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| Prifysgol **BANGOR** University RISK ASSESSMENT FORM – Low Covid-19 Risk non-Teaching Activities[[1]](#footnote-2) |  |
| **Risk Assessment (RA) Title** | Covid-19: Risk Assessment for non-Teaching ‘General[[2]](#footnote-3)’ Risk Activities  |  | **Date of RA** | 01/04/2022 |  | **Version Number** | 8 |
|  |  | **Replacing version dated:** | 14/09/2021 |  |  |

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| **Summary of Activity RA Covers** |
| *This risk assessment replaces the previous GREEN activity risk assessment, which was produced in 2020 and approved by the Return to Campus Working Group to categorise University activities into three primary levels ‘Green’, ‘Amber’ and ‘Red’. This to aid the Test, Trace and Protect (TTP) response and to help Colleges and Services focus attention to risk.* The risk assessment considers general Covid-19 mitigations and management arrangements for non-teaching activities*[[3]](#footnote-4)* such as events, gatherings, and activities.**NOTE**: **Specific and different requirements apply to those working and studying in Social & Healthcare settings** |

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| **Location(s) RA Covers** | All general non-teaching activities | **Person(s) RA Covers** | Staff, students and public |
| **College / Service** | All Colleges and Services | **School / Section** | All Schools and Services |
| **RA Assessor(s)** | **Gareth W. Jones (H&S), Suzanne Barnes (H&S), Emma Riches (H&S)** | **Contact Details** | healthandsafety@bangor.ac.uk |

| **Ref No** | **What are the Hazards or Issues?** | **Who/What is at Risk?** | **Existing and additional Covid-19 Controls** | **Any further actions** | **Action By** |
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|  | **People with Heightened Health Concerns** |  | 1. For research and related activities, a separate RED Risk assessment and protocol has been produced for working with those with heightened health risks to Covid-19.
2. Where social and other activities are arranged for persons at heightened risk from Covid-19 a separate risk assessment will be required.
 | 1. Refer to separate RA and protocol
2. Produce specific RA for events with those at heightened risk
 | Researchers / Staff |
| 1.
 | **PEOPLE****Covid-19 Symptoms and Persons at Risk*** **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)
* **a new, continuous cough** – coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (may be worse than usual)
* **cold and flu like symptoms**
* **shortness of breath**
* **anosmia**
 | Staff and Students | The University advises that all persons with Covid-19 or suspect they have Covid-19 should self-isolate, in line with UK and Welsh governments advice, and should not partake in any University activity.Students with increased health risks should contact Student Services for an initial assessment and a personal learning support plan produced to safeguard and support the student to participate, where possible, and to achieve their academic targets. Members of staff should discuss any heightened health concerns with their Line Manager. **If a student or member of staff advises they are Covid-19 positive they should upload their details onto the Covid-App** [BU Covid Related Apps (bangor.ac.uk)](https://apps.bangor.ac.uk/covid/) | 1. Ensure staff and students aware of arrangements
 | Schools / Service |
|  | **Test, Trace & Protect / Recording Attendance:** Informing others of possible contact with a Covid-19 positive case in a timely manner | Staff, students, public | It remains good practice to record attendance at an event wherever practicable as there is a possibility the University will need to share contact information if someone subsequently tests positive for Covid-19. If staff and students are attending the activity, the University Check-In App can be utilised to maintain records of attendance.If the activity involves non-University personnel, other means, such as on-line booking portals, can be used to record attendance/lead-person in accordance with the University’s Data Protection Policy. **If a student or member of staff advises they are Covid-19 positive they should upload their details onto the Covid-App** [BU Covid Related Apps (bangor.ac.uk)](https://apps.bangor.ac.uk/covid/).Although Government guidance has changed regarding self-isolation, in line with UK and Welsh Government advice, the University still asks that staff, students and visitors who are Covid-19 positive or who are displaying symptoms do not come onto campus and, where possible, should work from home. If staff are unable to work from home, they are asked to contact their Line Manager to discuss options. Staff and students testing positive for Covid-19 should:* Still self-isolate for a minimum of five full days.
* Take lateral flow tests on day five and day six (if both negative) before leaving isolation and returning to campus.

LFT Test Kitsfor symptomatic testing are available through ordering online ([gov.uk](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests)) or calling 119. | 1. Ensure staff and students aware of arrangements
 | Schools / Service |
|  | **Increasing numbers of people, increasing transmission risk and the role of room capacities & ventilation** | Staff, students | As the number of people on-site increases the greater the risk of on-site transmission. As the University transitions out of strict Covid-19 controls it remains important that: 1. The numbers and flow of people in circulation routes and lobbies are considered and where possible access and interaction periods are staggered, therefore reducing the density of occupation within these areas
2. Occupancy is set at a maximum of 80% of pre-Covid capacity for its non-academic use. This reduced occupancy enables participants to distance if they so wish.
3. All rooms must be well ventilated and suitable for the number of people in the space. In many lecture and seminar rooms there will be a CO2 monitor to aid the identification of poor ventilation and users are asked to follow the guidance of when to open more windows, as appropriate. Ventilation is key to reducing the risk of Covid-19 transmission.
4. In many smaller rooms there will be at least 1 HEPA air-filter unit within. These are to be used alongside good ventilation and function as air ‘cleaners’, removing small particles of viruses and other agents in the air. These units should be on before and throughout any session and left on at the end of the event/activity.
5. Covid-19 information regarding arrangements is available on the H&S Website and Covid Staff and Student FAQ.
6. Colleges / Schools / Services provide additional, local H&S information as required (a general College H&S Student Induction template is available).
7. Staff, students, and visitors must follow all local Covid-19 controls e.g., signage, capacity limits.
 | 1. Event organiser to consider interactions within corridors and lobbies and stagger start and end times where appropriate
2. Event organisers will ensure participants are suitably informed of Covid-19 arrangements
3. Where CO2 monitors are installed, the event organiser must consider CO2 levels during the session and ensure the area is suitably ventilated. Reporting any excessively high CO2 readings to Campus Services
 | Schools / Services |
|  | **Social & Healthcare Work:** High risk of transmission | All users | Specific Covid-19 requirements apply to those working in social and healthcare settings and for working with those who would come under this criterion. | 1. Colleges / Schools to ensure staff and students are aware of requirements
 | Schools / Organiser |
|  | **Face Coverings:** University Face Covering Policy to reduce risk of transmission | Staff, students | 1. It is University Policy that face coverings are recommended in all University buildings.
2. Signage is displayed reminding about face coverings.
3. Speakers are still encouraged to wear face coverings. If speaking from a lectern area, other mitigations do exist e.g. (Perspex screens, more than 2 m social distancing.)
4. Organisers may provide face masks with clear panels for staff wanting lips to be seen for auditory impaired students.
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|  | **Hand Hygiene:** Supporting good hand hygiene for staff and students whilst in university buildings | Staff, students | 1. Sign-posted hand sanitiser points available at all building entrances/exits and across all buildings.
2. Anti-bacterial / viral soap provided in welfare areas.
3. Paper towels and/or hand driers are available in toilets.
4. Posters and information showing how to wash or sanitise hands correctly are displayed in all buildings.
5. H&S information provided promoting good hand hygiene.
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|  | **Cleaning Provision:** Maintaining cleanliness standards in University buildings | All users and Domestic staff | 1. Campus Services, Domestic staff undertake regular cleaning of communal areas and along circulation routes.
2. Spray disinfectant, wipes, paper towel are provided in most bookable spaces for self-cleaning e.g. lecterns.
3. Suitable communal cleaning materials are provided in all buildings for general self-cleaning e.g. offices, study areas.
4. Users should clean their own areas/offices, as appropriate and clean shared equipment before / after use.
5. Photocopiers: Guidance on safe use and cleaning of photocopiers is displayed and alcohol wipes are provided.
 | 1. Contact Campus Services if cleaning materials and / or enhanced cleaning is required via campusservices@bangor.ac.uk
 | All staff – as applicable |
|  | **Building infrastructure:** Statutory compliance and maintenance (Campus Services) | All users | Campus Services continues to undertake all general and statutory maintenance. E.g., gas, lifting equipment, fire alarms & detection, emergency lighting, electrical test & inspect and water (legionella).  | 1. Staff to report building related concerns promptly
 | All staff – as applicable |
|  | **Signage:** Awareness of Covid-19 arrangements  | Staff, students | Signs erected at building entrances and throughout advising on Covid-19 arrangements within that building. |  |  |
|  | **Emergencies** | All users | 1. During a fire alarm, users should evacuate as normal, wearing a face covering throughout.
2. Lifts not to be used in a fire alarm. Users unable to evacuate via stairs to go to a Refuge Point and activate.
3. Users to wait at the Assembly Point and not reenter the building until instructed to do so.
4. Users should practice good hand hygiene afterwards.
5. There is First Aid cover available via University Security, and in some cases from local First Aiders.
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|  | **Monitoring and Inspections** | **University /College** | 1. Colleges / Services to monitor their activities to confirm Covid-19 controls are being followed.
2. University H&S, Campus Services also review compliance and adherence with Covid-19 controls.
 | 1. Ongoing – monitor / review activities and arrangements.
 | Colleges / Services / H&S |

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| Version | Date |  | Version | Date |  | Version | Date |  | Version | Date |
| Initial |  | 3 | 23/10/20 |  | 6 | 04/06/21 |  |  |  |
| 1 | 06/09/20 | 4 | 19/01/21 |  | 7 | 14/09/21 |  |  |  |
| 2 | 12/09/20 | 5 | 31/03/21 |  | 8 | 01/04/22 |  |  |  |

1. As per *Covid-19 Risk Categorisation for “in-Person” Activity* paper agreed by Return to Campus Working Group 25th August 2020 [↑](#footnote-ref-2)
2. Formally referred to as ‘Green’ Risk Category [↑](#footnote-ref-3)
3. A specific Teaching in-Person Risk Assessment (Apr 22 v3) is in place for teaching activities [↑](#footnote-ref-4)