

Covid-19 Workforce Risk assessment – Update

Company name: Richmond University

Assessment carried out by: Human Resources Department

Date of next review: January 2022

Date assessment was carried out: 28 January 2022

NOTE: Richmond University employees based at the RIASA Campus in Leeds should follow the [Leeds Beckett University Covid-19 guidelines](#).

What are the hazards?	Who might be harmed and how?	What are you already doing to control the risks?	What further action do you need to take to control the risks?	Who needs to carry out the action?	When is the action needed by?	Done
Getting or spreading coronavirus by not washing hands or not washing them adequately	Employees/Agency Students Contractors Visitors	Guidance on cleaning, hygiene and hand sanitiser provided:	Introduce the Student Contract and Community Guidance to remind people of their obligations to help maintain a safe environment	HR and Student Affairs	23.10.20	Complete
		<ul style="list-style-type: none"> -Increased handwashing and hand sanitation facilities - Hand sanitiser at every entrance, in computer labs, library and outside shared offices -Put signs up to remind people to wash their hands -Use water, soap and drying facilities to wash your hands -Posters displayed with information on how to wash hands -Use hand sanitiser for the occasions when you can't wash your hands 	Measure to be kept under review as Government/ PHE guidance changes &/or on-site experience indicates further measures required	Estates and Facilities Sodexo	Already in place	Complete
Getting or spreading coronavirus in common use high traffic areas such as canteens, corridors, rest rooms, toilet facilities, entry/exit points to facilities, lifts, changing rooms and other communal	Employees/Agency Students Contractors Visitors	Follow guidance on welfare facilities, canteens etc:	Introduce the Student Contract and Community Guidance to remind people of their obligations to help maintain a safe environment	HR and Student Affairs	23.10.20	Complete
		<ul style="list-style-type: none"> • areas where people will congregate, e.g., rest rooms, canteens, changing rooms, reception, meeting rooms, tea points, kitchens etc. • areas where there are pinch points meaning people can't adequately socially distance, e.g. narrow corridors, doorways, customer service points, storage areas 	Measure to be kept under review as Government/ PHE guidance changes &/or on-site experience indicates further measures	Estates and Facilities Sodexo	Already in place	Complete

areas		<ul style="list-style-type: none"> • areas and equipment where people will touch the same surfaces, such as in kitchens, e.g., kettles, shared condiments etc • areas and surfaces that are frequently touched but are difficult to clean • communal areas where air movement may be less than in other work areas, e.g., office and kitchens with no opening windows or mechanical ventilation <p>Controls put in place to reduce the risks:</p> <ul style="list-style-type: none"> • enhanced cleaning, including frequent cleaning of high-touch surfaces and shared areas including public toilets • encourage lateral flow testing and providing test kits via reception • limiting the number of people on campus so that social distancing rules can be met, e.g., employee rotas, • reorganise facilities in communal areas such as spacing out tables in meeting rooms, library and canteen etc to encourage social distancing • in non-teaching spaces used by frontline staff, physical impervious barriers (e.g., Perspex) to reduce contact • increase the use of online meeting facilities, even for people working in the same building, to reduce the number of people moving around • one-way systems in corridors and buildings to manage the flow of people moving around workplaces • where possible, leave non-fire doors open to reduce the amount of contact with doors and also potentially improve workplace ventilation • hand sanitisers are accessible near to where people will have contact with high traffic communal areas, e.g. sanitiser at entrances to building/ classrooms and canteen • signs up to remind people to wash and sanitise hands and not touch their faces 	<p>required</p> <p>Robust quarantine requirements for new overseas students, with designated meal collection and outdoor space times.</p> <p>Agreed rosters in place for all departments to limit staff on-site, with priority given to on-site staff</p> <p>Take away options available in cafés and canteens to ease congestion and facilitate social distancing</p> <p>One-way systems and unique entrances and exits to high traffic buildings (Library and Main Building during high use times)</p> <p>Encourage natural ventilation in classrooms and occupied rooms</p> <p>Provide sanitising products in high use areas with shared equipment, e.g., canteen tables, tea points, public microwaves</p> <p>Administering personal health checks to all students to ensure that as students come onto campus they are physically fit to study and understand what to do if they begin to feel ill</p> <p>Near-miss reporting may also help identify where controls</p>	<p>Student Affairs</p> <p>HR, Exec, Line Managers</p> <p>Sodexo</p> <p>Estates</p> <p>Estates</p> <p>Facilities</p> <p>Student Affairs</p>	<p>Already in place for Fall 2020</p> <p>Already in place, updated for September 21</p> <p>Already in place</p> <p>Already in place</p> <p>Already in place</p> <p>Already in place</p> <p>Already in place</p> <p>Already in place</p>	<p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p> <p>Complete</p>
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Getting or spreading Coronavirus in classrooms	Employees/students	Face masks to be worn at all times Supplies available in the classrooms for cleaning of shared equipment and desks mandatory before and after use with sanitising products Students to maintain social distancing if visiting offices	Faculty have discretion to open doors/windows for ventilation Issue guidance to faculty regarding classroom protocols Encourage student and employee Covid vaccination	Estates/Facilities HR HR/Student Affairs	September 2021	Completed Completed Completed
Getting or spreading coronavirus through employees/ agency workers/ students living together and/or travelling to work together	Employees/Agency Students	-Segmentation of staff and students into smaller groups, e.g., student zones and employee rotas -Identify groups of employees who travel to work together and, where possible, group them into a work group - encourage lateral flow testing and provide test kits via reception	Identify and changes to groups of staff /students travelling to work/campus together and renew discussions as appropriate	Student Affairs / Line Managers	September 2021	Outstanding
Getting or spreading coronavirus by not cleaning surfaces, equipment and workstations	Employees/Agency Students Visitors Contractors	-Enhanced cleaning of areas and surfaces that are frequently touched and by many people e.g., handrails, door handles, high touch areas -Identified other areas that will need cleaning to prevent the spread of coronavirus, e.g., canteens, rest areas, welfare facilities -Avoid sharing work equipment by allocating it on personal issue, provided wipes/cleaning regimes in place to clean between each user -When sharing equipment at work, cleaning wipes provided to wipe the surfaces before and after using	Provide instruction and training to people who need to clean. Include information on: <ul style="list-style-type: none"> the products they need to use precautions they need to follow the areas they need to clean the frequency of this cleaning Identify how you are going to replenish cleaning products	Estates and Facilities, with Sodexo Estates and	Already in place 8.3.21	Complete Complete

		<ul style="list-style-type: none"> -Reduce the need for people to move around the campus as far as possible. This will reduce the potential spread of any contamination through touched surfaces -Identify what cleaning products are needed (e.g. surface wipes, detergents and water etc) and where they should be used, e.g. wipes in vehicles, water and detergent on work surfaces etc -Reduce the contact of people with surfaces, e.g. by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork -Keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects -centralised bins and emptied more often -Arrangements put in place to clean if someone develops symptoms of coronavirus 	Additional supervisor/manager checks are in place to ensure enhanced cleaning is taking place	Facilities, with Sodexo		Complete
Mental health and wellbeing affected through isolation or anxiety about coronavirus	Employees/Agency Students	<ul style="list-style-type: none"> -Employees are encouraged to use the University's Employee Assistance Programme with Bupa. -Information and advice shared about mental health and wellbeing - MIND -Further government advice and support on health and wellbeing during Covid-19 -Keep in touch meetings/calls with people working at home to talk about any work issues -Town Halls with employees to talk about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through -Involve employees in completing risk assessments so they can help identify potential problems and identify solutions -Regular employee updates on what is happening, so they feel involved and reassured -Ensure employees take regular breaks, are encouraged to take leave, set working hours to ensure they aren't working long hours 	<p>Promote awareness and use of support mechanisms available and signposted on the Employee Portal</p> <p>Town Hall at start of Fall</p>	<p>HR Managers</p> <p>Exec</p>	<p>September 2021- Further EAP promotional materials requested</p> <p>September 2021</p>	<p>Complete</p> <p>Complete</p>

Contracting or spreading the virus by not social distancing	Employees/Agency Students Contractors Visitors	<p>Encourage all people attending the campuses to follow the measures put in place for Covid-19 secure campus:</p> <ul style="list-style-type: none"> • adhere to social distancing where possible • encourage lateral flow testing and providing test kits via reception • observe and respect one-way systems, follow signage and marking on the floor, room capacities and safely queue • wear face coverings in classrooms and communal areas • not coming to campus if feeling unwell • holding meetings virtually rather than face-to-face • managing the number of people on campus at one time • rearrange work areas and tasks to allow people to socially distance where possible • using empty spaces in the building for additional rest break areas where safe to do so • providing facilities to help people walk or cycle to work, e.g. bike racks • use physical screens if social distancing not appropriate or possible • reducing the numbers of people in certain areas, e.g. outside Registry or Finance <p>-Additional measures put in place to protect people</p> <ul style="list-style-type: none"> • enhanced cleaning • increase in hand sanitation stations • placing employees back-to-back or side-by-side rather than face-to-face when working • segmentation – smaller sub-groups and rotas to minimise maximum capacity on campus • improving ventilation • signs to remind people to socially distance 	<p>Introduce the Student Contract and Community Guidance to remind people of their obligations to help maintain a safe environment</p>	HR & Student Affairs	23.10.20	Complete
			<p>Ventilate classrooms by opening windows/doors (if not fire door) whilst maintaining a comfortable environment</p>	Estates and Facilities Sodexo	Already in place	Complete
			<p>Measure to be kept under review as Government/ PHE guidance changes &/or on-site experience indicates further measures required</p>	HR, Estates, Sodexo, Student Affairs		
			<p>provision of self-clean equipment for communal items</p>	Estates	Already in place	Complete
Musculoskeletal disorders as a result of using DSE at	Employees/Agency	DSE and Home Working Guidance issued to employees, including information and training on how to protect themselves, e.g. take regular breaks, stretching	All employees to complete DSE assessments if not done in last 12 months. Communicate as	IT/Estates/HR	October 2021	Guidance to be issued November

home for a long period of time /Impact of homeworking during the pandemic		exercises, set the equipment up properly	required to line managers what the University can/cannot provide and employee responsibilities. Given the longer-term home working arrangements during transition period, completion of risk assessments where relevant: HSE's Protect homeworkers page			2021
Poor workplace ventilation leading to risks of coronavirus spreading	Employees/Agency Students Contractors Visitors	HSE's guidance followed on heating ventilation and air conditioning (HVAC) -Employees reminded to open windows and doors to aid ventilation. - Heating ventilation and air conditioning(HVAC) systems switched to draw in fresh air where they can be, rather than recirculating air	Maintain air circulation systems in line with manufacturers' recommendations Remind employees to request additional ventilation, if needed, e.g., desk fans, air movers etc	Estates and Facilities with Sodexo Estates and Facilities	Already in place Already in place - repeated September 2021	Complete Complete
Increased risk of infection and complications for vulnerable workers	Employees/Agency Students	-Individual risk assessment completed for any employees identified as high/medium risk: <ul style="list-style-type: none"> • Clinically extremely vulnerable • NHS high/medium risk categories • People self-isolating • People with symptoms of coronavirus -Discussions taking place with employees regarding return to campus working and working in line with current government guidance -Identify how & where someone in one of these categories will work in line with current government guidance -If they are coming into work identify how you will enhance protection	Encourage clinically vulnerable/employees in medium/high risk categories to disclose to managers and complete a risk assessment. Repeat risk assessments for all known cases. Encourage all employees and students to be vaccinated by allowing paid time off for vaccinations and signposting to factual information Put systems in place so people know when to notify you that	HR/Line Managers HR	September 2021 September 2021	Complete Complete

		- Follow current government guidelines for employers on the NHS Test and Trace service	they fall into one of these categories, e.g., they start chemotherapy or are pregnant. Email sent to employees on 10 September re actions for those with health conditions.			
Returning to work after prolonged period of shutdown	Employees/Agency Students	Consider whether building closure or reduced occupancy has led to water system stagnation due to lack of use. Where possible, ensure mechanical ventilation systems are working effectively and are properly maintained. Ensure returning workers are clear on arrangements for social distancing, cleaning, hygiene and ventilation.	Regular review of buildings. An email to all employees reminding them of Covid-19 measures to put in place (WRA and FAQs).	Estates and Facilities HR	Ongoing September 2021	Complete Complete
There is a Covid outbreak on-site	Employees/Agency workers/contractors/visitors	Track and trace protocols in place. All visitors must sign in and employees/students swipe into buildings. Guidance published to staff on procedure if experiencing Covid symptoms on or off site Procedures in place for managing suspected Covid-19 cases on campus in line with the PHE outbreak management process: individual to isolate immediately, facilitate safe passage to home; cleaning of used areas, close contact tracing.	Remind employees of procedures if experiencing symptoms Run dummy outbreak scenario within departments	HR HR, Student Affairs, Estates	September 2021 October 21	Complete Complete