



# **University of Northampton**

# **Covid-19 Risk Assessment**

**Version 4**

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## **Introduction**

This risk assessment demonstrates how the University of Northampton intends to implement the requirements of the new [COVID-19 Secure guidelines](#) in order to allow a gradual re-opening of the University estate. It will be updated regularly to include developments in the implementation of specified control measures and to reflect changes in government or sector advice.

Specific plans have been developed for University healthcare settings such as the CTC and Podiatry Clinic, and for specialist or resource areas that require greater control.

## **Our Promise to our Students, Staff and University Community**

On the 27<sup>th</sup> May 2020 University of Northampton Vice Chancellor, Professor Nick Petford announced a set of promises that we make to our students, staff and members of the community that engage with the University. These promises underpin our institutional risk assessment and are outlined below:

### **1) We will protect you and your loved ones.**

- Working remotely will remain the default position for the majority of staff where duties allow.
- Remote learning will continue to be the primary delivery model in the immediate future (subject to on-going review), unless your course specifically requires estate-based teaching.
- We will continue with our Super Supportive approach while recognising the difficulties faced by those with caring responsibilities.
- We will provide colleagues with the tools and technology required to work safely and productively from home where necessary.

### **2) We will create a safe as possible University estate.**

- We are installing controlled entry points and creating one-way systems around buildings.
- We will have physical shields and barriers at reception points and helpdesk locations.
- We will use the best virtual meeting platforms and digital tools available.
- We will reduce occupancy levels and reconfigure social, teaching, lobby and work areas to maintain safe social distancing.

### **3) We will give you confidence.**

- We will maintain the enhanced cleaning and disinfection practices that have been in place since the outbreak of the virus.
- We will provide hand sanitisation stations in all buildings.
- There will be increased and regular 24-hour hygiene guidance throughout the estate.

### **4) We are with you.**

- At every step we will consult with staff and students through official representatives as part of our decision-making process.
- We will conduct a full Equality Impact Assessment – and liaise with staff networks – to ensure all needs are considered regarding equality and inclusion in relation to Covid-19 safety preparedness.
- We will provide regular updates and information needed to study and work safely.
- We welcome honest feedback regarding our plans and where concerns are raised move swiftly to resolve problems.

## **Covid-19 Risk Assessment**

Heading	Sub Section	Requirement	Applicable To	Lead Department & Role	UoN Control Measures Implemented
<b>1. Thinking about risk</b> <i>That all employers carry out a risk assessment</i>	1.1 Managing Risk <i>To reduce the risk to the lowest reasonably practicable level</i>	Increase the frequency of handwashing and surface cleaning	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand washing signage has been displayed in all welfare facilities across the estate and through internal digital signage.</li> <li>Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>Hand gel and surface wipes have been provided in all shared working spaces and teaching locations.</li> <li>Surface cleaning has been increased with greater frequency of cleaning where high contact is expected (handles, touch plates, speed lanes).</li> <li>Microbe shield surface sanitiser is being used on all high contact surfaces.</li> </ul>
		Make every reasonable effort to enable staff to work from home. Where this is not possible make every reasonable effort to work within social distancing guidelines.	Site-wide	UMT	<ul style="list-style-type: none"> <li>Staff will continue to be asked to work from home for the foreseeable future as default.</li> <li>Where this is not possible (face to face teaching, support services such as building services or Helpdesk functions), social distancing measures will be in place and staff will be required to work to the distance restrictions in place at that time.</li> </ul>
		Where social distancing cannot be followed consider whether the task is business critical. If so implement further mitigation measures.	Site-wide	UMT	<ul style="list-style-type: none"> <li>There will be limited examples where social distancing cannot be followed but where this may be the case, for example, when performing first aid duties, alternative mitigation measures will be applied.</li> <li>It should be noted that the University of Northampton is committed to following the hierarchy of risk control as follows:               <ul style="list-style-type: none"> <li>Removing the risk by advising staff and students to work/study from home</li> <li>Reducing the risk through changes to working/study arrangements</li> <li>Implementing engineering or physical controls such as physical barriers</li> <li>Implementing management controls such as information, instruction and training</li> <li>Utilising personal protective equipment (PPE) such as face masks and gloves but only where the social distancing cannot be maintained and all other options in the hierarchy have been exhausted.</li> </ul> </li> </ul>
		If staff need to work face to face for a prolonged period with more than a small group of fixed partners we must consider if it is business critical	Site-wide	UMT	

		and assess whether the activity can safely go ahead.			
	1.2 Sharing the risk assessment	Share the results of our risk assessment with the workforce (and student body) and publish on our website.	Site-wide	Marketing	<ul style="list-style-type: none"> <li>This risk assessment will be uploaded to our <a href="#">Covid-19 webpages</a> and shared with our University community.</li> <li>The measures outlined in this risk assessment will be included in a new video for prospective and returning students ahead of Clearing 2020.</li> </ul>
		Display the 'Staying COVID-19 Secure in 2020' notice to confirm we have followed the guidance.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>The COVID-19 Secure notice is in place at all building entrances and on all health and safety noticeboards across the University estate.</li> </ul>
<b>2. Who should go to work</b>	2.1 Everyone should work from home unless they cannot	Staff should work from home if at all possible. Consider roles that need to be on site and the rationale.	Site-wide	UMT	<ul style="list-style-type: none"> <li>Staff will continue to be asked to work from home for the foreseeable future as default.</li> <li>Where this is not possible (face to face teaching, support services such as building services or Helpdesk functions), social distancing measures will be in place and staff will be required to work to the distance restrictions in place at that time.</li> <li>Staff identified as key workers, such as those within Estates &amp; Campus Services and Residential Life, have been notified and the rationale explained.</li> </ul>
		Plan for the minimum number of staff to be on site to operate safely and effectively.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Critical services have previously been identified through business impact assessments and minimum staffing levels identified.</li> <li>Staff rotas have been implemented to ensure minimum staffing levels could be maintained whilst also reducing the number of people working on campus at any given time.</li> </ul>
		Monitor the wellbeing of staff working remotely and help them stay connected with the rest of the workforce.	Site-wide	Human Resources	<ul style="list-style-type: none"> <li>Initiatives in place to support connection and opportunity provided via <a href="#">UON Staff Voice Portal</a> to raise concerns.</li> <li>A toolkit for managers on the staff intranet provides <a href="#">guidance</a> on the support that could be offered to improve wellbeing and help furloughed workers stay connected with the workforce.</li> </ul>
		Keep in touch with remote workers and ask about their welfare, mental and physical health and personal security.	Site-wide	Human Resources	<ul style="list-style-type: none"> <li>A toolkit for managers provides <a href="#">guidance</a> on the support that could be offered to colleagues and advice on ways to keep in touch.</li> </ul>
		Provide equipment for people to work from home safely.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>A <a href="#">process</a> has been implemented to assess the equipment staff may need to enable them to work from home safely (e.g. chairs, monitors, keyboards etc) and arrangements have been made for staff to collect equipment. In extreme cases equipment has been sent to the member of staff.</li> </ul>

					<ul style="list-style-type: none"> <li>Regular reminders have been issued about the process for obtaining equipment.</li> </ul>
2.2 Protect people who are at higher risk	Provide support for workers around mental health and wellbeing; this can be telephone support.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>Support has been provided via the Mental Health First Aid Network, dedicated <a href="#">Staff Wellbeing pages</a> on the intranet initiatives from Healthy Campus Forum and provision of the Employee Assistance Helpline</li> </ul>
	Follow current advice for the clinically extremely vulnerable and extremely vulnerable groups.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>The University has, and will continue to, follow the government advice in relation to clinically extremely vulnerable and extremely vulnerable individuals and will continue to support colleagues in this situation.</li> <li>The University position is included within the <a href="#">Frequently Asked Questions</a> section of the staff intranet.</li> <li>An <a href="#">individual risk assessment</a> template with supplementary <a href="#">guidance</a> has been developed to assist managers when assessing whether those at higher risk should return to work.</li> </ul>
2.3 People who need to self-isolate	Enable workers to work from home whilst self-isolating if appropriate.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>Where staff are in positions that this is possible, home working has been facilitated during self isolation .</li> <li>An alternative approach will be developed for staff who cannot work from home, and this will be captured in the <a href="#">Frequently Asked Questions</a>.</li> </ul>
	Follow current advice relating to statutory sick pay.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>The University of Northampton has, and will continue to, follow the government position relating to statutory sick pay.</li> <li>Colleagues in UNEL will receive sick pay from their first day of absence in order to support the requirement for self-isolation (UNEL terms and conditions in relation to sick pay differ to those of UoN staff).</li> <li></li> </ul>
	Follow current advice in relation to those living with others with symptoms.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>The University of Northampton has, and will continue to, follow the government position relating to those living with others with symptoms, including the support of the 14 day household isolation requirement.</li> <li>The University position is included within the Frequently Asked Questions section of <a href="#">the staff intranet</a>.</li> </ul>
2.4 Equality in the workplace	Understanding and taking into account the particular circumstances of those with protected characteristics.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>A full EIA will be undertaken by the Business Recovery Group.</li> <li>Advice and feedback has been taken from established staff networks who represent staff with protected characteristics and included within the outcome of this risk assessment.</li> </ul>
	Involving and communicating with workers whose protected characteristics might expose them to a different degree of risk.	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>The University will work with established staff networks and UCU E&amp;I representative to ensure involvement and communication through the risk assessment process.</li> </ul>
	Consider whether we need to put in place any particular	Site-wide	Human Resources		<ul style="list-style-type: none"> <li>A full EIA will be undertaken by the Business Recovery Group.</li> </ul>



		adjustments to take account of our duties under equality legislation.			<ul style="list-style-type: none"> <li>The University has, and will continue to, follow the government advice in relation to clinically extremely vulnerable and extremely vulnerable individuals and will continue to support colleagues in this situation.</li> <li>An <a href="#">individual risk assessment</a> template with supplementary <a href="#">guidance</a> has been developed to assist managers when assessing whether those at higher risk should return to work.</li> </ul>
		Make reasonable adjustments to avoid disabled workers being put at a disadvantage, and assess the health and safety risks to new and expectant mothers.	Site-wide	Human Resources	<ul style="list-style-type: none"> <li>An <a href="#">individual risk assessment</a> template with supplementary <a href="#">guidance</a> has been developed to assist managers when assessing whether those at higher risk should return to work.</li> <li>New &amp; expectant mothers <a href="#">risk assessment</a> process in place and managers will consider the risk posed by Covid-19 during this assessment.</li> </ul>
		Make sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others.	Site-wide	Human Resources	<ul style="list-style-type: none"> <li>A full EIA will be undertaken by the Business Recovery Group.</li> </ul>
<b>3. Social Distancing at Work</b>	3.1 Coming to work and leaving work	Stagger arrival and departure times at work to reduce crowding into and out of the workplace, taking account of the impact of those with protected characteristics.	Site-wide	UMT	<ul style="list-style-type: none"> <li>Professional Services will stagger arrival and departure times where their service requires on campus delivery.</li> <li>A timetable with a staggered start time will be implemented in September 2020.</li> <li>Queuing systems will be introduced, leading in to buildings, where crowding is possible.</li> </ul>
		Providing additional parking or facilities such as bike racks to help people walk, run or cycle to work where possible.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>There are sufficient <a href="#">parking and bike rack facilities</a> in place however, as an institution committed to sustainable travel we will work with the local authority on the identification and introduction of measures that may increase the uptake of walking, running or cycling as the main method of transport for commuting staff and students.</li> </ul>
		Reducing congestion, for example, by having more entry points into the workplace.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>In order to reduce potential face to face contact and ensure social distancing arrangements, one way systems have been introduced therefore reducing the number of entry points. However, congestion will be controlled with a queuing system at the point of entry.</li> </ul>
		Providing more storage for workers clothes and bags.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Lockers are already provided for use by staff to store clothes and bags whilst at work.</li> </ul>
		Using markings and introducing one-way flow at entry and exit points.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>One way systems with appropriate signage, have been implemented throughout the estate. Further information is detailed within the Social Distancing Building Plans, <a href="#">Returning to Campus: Social Distancing Guidance presentation</a> and Returning to Campus video</li> </ul>

		Providing handwashing facilities, or hand sanitiser where not possible, at entry and exit points and not using touch-based security devices such as keypads.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>• Hand gel and surface wipes have been provided in all shared working spaces and teaching locations.</li> <li>• Where key pads or touch screens are in place these have been disabled.</li> <li>• Staff and students will be informed not to make direct contact with speed lane security devices.</li> </ul>
		Defining process alternatives for entry/exit points where appropriate, for example, deactivating turnstiles requiring pass checks in favour of showing a pass to security personnel at a distance.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Access cards will open turnstiles and doors without making contact with the surface – this is reflected in the</li> </ul>
		Requesting staff change into work clothing and equipment on-site using appropriate facilities/changing areas, where social-distancing and hygiene guidelines can be met.	Laboratories & Research	Faculty of Arts, Science & Technology	<ul style="list-style-type: none"> <li>• Socially distant changing facilities are available in the Sports Pavilion for staff and students to change into work/task clothing.</li> </ul>
		Washing lab clothing and equipment such as goggles and gloves on-site rather than by individual staff members at home.	Laboratories & Research	Faculty of Arts, Science & Technology	<ul style="list-style-type: none"> <li>• All personal protective equipment will be cleaned down on site rather than being taken home by staff and students.</li> <li>• Lab coats will be professional laundered – further information is available in the Re-Opening Plan for Laboratories.</li> </ul>
	3.2 Moving around buildings and worksites	Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas, encouraging use of radios or telephones, where permitted and cleaning them between use.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Access will be restricted to certain areas to limit the amount of movement around buildings.</li> <li>• Staff will be encouraged to use the soft phone system (Jabber) available.</li> </ul>
		Restricting access between different areas of a building or site.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Access will be restricted to certain areas to limit the amount of movement around buildings.</li> </ul>
		Reducing job and location rotation.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Staff will continue to be asked to work from home for the foreseeable future as default.</li> </ul>

				<ul style="list-style-type: none"> <li>Where this is not possible (face to face teaching, support services such as building services or Helpdesk functions), social distancing measures will be in place.</li> <li>Where possible, staff will be asked to work/teach in small groups.</li> </ul>
	Introducing more one-way flow through buildings.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Where corridors and circulation spaces are not wide enough to facilitate 2 metre distance for dual direction a one way system will be implemented.</li> <li>One way systems will be identified through visible signage and included in new circulation and access floorplans</li> </ul>
	Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging the use of stairs wherever possible.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Passenger lift use will be restricted to those who cannot use us the stairs and signage will be in place to communicate this.</li> <li>Circulation and access floorplans will demonstrate where the stairs can be found in each building to encourage use.</li> <li>Where a passenger lift must be used occupancy will be restricted to one person per car.</li> </ul>
	Make sure that people with disabilities are able to access lifts.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Passenger lift use will be restricted to those who cannot use us the stairs and signage will be in place to communicate this.</li> <li>We will communicate with our disabled students and staff through the staff network and ASSIST team, to ensure they are aware that they can continue to use passenger lifts throughout the estate.</li> <li>One way systems have been reviewed to ensure platform lifts are available where there is a change in level.</li> </ul>
	Regulating use of high traffic areas including corridors, lifts, turnstiles and walkways to maintain social distancing.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Where corridors and circulation spaces are not wide enough to facilitate 2 metre distance for dual direction a one way system will be implemented.</li> <li>One way systems will be identified through visible signage and included in new circulation and access floorplans .</li> <li>Floor markers will be used to identify the 2 metre distance requirement in high traffic areas.</li> <li>Passenger lift use will be restricted to those who cannot use us the stairs and signage will be in place to communicate this.</li> <li>Circulation and access floorplans will demonstrate where the stairs can be found in each building to encourage use.</li> <li>Where a passenger lift must be used occupancy will be restricted to one person per car.</li> </ul>
	Reducing access controls on low category laboratories so that people do not have to use access cards.	Laboratories & Research	Estates & Campus Services	<ul style="list-style-type: none"> <li>The access system relies on a proximity based reader, however, it does function without contact between the card and the reader, therefore access control will not be removed.</li> </ul>
	Using fixed teams or adjusting booking processes to reduce the number of people in a lab	Laboratories & Research	Faculty of Arts, Science & Technology	<ul style="list-style-type: none"> <li>A new process for booking laboratory space will be introduced for the start of the academic year. Further information is available from the Re-Opening Plan for Laboratories.</li> </ul>

		at the same time to avoid overcrowding.			
		Reducing occupancy of vehicles used for onsite travel, for example, shuttle buses, and when needed, social distancing measures should be followed within the vehicles.	Construction & Outside Work	Estates & Campus Services	<ul style="list-style-type: none"> <li>Where vehicles are used for onsite travel (e.g. Security, Building Services &amp; External Services) staff will be required to limit occupancy to one person.</li> <li>Staff are encouraged to use their own vehicle where possible and will be eligible for reimbursement of fuel.</li> <li>Bicycles and cargo bikes for use on campus, will be provided for staff who would normally use a work vehicle. This will be offered as an option for Building &amp; External Services but staff will be strongly encouraged to use them where possible. Training and PPE will be provided for staff using bicycles for work related business.</li> </ul>
		Separating sites into working zones to keep different groups of workers physically separated as much as practical.	Construction & Outside Work	Estates & Campus Services	<ul style="list-style-type: none"> <li>A rota has been implemented to ensure colleagues in Building Services &amp; External Services are distributed throughout the estate and not working in close proximity to one another.</li> </ul>
		Reducing the number of people in attendance at site inductions and consider holding them outdoors wherever possible with social distancing.	Construction & Outside Work	Estates & Campus Services	<ul style="list-style-type: none"> <li>Contractor safety inductions will be completed outside wherever possible and where not, inductions will take place in small groups with social distancing measures in place.</li> </ul>
		Review layouts and processes to allow people to work further apart from each other.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Shared working and teaching spaces have been reconfigured to ensure people are working further apart and following the 2 metre rule where possible.</li> <li>Where 2 metre distance cannot be implemented, barriers and screens will be used in accordance with government guidance. This approach is likely to be taken where facilities cannot be replicated or extended easily, for example computer rooms and laboratories.</li> <li>Staff and students will be advised that furniture must not be moved.</li> </ul>
	3.3 Workplaces and workstations	Using floor tape or paint to mark areas to help workers keep to a 2m distance.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Floor markers will be in place highlighting the requirement for staff and students to keep to a 2 metre distance.</li> <li>Floor markers will be installed in areas where people may congregate, such as receptions and service desks.</li> </ul>
		Only where it is not possible to move workstations further apart, arranging people side by side or facing away from each other rather than face to face.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Shared working and teaching spaces have been reconfigured to ensure people are working further apart and following the 2 metre rule where possible.</li> <li>Where 2 metre distance cannot be implemented, barriers and screens will be used in accordance with government guidance. This approach is likely</li> </ul>

					<p>to be taken where facilities cannot be replicated or extended easily, for example computer rooms and laboratories.</p> <ul style="list-style-type: none"> <li>• Staff and students will be advised that furniture must not be moved.</li> </ul>
		Only where it is not possible to move workstations further apart, using screens to separate people from each other.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Shared working and teaching spaces have been reconfigured to ensure people are working further apart and following the 2 metre rule where possible.</li> <li>• Where 2 metre distance cannot be implemented, barriers and screens will be used in accordance with government guidance. This approach is likely to be taken where facilities cannot be replicated or extended easily, for example computer rooms and laboratories.</li> <li>• Staff and students will be advised that furniture must not be moved.</li> </ul>
		Managing occupancy levels to enable social distancing.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Occupancy levels will be limited in shared working and study spaces through the removal of furniture to enable social distancing.</li> </ul>
		Avoid use of hot desks and spaces and, where not possible, for example, cleaning and sanitising workstations between different occupants including shared equipment.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Staff will continue to be asked to work from home for the foreseeable future as default.</li> <li>• Where this is not possible staff will be able to use shared working spaces where products will be available for self clean between uses.</li> <li>• Increased cleaning regime introduced in shared working areas with microbe shield surface sanitiser used on high contact surfaces. Keyboard covers will be provided in shared working areas and computer laboratories; the covers will be cleaned down daily and staff will be asked to use self clean products in between uses.</li> </ul>
		Cleaning workstations and shared equipment and machinery, where it is feasible to do so.	Laboratories & Research	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Time will be built into each laboratory session to enable workstations to be cleaned between sessions and self clean materials will also be provided.</li> <li>• A system for booking laboratory equipment will be introduced for the start of the academic year. Equipment will be quarantined for 3 days once returned and then cleaned before returning to stock.</li> </ul>
		Limiting use of high-touch items and shared office equipment, for example, test equipment, apparatus, shared control terminals.	Laboratories & Research	Faculty of Arts, Science & Technology	<ul style="list-style-type: none"> <li>• Specific risk assessments, incorporating the reduction of high touch items, have been produced for each laboratory and specialist area.</li> </ul>
		Ensuring appropriate air-handling and filtering systems are installed and maintained in high-risk areas where there is a risk for airborne particles.	Laboratories & Research	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Building Services have implemented <a href="#">industry guidance</a> for heating and ventilation systems, across the University estate prior to opening.</li> <li>• Most buildings across the estate have a fresh supply and extract system taking fresh air from outside for individual spaces (air is not recirculated between rooms). Additional measures include: <ul style="list-style-type: none"> <li>• Servicing of the HVAC system and cleaning of filters (completed).</li> </ul> </li> </ul>

					<ul style="list-style-type: none"> <li>Increased frequency of filter replacement throughout the year.</li> <li>All outstanding reports of windows requiring repair have now been completed (to allow for another source of fresh air).</li> <li>Lab 102 in ICLT which requires constant humidity and does not have any opening windows. A standalone recirculating AC and humidification unit maintains humidity and cannot be removed, however, a rota system will be introduced to keep the number of people using the laboratory whilst the air is circulating, to a minimum.</li> </ul>
		Using a consistent pairing system if people have to work in close proximity, for example, during two-person working, lifting or maintenance activities that cannot be redesigned.	Construction & Outside Work	Estates & Campus Services	<ul style="list-style-type: none"> <li>Where the task cannot be completed without working in close proximity to another person we will review whether this task is business critical. Where it is deemed to be business critical the task will be risk assessed and the relevant control measures, such as consistent working pairs, and PPE implemented.</li> </ul>
		Using remote working tools to avoid in-person meetings.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>The University will continue to use remote meeting tools such as TEAMS and WebEx, as the default option and will avoid in-person meetings wherever possible.</li> <li>Protocols for remote meetings are available for staff alongside <a href="#">support and training in the tools</a> adopted by the university.</li> </ul>
	3.4 Meetings	Only absolutely necessary participants should attend meetings and should maintain 2m separation throughout.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Where meetings cannot take place through remote means the number of participants should be kept to a maximum of 6 and 2m separation should be maintained throughout.</li> <li>Meeting room furniture has been reconfigured, and in most cases, removed to ensure 2 metres is maintained at all times.</li> <li>All meeting room bookings will now be completed through Planon where maximum occupancies have been amended.</li> </ul>
		Avoid transmission during meetings, for example avoid sharing pens and other objects.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>White board and flipchart pens have been removed from meeting rooms across the estate.</li> </ul>
		Provide hand sanitiser in meeting rooms.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand sanitiser has been provided in all meeting rooms across the estate. Sanitiser will be checked and replenished regularly.</li> </ul>
		Hold meetings outdoors or in well-ventilated spaces whenever possible.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Staff will be encouraged to hold meetings outdoors wherever possible and external furniture has been increased to accommodate this.</li> </ul>

		Working collaboratively with landlords and other tenants in multi-tenant sites/buildings to ensure consistency across common areas, for example, receptions, staircases.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>The measures outlined in this risk assessment that are applicable to common areas of commercial buildings, will be implemented there just as they are across the rest of the university estate.</li> <li>It should not be necessary to complete a specific risk assessment for these buildings, although they will be audited to determine whether physical control measures are required.</li> </ul>
3.5 Common areas		Providing only disposable condiments in shared kitchens or cleaning non-disposable condiment containers after each use.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Non-disposable containers such as those used for the provision of tea, coffee and sugar, will be subject to regular cleaning and products will be available for self-cleaning between use.</li> <li>The university will not provide crockery and cutlery for use during the Coronavirus pandemic, instead staff are asked to bring their own items and take them home at the end of each day for cleaning.</li> </ul>
		Using safe outside areas for breaks.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Students and staff will be encouraged to use outdoor spaces for breaks wherever possible and external furniture has been increased to accommodate this.</li> </ul>
		Creating additional space by using other parts of the workplace or building that have been freed up by remote working.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Additional teaching space <u>may</u> be created using shared working spaces and other spaces across campus.</li> <li>Staff will continue to be asked to work from home for the foreseeable future as default.</li> </ul>
		Installing screens to protect staff in receptions or similar areas.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Screens have been installed for reception and helpdesk locations, alongside till points in catering areas.</li> </ul>
		Providing packaged meals or similar to avoid fully opening staff canteens.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Catering outlets will not re-open until the start of the academic year, at which point they will operate in accordance with the government guidance in place at the time.</li> </ul>
		Encouraging workers to bring their own food.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Staff and students will be encouraged to bring their own food if possible; this will be included within the induction package.</li> <li>Catering outlets will open at the start of the academic year to offer choice to staff and students but they will follow government guidance in place at the time.</li> </ul>
		Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Furniture has been reconfigured to maintain social distancing. Seating is also provided in external environments.</li> </ul>
		Regulating use of locker rooms, changing areas and other facility areas to reduce concurrent usage.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li><b>Estates &amp; Campus Services to explore possible solutions.</b></li> </ul>

		Encouraging storage of personal items and clothing in personal storage spaces, for example, lockers during shifts.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>The storage of personal items will be included within the induction package for staff and students.</li> </ul>
3.6 Food Preparation & service		Follow <a href="#">government advice</a> on managing and preparing food in the coronavirus crisis.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>We will follow all relevant and up to date guidance from gov.uk <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#maintaining-social-distancing-in-specific-food-business-settings">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19#maintaining-social-distancing-in-specific-food-business-settings</a></li> </ul>
		Restrict kitchen access to as few people as possible.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>Only the Catering team will be allowed access to the kitchen area.</li> <li>Delivery drivers will not come into the kitchen area</li> <li>Front of house team will not cross / access specific BOH designated areas in the kitchen area.</li> <li>One-way system will be followed, where physically possible.</li> </ul>
		Putting teams into shifts to restrict the number of workers interacting with each other.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>Staff numbers are limited to essential staff to carry out the service</li> <li>Boxes have been marked on the floor for stations where only 1 member of staff at any time can enter at any one time.</li> <li>One-way system will be followed, where physically possible.</li> </ul>
		Minimise interaction between kitchen staff and other workers, including when on breaks.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>Kitchen staff will remain in their designated working areas and Catering Assistants will stay within theirs. Cross over will be kept to a minimum.</li> <li>Staff will be encouraged to stay within their “work bubble” during break times.</li> <li>‘Break-time’ rotas will be prepared to reduce cross-overs.</li> </ul>
		Spacing workstations 2m apart as much as possible recognising the difficulty of moving equipment such as sinks, hobs and ovens. Consider cleanable panels to separate workstations in larger kitchens.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>The kitchen staff working within an area at any one time will be kept to a minimum.</li> <li>One-way systems marked on the floor.</li> <li>Marked station boxes will be put on the floor so staff will be 1m apart at all times.</li> <li>Training will be given to all staff prior to working within any of the catering outlets.</li> </ul>
		Minimising access to walk-in pantries, fridges and freezers, for example, with only one person being able to access these areas at one point in time.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>The kitchen staff working within an area at any one time will be kept to a minimum.</li> <li>One-way systems and clearly marked station boxes will be put on the floor so staff will be 1m apart at all times.</li> <li>Signs will be displayed on the walk-in fridge, walk-in freezers, chemical and dry stores to remind staff that only 1 person may be in that area at any time.</li> </ul>



					<ul style="list-style-type: none"> <li>• Training will be given to all staff prior to working within any of the catering outlets.</li> </ul>
		Minimising contact at 'handover' points with other staff, such as when presenting food to serving staff and delivery drivers.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>• A designated handover point will be identified minimising the risk of contact between kitchen and front of house staff.</li> </ul>
		Using signage to make clear to customers and the public that these areas are closed.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>• Signage will be used to direct customers along the one-way system to order and collect their food</li> <li>• Tables and chairs that are not to be used will be clearly marked and made out of order.</li> </ul>
	3.6 Vehicles	Avoid multiple occupancy vehicles and vehicles should not be shared where possible.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Where vehicles are used for onsite travel (e.g. Security, Building Services &amp; External Services) staff will be required to limit occupancy to one person.</li> <li>• Staff are encouraged to use their own vehicle where possible and will be eligible for reimbursement of fuel.</li> <li>• Where possible work will be scheduled to minimise the amount of inter site travel.</li> <li>• Bicycles and cargo bikes for use on campus, will be provided for staff who would normally use a work vehicle. This will be offered as an option for Building &amp; External Services but staff will be strongly encouraged to use them where possible. Training and PPE will be provided for staff using bicycles for work related business.</li> </ul>
		Where shared use is unavoidable sit side by side and make sure vehicles are well-ventilated through opening windows.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Where vehicles are used for onsite travel (e.g. Security, Building Services &amp; External Services) staff will be required to limit occupancy to one person.</li> </ul>
		Use a fixed pairing system if people have to work in close proximity, for example in a vehicle.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Where the task cannot be completed without working in close proximity to another person we will review whether this task is business critical. Where it is deemed to be business critical the task will be risk assessed and the relevant control measures, such as consistent working pairs, and PPE implemented.</li> </ul>
		Ensure regular cleaning of vehicles, in particular between different users.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Vehicles will be cleaned in between each use and self-clean materials will be available to facilitate this.</li> </ul>
		Where possible and safe have single workers load and unload vehicles.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Where it is safe to do so (equipment or loads that do not require a two person lift) vehicles will be loaded/unloaded by the driver.</li> <li>• Where two people are required a risk assessment will be completed for the activity.</li> </ul>

		Minimising unnecessary contact at security, yard and warehouse, for example, non-contact deliveries where the nature of the product allows for use of electronic pre-booking.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>Drop off and collection points have been introduced at the Resource Centre and throughout the rest of the estate.</li> <li>Safe system of work created for student post room operation and introduction of hand sanitiser at parcel lockers.</li> </ul>
		Maximising use of electronic paperwork where possible and reviewing procedures to enable safe exchange of paper copies where needed, for example, required transport documents.	Work Vehicles	Estates & Campus Services	Not applicable.
	3.6 Accidents, security and other incidents	In an emergency people do not have to stay 2m apart if it would be unsafe, however, people should pay particular attention to sanitation measures immediately after the incident.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Evacuees will be reminded of the need to sanitise their hands as they re-entre the building and will be asked to wash their hands at the next available opportunity.</li> <li>Evacuation arrangements will be communicated through the Social Distancing Building Plans, <a href="#">Returning to Campus: Social Distancing Guidance presentation</a> and Returning to Campus video.</li> </ul>
<b>4. Managing your customers, visitors and contractors</b>	4.1 Manage contracts	Encouraging visits via remote connection/working where this is an option. Where site visits are required, site guidance on social distancing and hygiene should be explained to visitors on or before arrival.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Staff are encouraged not to invite visitors and contractors onto campus unless <u>absolutely</u> necessary.</li> <li>The University will continue to use remote meeting tools such as TEAMS and WebEx, as the default option and will avoid in-person meetings wherever possible.</li> <li>Protocols for remote meetings are available for staff, alongside support and training in the tools adopted by the university.</li> <li>Where a site visit is deemed essential the visitor or contractor will be given an induction leaflet] or induction briefing.</li> </ul>
		Limiting the number of visitors at any one time.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Staff are encouraged not to invite visitors and contractors onto campus unless <u>absolutely</u> necessary.</li> <li>The University will continue to use remote meeting tools such as TEAMS and WebEx, as the default option and will avoid in-person meetings wherever possible.</li> </ul>
		Limiting visitor times to a specific time window and restricting access to required visitors only.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Staff are encouraged not to invite visitors and contractors onto campus unless <u>absolutely</u> necessary.</li> <li>The University will continue to use remote meeting tools such as TEAMS and WebEx, as the default option and will avoid in-person meetings wherever possible.</li> </ul>

		Determining if scheduled for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying our services at night.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Routine service visits have been rescheduled to ensure the number of people on campus is reduced and contractors are not in the same location at the same time.</li> </ul>
		Maintaining a record of all visitors, if this is practical.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>All visitors to the University are expected to report to the reception point for the relevant university location. Upon arrival they will be asked to sign in and will be issued with a visitor pass.</li> <li>Colleagues will be reminded that they must direct visitors to reception points and not allow attendance without first signing their visitor in.</li> </ul>
		Revising visitor arrangements to ensure social distancing and hygiene, for example, where someone physically signs in with the same pen in receptions.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Visitors will be asked to use their own writing implements where available.</li> <li>Where visitors do not have their own writing implements a selection of pens will be available for sign in protocol; these will be cleaned in between use.</li> <li>Physical barriers/screens have been installed at university reception points/helpdesks and floor markers are in place to demonstrate appropriate distance requirements.</li> </ul>
		Minimising contact between kitchen workers and front of house workers, delivery drivers or riders, for example, by having zones from which delivery drivers can collect packaged food items.	Catering or Takeaway Outlets	Estates & Campus Services	<ul style="list-style-type: none"> <li>Delivery drivers will be asked to leave the delivery outside of the kitchen area</li> <li>Front of house staff will not be accessing the kitchen area unless <u>absolutely</u> necessary.</li> </ul>
		Minimise the time front of house staff spend in the kitchen environment.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>Front of house staff will not be accessing the kitchen area unless <u>absolutely</u> necessary.</li> <li>Designated hand over points will be identified to limit the amount of time</li> </ul>
		Create a physical barrier such as a screen, between front of house workers and customers where possible.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>Screens will be installed on the counter tops to create a barrier between staff and customers</li> <li>Along with current guidance customers will be required to wear a face mask whilst in the catering outlet.</li> </ul>
		Encouraging contactless payment where possible.	Catering or Takeaway Outlets	Estates & Campus Services –	<ul style="list-style-type: none"> <li>Catering outlets will only be accepting card or contactless payment.</li> <li>Signage will be displayed advising customers to use contactless payment where they can.</li> </ul>

				Catering & Commercial	
		Ask customers to order online, on apps or over the telephone to reduce queues and stagger pick up times.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>• An app for online ordering is being investigated.</li> <li>• A separate que for collections only will be introduced limiting the time that customers need to be in the outlet and reducing the amount of customers in one area.</li> </ul>
		Make regular announcements to remind customers to follow social distancing advice and clean their hands regularly.	Catering or Takeaway Outlets	Estates & Campus Services – Catering & Commercial	<ul style="list-style-type: none"> <li>• Signage will be displayed reminding customers of advice on cleaning their hands.</li> <li>• Signage will be displayed reminding customers of social distancing from one another.</li> <li>• Floor markings to remind customers of social distancing</li> <li>• Front of house staff will actively remind customers.</li> </ul>
4.2 Providing and explaining available guidance		Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage or visual aids and before arrival, for example by phone, on the website or by email.	Site-wide	Estates & Campus	<ul style="list-style-type: none"> <li>• The <a href="#">University website</a> will be updated with information for students and visitors so they are aware of our social distancing arrangements prior to arrival</li> <li>• The '<a href="#">Returning to Campus: Social Distancing Guidance</a>' document and associated <a href="#">video</a> provides clear guidance to our students and staff in relation to the social distancing measures being implemented.</li> <li>• An email template will be produced for staff to send to visitors at the point of visit confirmation</li> <li>• Pop up banners, bespoke signage and COVID-19 Secure statements explaining social distancing measures, have been installed throughout the University estate.</li> </ul>
		Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.	Site-wide	Estates & Campus	<ul style="list-style-type: none"> <li>• The '<a href="#">Returning to Campus: Social Distancing Guidance</a>' document and associated <a href="#">video</a> provides clear guidance in relation to the responsibilities of University hosts.</li> </ul>
		Reviewing entry and exit route for visitors and contractors to minimise contact with other people.	Site-wide	Estates & Campus	<ul style="list-style-type: none"> <li>• Contractors are routinely inducted and checked in at our Waterside Campus, Logistics Hub building, thereby minimising their contact with others.</li> <li>• Staff are encouraged not to invite visitors and contractors onto campus unless <u>absolutely necessary</u>.</li> </ul>
		Coordinating and working collaboratively with landlords and other tenants in multi-tenant sites, for example shared working spaces.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Estates &amp; Campus Services have been working with operators of multi-tenant sites such as the Innovation Centre, iCon, ICLT and the Development Hub, to ensure that the arrangements outlined in this risk assessment are replicated at multi-tenant sites, with particular attention paid to shared working/communal areas.</li> </ul>

		Provide signage at entrances to the worksite to remind the public and workers to maintain social distancing.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Pop up banners, bespoke signage and COVID-19 Secure statements explaining social distancing measures, have been installed at entrances and throughout the University estate.</li> <li>• Social distancing instructions are also displayed on digital signage in buildings across the estate and on the Energy Centre AV Wall located at the entrance to the Waterside Campus.</li> </ul>
		Providing signage on rights of way that cross your workplace to remind the public to maintain social distancing.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Social distancing signage has been installed at entry points to the public right of way that crosses the Waterside Campus. Supplementary external signage has also been installed.</li> </ul>
<b>5. Cleaning the workplace</b>	5.1 Before re-opening	Assess all sites, or parts of sites, for cleanliness before restarting work.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• All University buildings have been subject to a robust deep clean prior to opening.</li> <li>• Buildings and services have been assessed to identify high contact locations so that increased cleaning can be completed.</li> </ul>
		Carry out cleaning procedures and provide hand sanitiser before restarting work.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Hand washing signage has been displayed in all welfare facilities across the estate and through internal digital signage.</li> <li>• Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>• Hand gel and surface wipes have been provided in all shared working spaces and teaching locations.</li> <li>• Surface cleaning has been increased with greater frequency of cleaning where high contact is expected (handles, touch plates, speed lanes).</li> <li>• Microbe shield surface sanitiser is being used on all high contact surfaces.</li> </ul>
		Check whether you need to service or adjust ventilation systems.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Building Services have implemented <a href="#">industry guidance</a> for heating and ventilation systems, across the University estate prior to opening.</li> <li>• Most buildings across the estate have a fresh supply and extract system taking fresh air from outside for individual spaces (air is not recirculated between rooms). Additional measures include: <ul style="list-style-type: none"> <li>- Servicing of the HVAC system and cleaning of filters (completed).</li> <li>- Increased frequency of filter replacement throughout the year.</li> <li>- All outstanding reports of windows requiring repair have now been completed (to allow for another source of fresh air).</li> </ul> </li> <li>• Lab 102 in ICLT which requires constant humidity and does not have any opening windows. A standalone recirculating AC and humidification unit maintains humidity and cannot be removed, however, a rota system will be introduced to keep the number of people using the laboratory whilst the air is circulating, to a minimum.</li> </ul>

		Open windows and doors frequently to encourage ventilation where possible.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• A percentage of windows and vents will be opened for each building at the start of every day.</li> <li>• Staff, students and third parties should be aware that this may reduce thermal comfort at times, however, Public Health England advise is clear that public health should come before thermal comfort.</li> <li>• Individuals are encouraged to take account of increased ventilation in their clothing choices.</li> </ul>
		Recommission specialist equipment which may have been unused for a longer than usual period of time especially where there remains a risk to employee safety.	Laboratories & Research	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Specialist equipment will be serviced and recommissioned prior to staff and students returning.</li> </ul>
5.2 Keeping the workplace clean		Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Staff will continue to be asked to work from home for the foreseeable future as default.</li> <li>• Where this is not possible staff will be able to use shared working spaces where products will be available for self clean between uses.</li> <li>• Increased cleaning regime introduced in shared working areas with microbe shield surface sanitiser used on high contact surfaces.</li> <li>• Keyboard covers will be provided in shared working areas and computer laboratories; the covers will be cleaned down daily and staff will be asked to use self clean products in between uses.</li> </ul>
		Frequent cleaning of objects surfaces that are touched regularly, such as door handles, keyboards, site equipment and making sure there are adequate disposal arrangements.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• Buildings and services have been assessed to identify high contact locations so that increased cleaning can be completed.</li> <li>• Surface cleaning has been increased with greater frequency of cleaning where high contact is expected (handles, touch plates, speed lanes).</li> <li>• Microbe shield surface sanitiser is being used on all high contact surfaces.</li> </ul>
		Clearing workspaces and removing waste and belongings from the area at the end of the day.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>• The University operates a 'clear desk' policy that will be robustly enforced upon opening. Belonging left in shared working or study areas will be taken to lost property or disposed of (if clearly waste) at the end of the working day.</li> <li>• Increased waste collections will be introduced for shared working and study areas.</li> <li>• Dedicated PPE bins have been provided throughout the estate to provide a safe method of disposal for face coverings and other personal protective equipment.</li> </ul>

	Limiting or restricting use of high-touch items and equipment, for example, printers, loan laptops or whiteboards.	Site-wide	IT Services	<ul style="list-style-type: none"> <li>Whiteboard and flipchart pens have been removed from teaching and meeting room locations. AV screens should be used instead utilising Barco software.</li> <li>Increased cleaning will be introduced for high touch equipment such as printers and loan laptop devices. Self-clean products will also be available, with instructions for users to clean before and after use.</li> </ul>
	Sanitise all hand tools, controls and machinery and equipment after use.	Construction & Outside Work	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand tools will not be shared throughout the working day wherever possible.</li> <li>Where hand tools must be shared, the gloves provided, will be worn.</li> <li>Tools will be cleaned between use and at the end of the working day.</li> <li>Hand tools must be signed out from the Logistics Hub to keep a record of those using them.</li> </ul>
	Follow official guidance if you are cleaning after a known or suspected case of COVID-19.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>The University will continue to follow official <a href="#">guidance</a> when cleaning after a known or suspected case.</li> <li>There may be need for a room or building to be closed for a period of time whilst cleaning is undertaken. This may take several days, depending on the area to be cleaned.</li> </ul>
	Determine the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment.	Laboratories & Research	Faculties	<ul style="list-style-type: none"> <li>The frequency and method for cleaning high value laboratory equipment will be determined by the Laboratory Manager.</li> </ul>
	Wedging open doors, where appropriate, to reduce touchpoints. This does not apply to fire doors.	Catering or Takeaway Outlets	Estates & Campus Services	<ul style="list-style-type: none"> <li>Doors and windows will be left open where it is appropriate and safe to so.</li> </ul>
	Cleaning laminated menus or disposing of paper menus after each use.	Catering or Takeaway Outlets	Estates & Campus Services	<ul style="list-style-type: none"> <li>The menu's in the majority of outlets will be online or displayed behind the serving area or on chalk boards.</li> <li>In the Waterside Bar and Restaurant Menus will be printed out and disposed off after a single use.</li> </ul>
	Providing only disposable condiments or cleaning non-disposable condiment containers after each use.	Catering or Takeaway Outlets	Estates & Campus Services	<ul style="list-style-type: none"> <li>Single use condiment sachets will be used in all outlets.</li> </ul>
	Having bins for collection of used towels and staff overalls.	Catering or Takeaway Outlets	Estates & Campus Services	<ul style="list-style-type: none"> <li>Staff will be trained on the correct process of disposing of towels and overalls in each outlet prior to commencing work.</li> <li>Clearly defined collection points will be identified for used items.</li> </ul>

	Asking workers to wash hands before handling plates and takeaway boxes.	Catering or Takeaway Outlets	Estates & Campus Services	<ul style="list-style-type: none"> <li>All staff will be trained prior to working in any outlet.</li> <li>Signs in the back of house for handwashing and hygiene will be displayed.</li> </ul>
	Continuing high frequency of hand washing throughout the day.	Catering or Takeaway Outlets	Estates & Campus Services	
5.3 Hygiene, handwashing, sanitation facilities and toilets	Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand washing and hygiene signage has been displayed in all welfare facilities across the estate and through internal digital signage.</li> <li>Information is also contained within the <a href="#">'Returning to Campus: Social Distancing Guidance'</a>, the accompanying video and on our student social media channels.</li> <li>Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>Hand gel and surface wipes have been provided in all shared working spaces and teaching locations.</li> <li>Surface cleaning has been increased with greater frequency of cleaning where high contact is expected (handles, touch plates, speed lanes).</li> <li>Microbe shield surface sanitiser is being used on all high contact surfaces.</li> </ul>
	Providing regular reminders and signage to maintain personal hygiene standards.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand washing and hygiene signage has been displayed in all welfare facilities across the estate and through internal digital signage.</li> <li>Information is also contained within the 'Returning to Campus: Social Distancing Guidance', the accompanying <a href="#">video</a> and on our student social media channels.</li> </ul>
	Providing hand sanitiser in multiple locations in addition to washrooms.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>Hand gel and surface wipes have been provided in all shared working spaces and teaching locations.</li> </ul>
	Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Site-wide	Estates & Campus	<ul style="list-style-type: none"> <li>Floor markers are located within toilet and welfare facilities to encourage social distancing.</li> <li>A selection of urinals, hand basins and hand dryers have been taken out of use to ensure individuals are kept 2 metres apart.</li> </ul>
	Enhancing cleaning for busy areas.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand gel and surface wipes have been provided in all shared working spaces and teaching locations.</li> <li>Surface cleaning has been increased with greater frequency of cleaning where high contact is expected (handles, touch plates, speed lanes).</li> <li>Microbe shield surface sanitiser is being used on all high contact surfaces.</li> </ul>
	Providing more waste facilities and more frequent rubbish collection.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Increased waste collections will be introduced for shared working and study areas.</li> </ul>



					<ul style="list-style-type: none"> <li>Dedicated PPE bins have been provided throughout the estate to provide a safe method of disposal for face coverings and other personal protective equipment.</li> </ul>
		Where possible, providing paper towels as an alternative to hand dryers in handwashing facilities.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Paper hand towels have been provided in toilet and welfare facilities across the estate with additional waste bins also provided for collection.</li> </ul>
	5.4 Changing rooms and showers	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and social distancing is achieved as much as possible.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Floor markers are located within the changing facilities to encourage social distancing.</li> <li>A number of showers have been taken out of use to ensure individuals are kept 2 metres apart.</li> <li>Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>Surface wipes have been provided in all changing facilities.</li> <li>Lockers are provided for daytime use only and a robust policy of clearance will be applied for any item left in lockers at the end of the working/academic day.</li> </ul>
		Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Surface cleaning has been increased with greater frequency of cleaning where high contact is expected (handles, touch plates, speed lanes).</li> <li>Microbe shield surface sanitiser is being used on all high contact surfaces.</li> </ul>
	5.5 Handling goods, merchandise and other materials, and onsite vehicles	Cleaning procedures for goods and merchandise entering the site.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li></li> </ul>
		Cleaning procedures for vehicles.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>Vehicles will be cleaned in between each use and self-clean materials will be available to facilitate this.</li> </ul>
		Introducing greater handwashing and handwashing facilities for workers handling goods and merchandise and providing hand sanitiser where this is not practical.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Hand sanitisation stations are located at building entrances and throughout each floor.</li> <li>Hand gel and surface wipes have been provided in the Goods Inwards area and personal sanitiser issued to staff.</li> </ul>
		Regular cleaning of vehicles that workers may take home.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>Not applicable – University and UNEL are not permitted to take work vehicles home.</li> </ul>
<b>6. Personal protective equipment</b>	6.1 PPE	Workplaces should not encourage the precautionary use of extra PPE.	Estate-wide	UMT	<ul style="list-style-type: none"> <li>The University actively discourages the use of precautionary PPE through a robust activity based risk assessment process.</li> </ul>

(PPE) and face coverings		<p>PPE is generally only advised for those working in healthcare settings and those cleaning in non-healthcare settings.</p> <p>Further guidance can be found at:  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan">https://www.gov.uk/government/publications/coronavirus-covid-19-personal-protective-equipment-ppe-plan/covid-19-personal-protective-equipment-ppe-plan</a></p> <p>Where employees are at higher risk of exposure and identified through these documents employers must provide the appropriate PPE in line with existing health and safety legislation.</p>			<ul style="list-style-type: none"> <li>• Where we require staff to undertake activities that have been identified as creating greater risk of exposure to COVID-19 (mainly those listed within <a href="#">government guidance</a>), the University will provide PPE free of charge as per existing <a href="#">health and safety legislation</a>.</li> <li>• Face coverings are now mandatory in teaching rooms, resource areas and communal spaces. This applies in all University buildings throughout the estate. A <a href="#">statement</a> providing further information on our position and on the use of PPE and face coverings is available.</li> </ul>
	6.2 Face Coverings	<p>Face coverings are not PPE and are not required by law, including in the workplace. Employees may choose to wear one but they do not need to be provided by the employer and employers must manage risk through the methods detailed in this document.</p> <p>If employees choose to wear a face covering employers should encourage employees to wear one safely and provide guidance in this respect.</p>	Site-wide	UMT	<ul style="list-style-type: none"> <li>• Face coverings are now mandatory in teaching rooms, resource areas and communal spaces. This applies in all University buildings throughout the estate. A <a href="#">statement</a> providing further information on our position on the use of PPE and face coverings is available.</li> <li>• The University will support staff and students who choose to wear a face areas where they are not currently required (such as offices), and will provide guidance on how to wear one safely</li> <li>• A <a href="#">statement</a> providing further information on our position and on the use of PPE and face coverings is available.</li> </ul>

<b>7. Workforce management</b>	7.1 Shift patterns and working groups	As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.	Site-wide	UMT	<ul style="list-style-type: none"> <li>Where staff are split into shifts (mainly in Campus Security) teams and locations will be set to reduce contact with others.</li> </ul>
		Minimise worker congregation at bottlenecks such as timeclocks, entrances and exits and maintaining social distancing during shift handovers.	Site-wide	Estates & Campus Services	<ul style="list-style-type: none"> <li>Building entrances will be controlled through external social distancing markers and the creation of one-way systems.</li> <li>Where shift handovers need to take place these will take place outside or in a large space where social distancing can be maintained.</li> </ul>
	7.2 Work related travel	Minimising non-essential travel – consider remote options first.	Work Vehicles	Finance	<ul style="list-style-type: none"> <li>All UK and international travel continues to be suspended and colleagues must instead make use of remote meeting tools such as TEAMS or WebEx.</li> <li>When work related travel is reinstated we will continue to use remote meeting tools as the default option and only permit work related travel where there is a clear business case that will need to be authorised by the relevant Dean or Director.</li> </ul>
		Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation where possible and avoiding sitting face to face.	Work Vehicles	Finance	<ul style="list-style-type: none"> <li>Staff will not be permitted to share a vehicle for work related travel with any other person.</li> </ul>
		Cleaning shared vehicles between shifts or on handover.	Work Vehicles	Estates & Campus Services	<ul style="list-style-type: none"> <li>Where a member of staff cannot use their own vehicle for essential work related travel a hire car must be used. The hire car will be cleaned thoroughly by the provider prior to drop off.</li> </ul>
		Where workers are required to stay away from their home, centrally logging the stay and making sure any overnight accommodation meets social distancing guidelines.	Work Vehicles	Finance	<ul style="list-style-type: none"> <li>All UK and international travel continues to be suspended and colleagues must instead make use of remote meeting tools such as TEAMS or WebEx.</li> <li>Protocols for remote meetings are available for staff alongside <a href="#">support and training</a> in the tools adopted by the university.</li> <li>When work related travel is reinstated we will continue to use remote meeting tools as the default option and only permit work related travel where there is a clear business case that will need to be authorised by the relevant Dean or Director.</li> <li>All overnight stays must be approved by the relevant Dean or Director, through U4BW, and booked through Diversity so all bookings are recorded centrally.</li> </ul>

					<ul style="list-style-type: none"> <li>Diversity will only be taking bookings for hotels that are able to comply with current government guidelines re social distancing – once we advise them they are able to take bookings from UON staff again.</li> <li>Once we do start any bookings again we should advise that if we have more than one member of staff travelling together for any reason we will book single rather than twin rooms.</li> </ul>
7.3 Communication and Training	Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.	Site-wide	Marketing	<ul style="list-style-type: none"> <li>We will continue to communicate with staff through UNify- the staff newsletter which will continue to be published twice a week, and with students through e-newsletters, specific e-comms and social media.</li> <li>Regular virtual 'Town Hall' events will be hosted alongside 'Tea &amp; Chat's' with the senior team.</li> <li>Bespoke emails will be used where there is an urgent or important instruction or decision to communicate.</li> <li>Members of the Business Recovery Group will cascade key information and decisions from the meeting each week, to their faculties or departments.</li> <li>Webpages dedicated to the <a href="#">University response to Covid-19</a> have also been created and will be kept regularly updated for students, staff and other University stakeholders.</li> </ul>	
	Engaging with workers through existing communication routes and worker representatives to explain and agree any changes in working arrangements.	Site-wide	Marketing	<ul style="list-style-type: none"> <li>Representatives from the recognised staff trade unions and students union are included within the membership of the Business Recovery Group and are actively engaged in the risk assessment process.</li> <li>An update regarding the developments of the University response to Covid-19 is included as a standing item at TU Liaison Group.</li> <li>The Northampton Students Union Business Recovery Group includes representatives from the University Business Recovery Group.</li> <li>Initiatives in place to provide an opportunity for staff to raise concerns or offer feedback through the <a href="#">UON Staff Voice Portal</a>.</li> </ul>	
	Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work.	Site-wide	Marketing	<ul style="list-style-type: none"> <li>Social Distancing Building Plans, <a href="#">Returning to Campus: Social Distancing Guidance presentation</a> and <a href="#">Returning to Campus video</a> created for students and staff training prior to their return on campus.</li> <li>Frequently asked questions created for staff and line managers on revised procedures for the return to work.</li> </ul>	
	Ongoing engagement with workers (including through trade unions or employee representative groups) to monitor and understand any	Site-wide	Human Resources	<ul style="list-style-type: none"> <li>Representatives from the recognised staff trade unions and students union are included within the membership of the Business Recovery Group and are actively engaged in the risk assessment process which will include a review of the control measures implemented.</li> </ul>	

		foreseen impacts of changes to working environments.			
		Awareness and focus of the importance of mental health at times of uncertainty.	Site-wide	Human Resources	<ul style="list-style-type: none"> <li>• <a href="#">Support has been provided</a> via the Mental Health First Aid Network, dedicated Staff Wellbeing pages on the intranet initiatives from Healthy Campus Forum and provision of the Employee Assistance Helpline</li> </ul>
		Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.	Site-wide	Human Resources and Marketing	<ul style="list-style-type: none"> <li>• All communication, including signage installed across the estate, will be simple and clear with awareness that English may not be the first language of the intended audience.</li> </ul>
		Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face to face communications.	Site-wide	Office of the Vice Chancellor	<ul style="list-style-type: none"> <li>• Work to be led by the Digital Assets Designer and Co-ordinator with back-up provided by other members of the Office of the Vice Chancellor.</li> </ul>
<b>8. Accommodation*</b>	9.1 Current and new residents	Providing regular reminders and signage to maintain personal hygiene standards.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.
		Providing hand sanitiser in multiple locations in addition to washrooms.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.
		Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.
		Enhancing cleaning for busy areas.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.
		Providing more waste facilities and more frequent rubbish collection.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.
		Encourage students to keep their rooms clean and ventilate their rooms daily.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.

		Restrict the use of passenger lifts throughout student accommodation.	Accommodation	Estates & Campus Services	This section will be updated shortly to reflect current guidance for accommodation.
		Encourage students to refrain from congregating in bedrooms, kitchens and other common room spaces.	Accommodation	Student & Academic Services – Residential Life	This section will be updated shortly to reflect current guidance for accommodation.
	9.1 Quarantine Accommodation				This section will be updated shortly to reflect current guidance for accommodation.

\* Consideration points taken from professional discussion groups on [CUBO](#), [AUDE](#), [USHA](#), [HEBCoN](#) and [UUK](#).

## Reference Documents

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/restaurants-offering-takeaway-or-delivery>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/construction-and-other-outdoor-work>

