|  |  |
| --- | --- |
| Prifysgol **BANGOR** University RISK ASSESSMENT FORM |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment (RA) Title****Remember to complete Footer details** | **Open-access Student and social learning computer rooms and spaces** |  | **Date RA Created and/or Reviewed** | 13/09/2021 |  | **Version Number** | 1 |

|  |
| --- |
| **Summary of Activity RA Covers** |
| General coronavirus risk assessment for open-access computer rooms for use by students, utilizing social distancing in accordance with the [Welsh Government Infection Control Framework for Higher Education](https://gov.wales/infection-control-framework-higher-education-html).This risk assessment recognizes that it is not possible to keep a record of close contacts for TTP purposes, and in accordance with WG advice, seeks to ensure social learning and computer spaces offer a definite ability through design for students to employ social distancing. |

|  |  |  |  |
| --- | --- | --- | --- |
| **Location(s) RA Covers** | Open-access computer spaces | **Person(s) RA Covers** | Users |
| **College / Service** | Cross-university | **School / Section** | N/A |
| **RA Assessor(s)** | Gareth W Jones | **Contact Details** | healthandsafety@bangor.ac.uk |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Actions to be Reviewed By** | Health & Safety team |  | **Next RA Review Date** | Nov/Dec 2021 |

**NOTE: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.**

**Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.**

| **Ref No** | **What are the Hazards?** | **Who/What is at Risk?** | **Existing Controls** | **Further Controls** | **Action By** | **ActionComplete** |
| --- | --- | --- | --- | --- | --- | --- |
|  | **As Applicable** |
|  | **Use of Open Access Computer Rooms:** To allow for safe use of spaces by students who may not have suitable facilities at their home/residence |  | *In recognition of the Welsh Government’s advice that communal areas should continue to operate social distancing where practicable this risk assessment reflects this standard and emphasizes the importance of social distancing in uncontrolled open-access areas.*1. Each space is set up to comply with and reflect Covid-19 secure standards and practice, employing social distancing.
2. Signage is displayed on Covid-19 controls, which includes capacity numbers that must not be exceeded. Additional computers which may be located within the computer rooms will not be accessible for use.
3. Computer stations have been assessed to ensure 2m social distancing with computers marked with where to sit.
4. In the majority of areas Perspex screens have been installed, to clearly separate workstations and provide an increased level of covid security.
5. Excess chairs and furniture have been removed to support social distancing.
6. Computer screens display Covid-19 messages e.g. Social Distancing, Do Not Use.
7. Cleaning materials provided for self-cleaning of areas. Routine cleaning of key touch points undertaken by Domestic staff.
8. Hand sanitiser is available throughout all buildings, with stations sign posted to prompt about their use.
9. Staff and students must wear face coverings in all University buildings. Signage displayed reminding of this.
10. Ventilation assessment undertaken in all spaces. Ventilation is either through mechanical systems providing the necessary rates for the space, or through a combination of windows and HEPA filter.
11. Users must not exceed the capacity limit, move chairs from their marked position or change seating arrangements.
12. Information provided to staff and students in Covid-19 related guidance on who to contact if require more cleaning materials etc.
 | 1. Review and amend the spaces available for students as and when there is any relaxation of controls from WG or/and the University, which will be reflective of the lowering of risk of transmission of coronavirus.
2. Monitor rooms to ensure controls remain in place e.g. signage, cleaning materials stocked, seating arrangements screens.
 | H&SDigital Services /Security | As and when university controls alter |
|  |
| **REMEMBER: Arrangements must be in place to communicate new and / or revised Risk Assessments to relevant persons.****Older versions must be removed from use (e.g. Folders, Website, My Bangor, Blackboard, Notice Boards) and filed for future reference/archive.** |