas and necessary adjustments have been implemented to ensure that required social distancing measures can be observed • Office capacities have been reviewed for maximum occupancy levels. Deans and Heads of Professional Services are identifying specific layout requirements for their office spaces within their local risk assessments. This could include reducing the number of workstations; moving them 2 metres away from each other or 1m+ mitigation; repositioning them side by side or back to back to avoid desks facing each other. 	Low/Medium		
1.4	Employees attending meetings	<ul style="list-style-type: none"> • To reduce the number of employees in a shared space, people are encouraged to hold meetings remotely, using technology, where possible • Where meetings need to happen face to face, all employees must adhere to the 2-metre distancing rule or 1m+ mitigation i.e. side by side or back to back. • All meeting rooms available on the corporate room booking system will have maximum occupancy levels and have revised layouts. Extra seats will be stored in the corners of rooms or be removed. Signs will be placed on doors to remind people of maximum occupancy levels • Employees must adhere to the safe occupancy levels of the meeting room, the start and finish times and should wait until the room becomes free before entering. 	Low/Medium		
1.5	Communal areas including reception areas, kitchens, break rooms, toilets, general seating areas	<ul style="list-style-type: none"> • Enhanced cleaning plan in place (see section 3) • Employees are encouraged to use outside areas for breaks where possible, always maintaining 2-metre social distancing • Employees are encouraged to bring their own packed lunch • Employees are advised to keep personal items near them in their own personal workspace, this includes jackets and coats as communal coat stands should not be used • Employees are advised not to share items of food or drink (such as 	Low/Medium		

		<p>communal milk) and to ensure that all items are disinfected before being stored in communal fridges, using wipes supplied by NTU</p> <ul style="list-style-type: none"> • Use of kitchen facilities should be kept to a minimum, however if equipment such as kettles and microwaves are being used then each individual should thoroughly disinfect all handles and buttons after use using multi-purpose disinfectant wipes or disinfectant spray • Kitchens may only be used by one person at a time. If the kitchen is occupied, employees should wait at a 2-metre distance before entering • Employees are advised that they should use their own crockery and utensils and wash and remove them from the kitchen after use. Items should not be left in the sink, to drain or in the communal cupboards • Only disposable cloths will be provided for use in kitchens. Reusable towels and cloths should not be used • The main entry door to kitchens will be held open on a door closer • The main entry door to toilets will be held open on a door closer. Inside, certain cubicles, urinals and sinks will be marked out of use • Only disposable towels or hand dryers should be used in toilets • Managers should ensure that break times are staggered to reduce pressure on breakout areas, kitchens and toilets • Space in foyer areas has been reconfigured to reduce face to face interactions • An increased number of hand sanitiser stations are available in communal areas • Where there is a need for face to face interaction on service desks and receptions, and the 2-metre distance cannot be maintained, screens will be erected • Maximum occupancy signs will be placed on doors • Signs on walls and stands will be prevalent around the campus and a limited amount of floor markings will be used 			
1.6	Emergency Evacuation – such as fire	<ul style="list-style-type: none"> • Normal emergency evacuation procedures should be followed, evacuation will take priority over the need for social distancing • People are advised to follow usual evacuation procedures upon returning to campus 	Low/Medium		

2 Managing Visitors and Contractors					
2.1	External visitors to NTU sites (i.e. not NTU employees or students)	<ul style="list-style-type: none"> Physical visits to our campuses should be kept to an absolute minimum. Meetings should normally be held virtually If a virtual meeting is not possible then visitors must be welcomed on site and fully briefed about the safety processes they must adhere to. Where possible visitors should be accompanied at all times All essential visitors to NTU must be briefed on NTU procedures, this is the responsibility of the hosting department Where possible, limit external visitors to being by appointment only Visitor logs will be maintained by reception colleagues Physical visits to other organisations should be kept to an absolute minimum. If a virtual meeting is not possible, employees must follow the COVID-19 guidelines outlined by the host organisation. External visits will also be subject to a local risk assessment 	Low/Medium		
2.2	Contractors working on site	<ul style="list-style-type: none"> All contractors working onsite are provided with NTU COVID-secure guidance and measures All contractors are requested to adhere to NTU measures when onsite 	Low/Medium		

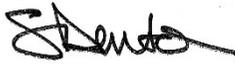
		<ul style="list-style-type: none"> • Estates are maintaining a log and schedule of all contractor work on campus • All contractors are reviewing their own risk assessments prior to commencing work on site. These are checked by Estates colleagues. 			
3. Cleaning the Workplace					
3.1	Prior to re-opening Buildings	<ul style="list-style-type: none"> • All NTU ventilation systems will be changed to full fresh air circulation by Estates • An enhanced clean will be conducted within all buildings prior to reopening 	Low/Medium		
3.2	Keeping the workplace clean	<ul style="list-style-type: none"> • Cleaning Services have an enhanced cleaning plan in place to ensure that all communal areas and touch points are cleaned frequently and to a high standard. • Cleaning Services will monitor waste to ensure that collections are adequate. • Employees are advised to wash or gel their hands after using shared equipment such as printers, kettles, toasters, fridges etc. Cleaning Services will clean the following: floors, door handles, toilets, taps, etc. • Managers to ensure that all shared equipment not cleaned by Cleaning Services is cleaned with the multi-purpose disinfectant wipes provided and/or as required by the manufacturer's guidelines. • Employees are advised not to bring personal possessions or equipment in the office unless necessary. Individuals are responsible for cleaning any such items and these should be removed at the end of the working day 	Low/Medium		
3.3	Hygiene – handwashing, sanitation facilities and toilets	<ul style="list-style-type: none"> • Signs and posters will be displayed to build awareness of good hygiene and handwashing techniques • As part of the University level communications plan employees will be issued with guidance and regular reminders will be provided • An enhanced cleaning regime is in place overseen by Estates • Hand sanitisers will be in place at every entrance and in communal areas and will be overseen by Estates 	Low/Medium		
3.4	Changing rooms and showers	<ul style="list-style-type: none"> • Social distancing 2-metre rules must be maintained, and areas will be marked out to support this • Estates have an enhanced cleaning plan in place • Colleagues will be provided with cleaning solution to clean the shower prior to use. A COSHH sheet will be displayed. 	Low/Medium		
3.5	Handling goods, merchandise and	<ul style="list-style-type: none"> • Employees have been advised not to order personal items to be delivered to work. These will no longer be accepted 	Low/Medium		

	other materials	<ul style="list-style-type: none"> Employees handling mail and packages are advised to follow hygiene measure and clean their hands after handling. 			
4 Personal Protective Equipment (PPE)					
4.1	Established Practice and Activity	<ul style="list-style-type: none"> Where PPE is already part of the standard requirements for a job or activity then use should continue as normal, the level of standard PPE required is not affected by COVID-19 If normally required PPE is not available for a task or activity the activity should not be completed until PPE can be obtained 	Low/Medium		
4.2	Face coverings	<ul style="list-style-type: none"> Wearing a face covering is not required by law. Face coverings should be worn in accordance with current Government guidance on public transport, in indoor transport hubs, in shops and supermarkets (including shops on campus and when buying food to take away), libraries, banks and NHS settings (including those on campus). We recognise that for peace of mind some employees may choose to wear a face covering and we will respect people's right to chose Employees are advised that all other measures (i.e. good hygiene and social distancing) must be followed, regardless of whether they wear a face covering 	Low/Medium	The University position on face coverings will be determined during August.	
4.3	Gloves	<ul style="list-style-type: none"> Gloves as a control measure are not recommended. The discipline of regular handwashing offers a much greater level of protection. Gloves in an everyday setting may lead to complacency amongst wearers and through poor use can increase the risk of infection. 	Low/Medium		
5 Workforce Management					
5.1	Shift Patterns and working groups	<ul style="list-style-type: none"> Deans and Heads of Professional Services have been asked to consider who needs to be on campus. Once this is known and building capacities are published, consideration will be given to whether revised working patterns are required to reduce the number of people coming in and out of buildings at the same time. This will be part of a local risk assessment. 	Low/Medium		
5.2	Communications and Training	<ul style="list-style-type: none"> A centrally co-ordinated communications plan will be developed as detail from the workstreams emerges MyHub is used to communicate important messages Managers briefings are regularly produced and managers are required to cascade information to their employees Meetings are taking place weekly with Trade Union Representatives, and every three weeks a specific meeting is held to consult on specific Health and Safety matters in relation to COVID -19. These are led by the Director of HR Specific departmental risk assessments are being developed and are reviewed by Deans and Heads of Professional Services, with support 	Low/Medium		

		<ul style="list-style-type: none"> from the Safety and Wellbeing team Awareness raising and guidance will be issued prior to the start of the academic year 			
6	Inbound and Outbound Goods				
6.1	Social distancing and surface transmission when goods enter or leave site	<ul style="list-style-type: none"> Stock management processes are reviewed to see if it is feasible to reduce the frequency of deliveries e.g. ordering larger quantities but less often. One person to load/unload vehicles, where possible. Where two people are required to move a load, people are paired up so the same individuals work together. Delivery drivers remain in their vehicles where this does not compromise their safety and existing safe working practice. Employees advised to follow hygiene measures after handling goods 	Low/Medium		
7	Vulnerable employees and those at higher risk of serious illness from COVID-19				
7.1	Working remotely	<ul style="list-style-type: none"> Employees are encouraged to work from home wherever possible, in line with government advice Employees working from home need to ensure that they complete a workstation risk assessment 	Low/Medium		
7.2	Working on campus	<ul style="list-style-type: none"> Where employees cannot undertake their work from home some employees have been part of the Job Retention Scheme (furloughed) Where this is not the case and employees are expected to return to campus to work, managers have been provided with guidance to help assess someone's risk of being seriously affected by COVID-19. Some characteristics increase the risk of someone becoming seriously ill from COVID-19. Where someone is identified as being at higher risk, managers undertake a vulnerable person risk assessment. If necessary, individuals can be referred to Occupational Health for assessment. The manager and employee agrees appropriate further controls, specific to the individual. These could include working remotely; a temporary change to duties; change in location of work (e.g. not front-facing); using PPE, etc. 	Medium		
8	Employees working remotely				
8.1	Workstation setup	<ul style="list-style-type: none"> Employees have been given the opportunity to collect equipment from NTU offices to help them establish an appropriate remote workstation set up Employees have been provided with NTU laptops to support them with 	Low/Medium		

		<p>remote working</p> <ul style="list-style-type: none"> • Where employees have previously had adjustments made to their workstation set up in the office, the Safety and Wellbeing team have contacted them to discuss suitable appropriate adjustment to remote workstation set up • Guidance and videos are provided to give advice to employees on appropriate measures for an effective and safe workstation environment • Managers are asked to discuss with colleagues whether there are any additional workstation needs 			
8.2	Physical and mental wellbeing	<ul style="list-style-type: none"> • An intranet site called Staying Safe, Well and Connected has been set up, which includes guidance, advice and support to enable colleagues to work safely and effectively remotely • Managers are asked to regularly discuss people's wellbeing as part of their regular catch-ups and team meetings 	Low/Medium		
8.3	Training and development	<ul style="list-style-type: none"> • We have introduced a range of virtual support materials and development opportunities, to support employees in delivering digitalised services. 	Low/Medium		

This risk level has been reduced as low as is reasonably practicable

Manager's Signature		Date:	20/07/2020
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	1st Review	2nd Review	3rd Review	4th Review	5th Review
Assessors Name:	H Churchill	H Churchill			
Managers Name:					
Date of Review:	31/7/2020	14/08/2020			