

Risk Assessment (RA) Title	University-level: Preventing the Spread of Covid-19 and other Significant Notifiable Communicable Diseases. Academic Year 2022/23
-----------------------------------	---

Date of RA	21/09/2022
Previous Review Date	01/09/2022

Version No	15
-------------------	----

Summary of Activity RA Covers

This Risk Assessment supersedes the *University-level: Preventing the Spread of Covid-19 Risk Assessment v13*¹.

Although employers are no longer legally required to explicitly consider coronavirus in their risk assessment or have specific control measures to mitigate against the transmission of coronavirus in general circulation, employers do have a general legal responsibility to maintain the health, safety and welfare of employees, and others attending their premises. In this respect, the University will continue to implement effective public health control measures to protect staff, students, contractors and visitors. *The title of the Covid-19 Risk Assessment has been amended to University-level: Preventing the Spread of Covid-19 and other Significant Notifiable Communicable Diseases.*

This assessment is the overview document assessing general risks posed by Covid-19 and other Notifiable Communicable Diseases (CD) that pose a significant threat to the health of staff, students and others at the University. This document considers general arrangements in place for managing, preventing, and mitigating the risks associated with the transmission of Covid-19 and other significant Notifiable Communicable Diseases that are prevalent or circulating in society. The document will be updated in-line with any specific advice provided by Public Health Wales in response to potential for heightened risks of transmission and / or other health threats.

Definition: Notifiable Communicable Diseases are those that are legally required to be notified to Public Health Wales (PHW) and are, in this case, transmissible from one person, or animal, to another, and which can cause ill health. Some common communicable (infectious) diseases in the UK include measles, mumps, rubella, meningococcal, chicken pox, whooping cough, tuberculosis, scarlet fever and flu. This assessment will generally consider those which pose a significant health risk over and above that which we are used to in everyday life. Notification to PHW is normally via a Physician or public health laboratory.

¹ Replaced the original Covid-19 'management arrangements in response to Coronavirus (Covid-19) Risk Assessment' first produced on 14th February 2020

Note: this document is supported by a 'Red Risk' Risk Assessment specifically for face-to-face (human) research activities with individuals who could have a significant health vulnerability and those who will participate in research specifically because of their health vulnerability and who could be significantly more at risk if exposed to a communicable disease.

Location(s) RA Covers	All campuses	Person(s) RA Covers	All staff and students (and building visitors)
College / Service	Bangor University	School / Section	N/A
RA Assessor(s)	Central Health & Safety Team (L: Gareth W Jones)	Contact Details	iechydadiogelwch@bangor.ac.uk

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
a.	People at particular risk if exposed to COVID-19 and other Communicable Disease: Those at risk due to a lowered immune response	At risk groups and individuals	<p>Research & Teaching Participants</p> <p>a. A 'Red Risk' Risk Assessment is in place specifically for face-to-face research and teaching activities with individuals who could have a significant health vulnerability or who have been selected to participate in research because of their specific health vulnerability and who could be significantly at risk if exposed to a communicable disease. The primary purpose of this protocol is to help safeguard the participant and to enable them to take part in activities, safely.</p> <p>Staff</p> <p>b. Staff who are more at risk if exposed to a communicable disease due to a lowered immune response should make themselves known, in confidence to their Line Manager if they have a significant concern about a current outbreak.</p>	1, 2	<p>a. Any concerns must be reported as soon as possible.</p> <p>b. Staff and students participating in research and significant face-to-face activity with persons with a heightened health vulnerability should refer to and implement the 'Red Risk' Risk Assessment.</p> <p>c. Student Services to monitor Website and Student Healthcare Handbook and amend content and requirements and communicate these to students as required.</p> <p>d. Human Resources and Health and Safety to monitor Website</p>	<p>All – as and when</p> <p>Staff / Students – as and when</p> <p>Student Services</p> <p>HR / H&S</p>

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<p>c. The Line Manager should then liaise with the Occupational Health Practitioner as required to ensure appropriate arrangements are in place to protect the individual when on campus. Further information is available on the Human Resources webpage, here: Occupational Health (bangor.ac.uk)</p> <p>Students</p> <p>d. Students with increased health risks during a current outbreak should contact Student Services for an initial discussion and possible assessment. Where necessary a Personal Learning Support Plan will be produced to help safeguard and support the student to participate in learning and other university activities, where possible, and to help ensure they achieve their academic targets.</p> <p>e. All actions and decisions reached should make sure equality and accessibility issues are also considered.</p> <p>f. The Student Services, Student Healthcare Booklet advises all first-year students to have the Meningitis C immunisation (Men C), it also prompts students about Public Health advice that recommends all individuals under 25 receive two MMR (Measles, Mumps, Rubella) immunisations in their lifetime.</p>		and guidance and amend content and requirements and communicate, in association with Marketing, information to staff as required during an outbreak.	
b.	General Controls and Arrangements	All staff, students and the local community	<p>a. The University is now well-versed in reacting to, managing, and mitigating risks posed by the Covid-19 coronavirus, in its current form, and is now better prepared and able to respond to further challenges.</p> <p>b. Similarly, the experience of the latest pandemic has enabled most staff and students to appreciate health risks and modes of transmission and are more able to</p>	1,2		

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<p>take ownership and respond in a way that reduces the risk to themselves and others, when needed.</p> <p>c. In respect of non-coronavirus public health / communicable disease threats, the University is again well-versed in working with Public Health Wales and managing situations and mitigating the potential for further transmissions where cases arise. Each year there are several cases of notifiable diseases at the institution, and these are often managed well and without controversy or alarm.</p> <p>d. In the case of notifiable communicable diseases in the student community, both Student Services and Residential Life are highly experienced in working with Public Health Wales and the students impacted and successfully managing cases and preventing spread amongst the population.</p> <p>e. There are several documented protocols and procedures in place for publicising health controls and for managing significant risk events. These are noted elsewhere in this assessment.</p>			
c.	Notifying the University of a Communicable Disease	All staff, students and the local community	<p>Covid-19 - Coronavirus</p> <p>a. Whilst individuals still have access to their own Covid-19 Test kits, staff and students are requested to advise the University of a positive case via the on-line Reporting Cases of Covid-19 portal of a positive result. <u>BU Covid Related Apps (bangor.ac.uk)</u></p> <p>b. The reporting portal is part of the Check-in-App and enables the University to be aware of the current situation and where necessary be able to support and put in place mitigation arrangements, if required.</p>		<p>a. Monitor the effectiveness and usefulness of the Covid-19 reporting portal</p> <p>b. The University once operated an Outbreak Control procedure, that addressed the immediate actions when notified of a notifiable contagious disease – this has long since been removed from the schedule or policies and</p>	HSEMTG

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<p>c. Staff and students should always be directed to the on-line portal if they make a direct notification to a Line Manager or supervisor.</p> <p>Communicable Diseases</p> <p>d. Members of staff should inform their Line Manager as soon as possible advising they have acquired a communicable disease. If there is a concern regarding health confidentiality the staff member should notify Human Resources / Occupational Health. The member of staff should share all necessary information with PHW and inform them whether there may have been workplace contact that may have posed a risk to others. There is no clear written protocol for staff.</p> <p>e. Students should inform their nominated academic/School contact or Student Services immediately. If the student resides in a Hall of Residence, Residential Life should be notified as soon as possible. The student should share all necessary information with PHW and inform them whether there may have been University contact that may have posed a risk to others. Information on student healthcare can be found in a dedicated handbook https://sway.office.com/Oo1UNFTmcMeSPm6x?ref=Link and on the Student Health Webpage https://my.bangor.ac.uk/student-services/student-health/index.php/en</p>		<p>procedures. Reference is made to “an outbreak of a contagious disease” in the current Emergency Management Policy 2019. Recommend both these documents are reviewed to clearly establish the internal reporting and notification protocol. Confirm there is clarity on ownership and action.</p> <p>c. Confirm how staff and students are to inform the University of a Communicable Disease and thereafter communicate this reporting mechanism.</p> <p>d. Confirm mechanism for PHW to report cases to the University and for follow-up communications.</p>	
d.	Action to be taken where a member of staff or student reports they are	Those involved and impacted by the activities	<p>Covid-19 & Respiratory Infections</p> <p>a. Staff and students should stay away from Campus if they are showing symptoms of a respiratory infection, such as COVID-19 or do not feel well enough to go to work/study.</p>	1,2	<p>See Outbreak and Contingency Planning Below</p> <p>a. Remind staff and students to report relevant CDs to a Line</p>	All – as and when

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislative Ref	Further Controls	Action By
	Covid-19 positive or has another notifiable Communicable Disease (CD), or are showing symptoms of a respiratory infection	& local community	<p>They should not return to Campus for up to five days if they test positive for COVID-19, in order to prevent the virus spreading to others.</p> <p>b. Staff should continue to follow the sickness absence procedures.</p> <p>c. For students unable to attend lectures they should continue to follow advice provided by the student Covid-19 FAQ at www.bangor.ac.uk/study/covid-faqs</p> <p>d. All staff and student Covid-19 positive cases should be reported via the University Covid-19 portal.</p> <p>Other Communicable Diseases</p> <p>e. Staff and students with, or who suspect they may have a CD should take common sense steps to look after their own health and not put others at risk. This includes seeking and following advice from their GP / Hospital and / or Public Health and taking steps to prevent or minimise further spread of the disease.</p> <p>f. GPs are required to report some CDs to their local Health Protection Team, and so for some of the more serious CDs, Public Health Wales will play a leading role in managing the situation to help prevent or minimise further spread of the disease.</p> <p>g. The University will follow all Public Health Wales guidance/requirements in response to other CDs, endemics and pandemic risks.</p> <p>h. The University's emergency management and communication policies and procedures will be implemented dependent on the nature of the CD and</p>		<p>Manager or Supervisor so appropriate steps can be taken.</p> <p>b. Review and/or develop suitable policies, procedures or systems to capture staff 'cases' and ensure appropriate action is taken.</p>	HSEMTG (Dec 2022)

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<p>potential impact on staff, students and the wider community.</p> <p>i. The University will inform staff and students of reporting systems and associated requirements.</p>			
e.	Outbreak and Contingency Planning	Those involved and impacted by the activities & local community	<p>a. The University's Health, Safety & Emergency Management Group will monitor risks posed by CDs which could impact on the University community and activities and advise the University's Executive as necessary.</p> <p>b. The University Executive will decide on enhanced mitigation measures, such as case reporting and monitoring systems, suspension of in-person activity, considering the advice and recommendations of the Health, Safety & Emergency Management Task Group.</p> <p>c. The University will establish Review Groups to monitor and consider the appropriateness of arrangements as required.</p> <p>d. The University will provide sufficient resources to facilitate b) above.</p> <p>e. The University will work with NHS Trusts, PHW and other bodies to protect staff, students and the wider community.</p>	2	<p>a. Further to lessons learned from Covid-19 it is suggested that there is an opportunity to produce an Outbreak Protocol that may operate for all significant communicable notifiable disease outbreaks/notifications.</p> <p>b. Confirm contact points with PHW.</p> <p>c. Inform managers, staff and students of reporting requirements and expectations, and how & when to inform 'the university'.</p> <p>d. Ensure changes in arrangements are communicated to Colleges/Schools/Services/Staff /Students in a timely manner.</p>	HSEMTG
f.	Serious and Imminent Danger or Concern procedure:	Staff and students	<p>a. Each member of staff and each student has the right to withdraw themselves from situations which may pose a serious and imminent danger to themselves.</p> <p>b. The University's arrangements seek to ensure that such a situation should not happen. If a concern did arise staff</p>			

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
	immediate action and reporting		should raise with their Line Manager immediately. Students should notify their personal or year tutor and outline their concerns. If a situation occurs within Halls the student should notify Security or the Halls Office immediately.			
g.	Communicable Diseases – Information & Influencing Behaviour	Staff and students	<p>General Awareness</p> <p>a. The Staff and Student H&S Handbooks and respective H&S Inductions have been updated to provide general information on how to protect self and others against CD.</p> <p>b. The original H&S Covid-19 Webpages and central Staff and Student Covid FAQ webpages have been updated to consider Covid-19 and CDs.</p> <p>c. Additional information will be developed and communicated via Staff and Student Bulletin and other mechanisms as necessary.</p> <p>d. Posters are displayed by hand sanitiser points and information on how to wash hands correctly are displayed in welfare areas.</p> <p>e. Guidance has been provided on ‘safe set up’ if working in multi occupancy offices. This includes desk set up, cleaning between users, promoting good ventilation through opening windows and / or the use of HEPA units.</p>		a. Develop and regularly review communications approach, in-line with governmental and national efforts. Communication is normally to go via the Staff and Student Bulletins.	H&S / Student Services / Marketing
h.	Hand washing and sanitising provision	Staff and students	a. All buildings have hand gel/sanitising points. The number reflects usage and size of the buildings. As a rule, there are ‘sanitising points’ at all entrances, with additional units at key locations around the building.	1,2	a. Maintain hand sanitizer supplies / provision.	CS

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<ul style="list-style-type: none"> b. Additional local sanitising points are available in multi occupancy areas, such as laboratories and face-to-face areas. c. Hand washing facilities are generally located within toilets with guidance on correct hand washing technique displayed. d. Suitable antibacterial/antiviral soap is provided in welfare areas. e. Local handwashing facilities are available in some research and teaching areas. 			
i.	Face Coverings	Staff and students	<ul style="list-style-type: none"> a. The University supports staff, students and others who wish to continue wearing face coverings. b. In some cases (e.g large events), disposable face coverings will be available for staff and students to wear if they wish. c. For some activities specific face covering requirements may apply and which will be detailed in specific Activity Risk Assessments e.g. working with vulnerable persons. 		a. Colleges / Services to provide disposable face coverings as required.	Colleges / Services – as and when
j.	Cleaning	Staff and students	<ul style="list-style-type: none"> a. CS employs a cleaning regime that reflects building usage and occupancy. A Cleaning Schedule is available from CS. b. Suitable anti-bacterial/anti-viral cleaning products, assessed for efficacy by the University Biological Safety Officer are used by domestic staff. c. Cleaning packs are provided and distributed within staff occupied buildings, for staff use. d. Photocopiers are provided with suitable cleaning wipes and cleaning-information poster placed to advice on good practice 	1,2	<ul style="list-style-type: none"> a. Remind staff they can obtain cleaning materials for use on campus (via Staff Bulletin). b. Maintain cleaning materials supplies / provision. 	<p>H&S</p> <p>CS</p>

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<ul style="list-style-type: none"> e. All staff are expected to clean their own work areas and laboratories, etc. with CS predominantly cleaning communal spaces and desk-based teaching spaces. f. Staff are provided with cleaning materials at each lecture point, to enable self-cleaning and aid assurance. 			
k.	Capacities	Staff and students	<p>Offices</p> <ul style="list-style-type: none"> a. Dynamic Working Framework, alongside the Home Working Policy, are operational. These have resulted in a decrease in staff working from the office as they enable, where practicable, staff to work from home or work a period at home and on-site. b. Guidance has been provided on 'safe set up' if working in multi occupancy offices. This includes desk position, establishing staff rotas etc. <p>Teaching Spaces</p> <ul style="list-style-type: none"> c. Most teaching / learning spaces have reverted to pre-Covid capacities. <p>Capacities in a few spaces have been reassessed based on 'lessons' learnt during the pandemic that historically the space was 'cramped'. Calculations have been based on the area of the space and the m² (differs dependent on set up) allowance per person as advised by the Metric Handbook. Adjustments have been provided to Timetable Unit and where applicable, Conferencing.</p>	1,2		
l.	Ventilation Rates: Lecture Rooms & Study Spaces	Occupants	<ul style="list-style-type: none"> a. Campus Services evaluated timetabled lecture spaces to identify ventilation means and confirm, where possible, the ventilation rates (m³/h). b. For mechanically ventilated systems, the University seeks to follow the design and operational principles set 	1,2	<ul style="list-style-type: none"> a. Reviews and assessments of ventilation arrangements will continue into 2022/23, with actions prioritized. The need for embedding ventilation 	CS

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
			<p>out in the national standard produced by CIBSE (<i>target rate of circa 10 litres per person per second</i>).</p> <p>c. For teaching spaces without mechanical ventilation systems and where other ventilation arrangements are insufficient, additional portable high efficiency air filter units (HEPA units) used.</p> <p>d. HEPA Units are also provided, as appropriate, in multi occupancy offices and meeting rooms.</p> <p>e. Several additional ventilation systems installed 20/21 to improve air flow within teaching laboratories and lecture rooms. Several ventilation systems were also modified to increase air changes and rates.</p> <p>f. CO2 Monitors (and some CO2 data loggers) are placed within lecture rooms and some meeting rooms. A guide to the monitors is also placed with each unit describing the actions and action points.</p>		<p>design standards into future projects and the estate strategy is noted.</p> <p>b. Establish a PPM to ensure HEPA Units in teaching spaces and meeting rooms are maintained and cleaned as required by manufacturer's guidance.</p> <p>c. Establish a PPM to check CO2 monitors remain operational.</p>	<p>CS</p> <p>CS</p>
m.	Halls of Residences, Sports Facilities, Catering and Drinking Venues, Pontio		<p>a. Separate Risk Assessments and Operating Procedures are in place for Halls of Residences, Sports, Catering / Drinking venues and Pontio.</p> <p>b. Local procedures and controls will be amended in response to a significant CD outbreak and will consider University and 'industry' requirements.</p>	1,2	a. Amend RAs / SOPS as required.	Relevant Service
n.	Activity Risk Assessments and controls: Including Standard Operating Procedures	All activities and those impacted	<p>a. Each College and Service will be required to consider CDs and review risk assessments and activities and implement mitigation arrangements as advised by the University.</p> <p>b. Staff and students carrying out research with persons with a heightened health vulnerability should refer to and implement the 'Red Risk' Risk Assessment.</p>	1,2	<p>a. Communicate 'Red Risk' Risk Assessment procedure.</p> <p>b. Amend Ras and activities as required.</p> <p>c. Ensure 'Red Risk' Risk Assessment implemented when required.</p>	<p>H&S</p> <p>Schools</p> <p>Schools</p>

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
o.	Overseas Travel, Working and Placements	Participants	<ul style="list-style-type: none"> a. The arrangements and authorization requirements of the University's Overseas Travel Policy apply: www.bangor.ac.uk/hss/inflink/overseas.php.en b. As per the Overseas Travel Policy, travel must be approved by the relevant School, College and Professional Service and booked via the Finance Hub, using the approved Travel Agent. c. Executive approval will be required for travel to heightened risk countries (country status as advised by FCDO). d. The Executive will respond to FCDO advice and assess the need for and implement travel restrictions to protect the health of staff and students as required. e. Travel is subject to completion of the On-line Travel Insurance Form and consideration of overseas travel controls. f. The H&S Overseas Travel Webpage prompts staff and students that Covid-19 is still present, and consideration should be given to the Covid arrangements/ requirements in the UK, the destination country and any countries / regions being transited through. g. Any booking and commitment are made in the knowledge that financial implications due to cancellation or schedule change due to Covid are not insurable. 	1,2	a. Update and communicate overseas travel guidance as required.	H&S
p.	Monitoring and Review Arrangements: Establish critical point monitoring and overall review	All involved <i>Institutional risk if arrangement</i>	<ul style="list-style-type: none"> a. The Health, Safety and Emergency Management Task Group will oversee the implementation and monitoring of CD security and mitigation arrangements, including outbreak contingency planning. 	1,2	a. Review arrangements and controls in response to any Public Health Wales advice regarding a CD.	HSEMTG

Ref No	What are the Hazards or Issues?	Who/What is at Risk?	Existing Controls	Legislation Ref	Further Controls	Action By
	of controls and arrangements	<i>s fail to safeguard people</i>	<p>b. If additional controls are established on campus in response to a CD and Public Health Wales advice, H&S Staff will carry out regular on-site inspections to assess and identify compliance and behaviour.</p> <p>c. H&S Inspections will be recorded, and actions taken where problems identified.</p>			

Equality Impact Assessment to sit alongside.

Version	Date	Version	Date	Version	Date	Version	Date
Initial	14/05/20	4	26/09/20	8	12/01/2021	12	24/09/2021
1	16/06/20	5	05/10/2020	9	14/04/2021	13	25/02/2022
2	24/08/20	6	23/10/2020	10	08/06/2021	14	01/09/2022
3	12/09/20	7	04/11/2020	11	25/08/2021	15	21/09/2022

Ref	Primary Welsh Government and UK Legislation and Guidance
1.	All aspects come under the general requirements of Sections 2, 3, 4, 7 and 8 of the Health and Safety at Work etc. Act.
.1	Health and Safety (undertake a suitable and sufficient risk assessment, employing the hierarchy of risk control)
2.	Management of Health and Safety at Work Regulations
3.	Infection Control: Welsh Government Guidance for Higher Education (dated 2019) Revoked summer 2022
	<p><u>PHW notifiable diseases</u> are:</p> <p>Acute encephalitis Acute meningitis Acute poliomyelitis Acute infectious hepatitis Anthrax Botulism Brucellosis Cholera</p>

RA ref	Preventing the Spread of Covid-19 and other Significant Communicable Diseases in the workplace
--------	--

Version Number	15
----------------	----

	<p>Diphtheria Enteric fever (typhoid or paratyphoid fever) Food poisoning Haemolytic uraemic syndrome (HUS) Infectious bloody diarrhoea Invasive group A streptococcal disease and scarlet fever Legionnaires' Disease Leprosy Malaria Measles Meningococcal septicaemia Monkeypox* Mumps Plague Rabies Rubella SARS Smallpox Tetanus Tuberculosis Typhus Viral haemorrhagic fever (VHF) Whooping cough Yellow fever</p> <p>Note: this assessment considers only those which are also communicable diseases that pose a significant risk.</p> <p>*Monkeypox added in June 2022</p>
--	---