Prifysgol **BANGOR** University

HEALTH AND SAFETY RISK ASSESSMENT

Risk Assessment (RA) Title	University-level: Preventing the spread of Covid-19. Academic Year 2020/21[1,2,4,10]	Date of RA	04/11//2020	Version No	7
		Previous Review Date	23/10/2020		

Summary of Activity RA Covers

The risk assessment[5.1, 5.3, 5.7, 7.1,8] replaces all previous versions and reflects the controls and arrangements in place for managing, preventing, and mitigating the risks associated with the transmission of Covid-19 and of the virus SARS-CoV-2.

This assessment is the headline document assessing for Bangor University activities in relation to the risks posed by the SARS-CoV-2, Covid-19, virus as they impact the health and safety of staff, students and others directly impacted by the University. This risk assessment is supplemented by numerous more detailed risk assessments for particular aspects of work, risk and activities.

Location(s) RA Covers	All	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:** Extremely Vulnerable, those shielding, those at- and those with at-risk persons at home	At risk groups and individuals	On the 16th August 2020 the Welsh Government's advice regarding shielding changed and those who previously followed shielding advice no longer need to do so and can follow the same rules as the rest of the population in Wales.	5.1 5.2 5.11 7.7 10.	a. Any concerns must be reported as soon as possible.	All – as and when

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			Clinically Extremely vulnerable people should where possible continue to work from home. If this is not possible the College will review their work and environment to ensure all measures as advised by the Welsh Government can be achieved on-site. The Line Manager and staff member should undertake the Risk Assessment for staff 'at risk' of Covid-19 prior to return to campus and then refer to Occupational Health.			
			Clinically vulnerable people, at moderate risk from Covid-19 can also complete the Risk Assessment for 'at risk' staff prior to return to campus with their Line Manager if they wish.			
			Staff or students who fall into these categories can make themselves known, in confidence to their Line Manager or Supervisor, respectively.			
			The College authorisation process will confirm there are no health limitations due to Covid-19 risk, before permitting return to campus.			
			Students with increased health risks would 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.			
			These same principles will apply if the Staff member or student are living with a person,			

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			or persons who are at higher risk from COVID-19, and a full risk assessment carried out. All actions and decisions reached should make sure equality and accessibility issues are also considered.			
b.	**Students Wishing to attend Bangor/Wrexham from 'lockdown' and 'travel restricted' areas, and internationally**		UK Lockdown and Travel Restricted Areas a. Advice is provided to all students wishing to travel to the University from areas with local Lockdown restrictions, including those with essential travel only restrictions. Alternatives are available for students who do not wish to travel. International Arrivals from UK Listed Countries b. Students arriving form countries listed as requiring to quarantine will do so in their own privately arranged accommodation or within Halls of Residences. Support arrangements are in place for students in Halls, including provision of food and other requirements (including 'welcome' pack of kitchen utensils. Students who are under quarantine may not attend in-person activities and will be accessing academic material, as applicable, on-line only until their quarantine period is over.	2. 8. 10. 4. 5.8 8. 10.	a.	
c.	**Covid-19 Testing**		**For staff** a. For staff who wish to use the local testing unit in the Bangor Area, the telephone number is 03000 851480.	5.4 5.14	a.	

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			For those staff and students who cannot access this service, a testing kit can be ordered by calling 119. (Further information on the staff Covid-19 FAQ page) a. Staff are requested to advise the University via the on-line Reporting Cases of Covid-19 portal Staff and students are requested to support the Test, Trace and Protect strategy and to self-isolate when advised. b. **For Students** There is an on-site Covid-19 Testing Centre for students. This is staffed by BCUHB personnel and operates 7-days a week. Booking for the student testing are made through the University. Details of students who are resident at Halls of Residences are shard with the Senior Warden Team and the flat are asked to self-isolate until the test results are received. c. Students are requested to advise the University via the on-line Reporting Cases of Covid-19 portal			
d.	**Covid-19 Tracing Close Contacts**	All staff and Students, the community	a. All in-person staff/student activities must be recorded on the Check-in App. This will list all who are present, the location of the activity and have an assigned covid risk category	5.4	a.	

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			b. All staff/student activities are to be recorded on the check-in app, as are all students' union club / society events and all time slots at both Bar Uno and Academi, and café 'table' locations.			
			c. For support staff not engaged in student activities the line manager will be contacted to identify all possible close contacts.			
			d. A University 'tracing' team has been established to monitor Covid-19 cases, identify contacts and to liaise with TTP and local authority tracing teams.			
			e. Where a Covid-19 case is notified they will be formally advise them to self-isolate and their registered contacts (on the checkin app) will be identified. For staff and research students direct contact with supervisors and managers will be made to evaluate and identify potential for close contacts.			
			f. TTP will advise the covid positive person on self-isolation requirements and t identify close contacts. Where a close contact within the University has been identified the information is shared with the University.			
			g. University Hals are notified of Covid-19 cases within Halls of Residences and advise and support households during self-isolation			

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e.	**Notification of Covid-19 Positive Cases**	Staff and students	a. Staff and students are requested to advise the University via the on-line Reporting Cases of Covid-19 portal. b. The University may also receive direct reports from the applicable Tracing Team (e.g. Gwynedd Council). c. The reporting portal is part of the check-in app and enables the University to immediately commence support and mitigation arrangements. d. Any reports received directly by a Manager should be directed to the Head of school / Director immediately for forwarding to Governance & Compliance. e. Staff and students should always be directed to the on-line portal if they make a direct notification. The portal also advises the student and staff member to contact their tutor/manager immediately.	5.4		
f.	**Action to be taken if a person (or persons) is subsequently tested Covid-19 positive and providing support**	Those involved and impacted by the activities & local community	**STUDENTS** a. Where a student tests positive for Covid-19 they are advised to self-isolate, along with their household. b. SALTO Card access is withdrawn for the student and all known housemates (both Halls and Private accommodation). c. If the student is within Halls, the Halls team will implement their Covid Procedures for Positive Cases, confirm need for the household to self-isolate	5.1 5.4 5.14 7.7 9. 10.	a.	

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			and provide support, including facilitating supply of food and drink.			
			d. The relevant School will be advised that a member of their student community has tested positive for Covid-19 and asked whether there may have been non-recorded (check-in app) activities the person may have been involved in.			
			e. The check-in app will be evaluated and close contact information identified and where applicable (Amber and Green risk events) shared with Gwynedd Council.			
			f. Information on self-isolation support for students will be shared by the University Tracing Team and Halls, where appropriate. The Student society 'click & collect' also offer a shopping support service for self-isolators.			
			g. Information on self-isolation is provided on the coronavirus FAQ, alongside information on well-being and support services			
			STAFF			
			h. Where a member of staff tests positive for Covid-19 they are advised to self-isolate, along with their household.			
			i. SALTO Card access is withdrawn			
			j. The check-in app will be evaluated, and close contact information identified. The relevant Head of School or Line Manager			

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			or Director of Professional Service will also be contacted to identify whether there are any non-recorded (check-in app) close contacts, and the risk category of those events/instances. k. Where applicable (Amber and Green risk events) shared with Gwynedd Council. l. Colleagues within the relevant School / Service will also be advised that a colleague has tested positive for Covid-19. **Procedural Notes** a. The person testing positive is informed through the testing service to self-isolate for 10-days since onset of symptoms b. Gwynedd/Mon Tracing will directly contact all those close contacts who also be required to self-isolate c. BU advise others that they have attended an in-person activity with a person who has subsequently tested positive for Covid-19 (<5days from date of positive test/booking). Halls will contact all applicable Households (BU Halls of Residences only)			
g.	**Outbreak and Contingency Planning & Criteria for stopping face to face activity**	Those involved and impacted by the activities	a. The applicable University's Emergency Planning Group oversees and produces the "Covid-19 Outbreak Contingency Plan" which considers and reacts to multiple cases at the University.	5.16 10.	a.	

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		& local community	b. The University Executive will decide on enhanced mitigation measures, such as suspension of in-person activity, taking into account the advice and recommendations of the Emergency Planning Group			
h.	**Covid-19 Serious and imminent danger or concern procedure:** immediate action and reporting		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. b. The University's Covid-19 controls and arrangements seek to ensure that such a situation should not happen. If a concern did arise staff should raise with their line manager immediately. Students should notify their personal or year tutor as soon as they can and outline their concerns. If a situation occurs within Halls the student should notify Security or the Halls Office immediately.	5.1 10.		
i.	**Home Working** (to be read in conjunction with item 2)		a. Human Resources Home Working Policy now adopted and available for staff b. Health and Safety Homeworking Risk Assessment produced and agreed with TUs c. Guidance on setting up home workstation available. d. Guidance for staff and managers on support and communication available.	5.1 7.7 10.	a.	

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			e. Staff able to retrieve equipment from their offices to facilitate homeworking			
j.	**Student wellbeing**		a. Student Services and Halls team continue to provide support to students. b. Student Services to develop both online and face-to-face student support services to students for the forthcoming academic year. c. Students are able to access face-to-face consultations with Student Services support staff, upon booking.	5.11 7.7	a.	
k.	**Covid-19 Information & Influencing Behaviour**		a. **Covid-19: Awareness & University Controls** STUDENT COVID-19 INDUCTION Each student is requested to view the on-line SWAY General H&S Induction, that includes information on Covid-19 and controls employed at the University. In addition, students should also receive a tailored H&S Induction from their school or college. Halls students will also receive information pertaining to Halls of Residences. STAFF COVID-19 INDUCTION Each member of staff is required to view the on-line Working under Covid19 Induction, unless they have received more detailed information from their department (PACS). Following the completion of their on-line Induction	5.7 7.6 7.7 10.		

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			Schools/Colleges/Services may authorise their return to campus for agreed activity and periods.			
			b. **Social Distancing**			
			All general teaching rooms have been assessed and marked-out for social distanced activity, with static chair positions and lecturer points. Room capacities are signposted and only the appropriate number of chairs should be available in the room. All chair locations (and useable chairs in tiered lecture rooms) are clearly signposted.			
			Chairs may be rotated on their 'marked' location, to aid group discussions, but must not be re-located unless an additional assessment and reduced capacity is assigned.			
			Note: if, for unexpected reasons, more students turn-up at lectures and seminars than the capacity then those extra students must be requested t o leave and to access the lecture recording when available. Under no circumstance should the capacity for students be exceeded.			
			c. **Handwashing & Sanitising**			
			Handwashing is encouraged for all. Sanitiser points are located throughout each occupied buildings. Points are also located at each entrance door. Staff,			

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			students and visitors are requested to sanitise their hands frequently.			
			d. **General Awareness** Regular communications with **students** will come from the Executive lead and other officers, the students union, halls and schools. Information is also posted on the student coronavirus FAQ. **Staff** communication is primarily through the staff bulletin, produced three times a week. Procedural information is provided through their professional service, college and school. The staff coronavirus FAQ is also updated regularly with relevant information and links to documents.			
			e. **Face Coverings** The wearing of face coverings within all University buildings is mandatory, with limited exceptions			
I.	**Hand washing and sanitising provision**		a. All buildings will have hand gel/sanitising points. The number of points will vary to reflect usage and size of the buildings. As a rule, there will be a 'sanitising point' at all entrances, with additional units provided at key locations within a building. There will also be local sanitising points for multi occupancy areas, such as laboratories and face-to-face areas.	5.13 10.	a.	

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			b. Hand washing facilities are predominantly located within toilets.			
			c. Local handwashing facilities are available in some research and teaching areas.			
m.	**Cleaning**		a. PACS employs a cleaning regime that reflects current building usage. This will vary from single clean to continual cleaning, based on occupancy; with two 'cleans' a day being the base standard. More heavily use buildings will receive at least two thorough 'cleans' and 'during-the-day' touch point cleaning. A Cleaning Schedule is available from PACS.	5.1 5.3 5.13 10	a.	
			b. Cleaning standards will reflect guidance provided by the Welsh Government and UK Government guidance for cleaning 'non-healthcare facilities'.			
			c. Cleaning packs are provided and distributed within staff occupied buildings, for staff use and in addition to cleaning materials provided in each lecture / tutorial space.			
			d. Photocopiers are to be provided with suitable cleaning wipes and cleaning-information poster placed to advice on good practice			
			e. All staff are expected to clean their own work areas and laboratories, etc. with PACS predominantly cleaning communal spaces and desk-based teaching spaces.			

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			Teaching / Lecture Spaces f. PACS will clean all key touch surfaces in-between each timetabled cohort. Time for cleaning will be scheduled in the room booking / timetable g. PACS will also clean the lecture point – staff are also provided with cleaning materials at each lecture point, to enable self-cleaning and aid assurance.			
n.	**Building preparedness:** statutory and essential maintenance.	Those involved in activity. Incl Security, Maint' staff and contractors	a. Infrastructure, statutory & serviceability, will be assessed and confirmed prior to any re-opening (incl. Fire Alarms, Water, BMS, CCTV, SALTO, Heating, Ventilation, and other building safety systems)	3. 5.1 5.3 5.13 7. 10.	a. No building will be released by PACS until all applicable systems and infrastructure are confirmed as safe and legally compliant. This will be done as further buildings come back on-line.	PACS (as required)
o.	**Ventilation Rates: Lecture Rooms & Study Spaces**	Occupants	a. PACS is currently evaluating timetabled lecture spaces to identify ventilation means and confirm rates (m3/h per person). Where rates cannot be readily attained a specific approach will be developed. b. PACS Ventilation Review Group meet regularly to monitor and address ventilation issues. c. A number of additional ventilation systems are being installed over October/November to improve air flow within teaching laboratories and lecture rooms	5.1 5.3 10.	a. Formal Review ventilation actions and requirements in November	PACS/ H&S

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p.	**Building Specific Controls and Assessments**	All building users, incl cleaning, maintenance, other staff and students, and visitors	a. A General Building Operating Procedure is available for all general buildings. Where this Operating Procedure does not fully consider the building risks within the building the Procedure should be further developed by the primary occupant of the building. b. All buildings have or will have, Access Control in place through the SALTO system. Most heavy use buildings will also be fitted with automatic opening (salto) doors c. All occupied buildings have been previously subject to a specific Risk Assessment, as part of the re-opening stage and in preparation for return of staff and students. This process addressed key areas such as signage, one-way systems, local controls. Suitable control measures should now be in-place within all key occupied buildings (teaching, research and student support) d. The Statutory Covid-Secure Posters are to be displayed at each occupied building. e. Signage: appropriate signage is displayed to remind building users of covid control measures and directional priority and keep left, etc. Signage includes arrival warning signs, face covering reminders and social distancing prompts. f. Cleaning schedules reflect the building usage, with additional self-clean for	2. 5.1 5.3 5.15 5.16 7.7 10.	LINK TO GENERAL BUILDING SOP	p.

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			restricted and office spaces and equipment			
q.	**Laboratory and similar spaces**	College Technical and Support staff Research and Activity leads PACS staff Contractors	a. The relevant College will implement appropriate controls to ensure scientific and similar activity can be undertaken safely and in accordance with Covid-19 controls b. Laboratory equipment and the like will be cleaned before each use - unless they have been quarantined for four days. a. Additional laboratory Covid-19 risk assessments and Standard Operating Procedures will be produced, as appropriate. This would specifically be required for multiple occupancy research laboratories and locations.	3. 5.1 5.3 5.13 5.15 7.7 10.	a.	
r.	**Library Spaces**		a. A sperate risk assessment and/or Operating Procedure is available for each library space, including the Deiniol Library that encompasses the Student Study area.	2. 5.1 5.3 5.6 5.7 7.7 10.	a.	
s.	**Halls of Residences, Sports Facilities, Catering and Drinking Venues**		a. Separate Risk Assessments and Operating Procedures are in place for Halls of Residences and Sports Facilities (including the temporary gym & Treborth sports). b. Assessment and protocols are in place for the Academi, Bar Uno, Cafés and Shops.	5.1 5.5 5.6 5.7 5.10 5.13 5.14 5.15 7.4 7.5	a.	

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				7.7 10.		
t.	**Cinema and theatre (public use at Pontio)**		a. It is proposed to re-open the cinema in Pontio at some point, no date agreed. There are currently no plans to open the Theatres prior to Christmas 2020.	2. 5.5 7.4 7.7 10.	a. Separate Risk Assessment and Operating Procedure are required for Pontio Cinema, with a booking system that reflects social distancing and household-cohort bookings.	Pontio Arts – ahead of opening
u.	**TEACHING & In-Person Academic GREEN Activity: Risk Assessment & Procedures**	Staff and Students	a. A separate Covid-19 General Risk Assessment has been produced for all GREEN Activity (Teaching and In-person Events). a. This Risk Assessment is supplemented by the In-Person Operating Procedure: Teaching Spaces and In-Person Activity Protocols	2. 3. 5. 5.1 7.7 10.	LINK TO RISK ASSESSMENT	
v.	**AMBER and RED Covid-Risk Activities**	Staff, Students and all others impacted by the activity	a. All activities that cannot entirely be undertaken through employing Covid-19 controls, such as social distancing, should be separately risk assessed and an Operating Procedure produced b. For activities to be considered for approval a Justification Statement is required, summarising why the activity cannot be undertaken under GREEN control measures and explaining why the activity should still occur and cannot be curtailed or deferred. c. For AMBER activities, these should be considered and approved by the relevant Head of School or Director of Professional Services. Assistance in	5.1 5.15 7.7 10.	a.	

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			producing assessments and protocols is available through the central H&S team.			
			d. For RED activities, these must firstly be considered by the Head of School or Director of Professional Services and thereafter be considered and approved by the relevant Executive member for the activity area. Assistance in producing assessments and protocols is available through the central H&S team.			
w.	**Activity Risk Assessments and controls:** Including Standard Operating Procedures and	All activities and those impacted	a. Each College and Service is requested to consider Covid-19 Risk for all their activities and to update their Risk Assessments and Operating Procedures accordingly, in accordance with the GREEN, AMBER and RED activity categorisation. b. All services and Colleges are required to review their activity risk assessments taking into account covid control measures.	5.1 7. 7.7 10.		
x.	**Use of Coaches and Minibuses**	All participants	Coach Travel Coach travel is Regarded as an AMBER Activity and must be approved by the Head of School. a. Coach Travel should be undertaken for academic and research purposes. b. Use of coaches will be in accordance with national coach operator guidance and transport requirements issued by the Welsh and UK governments. This will	5.1 10.	LINK TO USE OF COACHES RISK ASSESSMENT	

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			normally result in a reduced capacity to around 45% of norm. c. The check-in app must be used for each coach cohort, with a separate code generated for each coach cohort. d. Coach users should return to the same seat on the same coach on the return journey. e. A separate Use of Coaches Risk Assessment has been produced for General Use. If this assessment is not suitable for an activity, then a separate assessment must be produced. Minibuses f. The Use of Minibuses and other multi-passenger vehicles designed to carry 17 of fewer passengers is currently suspended until such time as a nationally agreed Minibus Use under Covid-19 is available for mixed cohorts (non-bubble and multiple households).			
y.	**UK Fieldwork, travel, and Placements**		a. Limited research and student project fieldwork authorised; subject to approval by the College. b. Risk Assessments required for all approved fieldwork c. Work experience placements must follow the recently introduced pre-placement covid-screening protocols d. The Welsh Government is recommending that travel should only be undertaken where necessary or	2. 5.1 5.12 7.7 8. 10.	Note: **Firebreak**[8] Controls place additional restrictions on essential travel and activities for the period of 23rd October – 9th November. University response/position has been communicated to all staff and with Colleges and Services over the period 20th-23rd October. SEE FAQ	

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			essential. If Transmission rates increase in north Wales or the local regions, then it is anticipated that travel would be restricted, and Colleges/Services are asked to consider this possibility when planning for events that involve travel. All Services & Colleges advised and implementing controls			
z.	**Overseas Working and Placements**		a. Overseas travel to unrestricted (FCO) countries and regions possible subject to activity approval by the Return to Research or Teaching and Learning Groups b. International Placements are to be authorised subject to covid assessment and in line with the new Placement Learning covid protocols c. Travel and Placements to Countries and Regions Listed by the UK as requiring Quarantine upon return must be considered and approved through separate University arrangements.	4. 5.1 10.	a.	
aa.	**Monitoring and Review Arrangements:** Establish critical point monitoring and overall review of controls and arrangements	All involved *Institutional risk if arrangements fail to safeguard people*	a. The Health, Safety and Emergency Planning Task Group will oversee the implementation and monitoring of Covid security and mitigation, including outbreak contingency planning. b. The University Audit & Risk Committee is currently undertaking an audit of some aspects of the impact of Covid-19, including upon the risk to staff through homeworking.	5.1 7.7 10.	a.	

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			c. H&S Staff undertake regular inspections on-site to assess and identify compliance and behaviour. These are recorded and actions taken where any problems are identified			

Equality Impact Assessment to sit alongside.

Version	Date
Initial	14/05/20
1	16/06/20
2	24/08/20
3	12/09/20

Version	Date
4	26/09/20
5	05/10/2020
6	23/10/2020
7	04/11/2020

Version	Date

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This risk assessment replaces the 'Management arrangements in response to Coronavirus (Covid-19) Risk assessment' which was first produced on 14th February 2020.

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.
2.		The Health Protection (Coronavirus Restrictions) (*as amended*) (No. 3) (Wales) Regulations 2020 (incl. Requirements to stay at home and not to gather, restriction on travelling into Wales, wearing of face covering in certain indoor public places. Legislation also covers offences committed by bodies corporate etc. and individuals). *Replacing Health Protection (Coronavirus Restrictions) (No.2) (Wales) Regulations*
3.		Labs and research-facilities: coronavirus workplace guidance
4.		The Health Protection (Coronavirus, International Travel) (Wales) Regulations 2020
5.		Keep Wales Safe: Covid-19 Guidance for Higher Education
	.1	Health and Safety (undertake a suitable and sufficient risk assessment, employing the hierarchy of risk control)
	.2	Extremely vulnerable or previously shielding staff, Page 8. (individual risk assessments)
	.3	A Phased approach – Covid Secure (phased approach to resuming activities)
	.4	Test Trace Protect
	.5	Wider campus services

	.6	Gatherings
	.7	Use of face coverings
	.8	International Students – 14 day self-isolation (quarantine)
	.10	Accommodation guidance (incl. Student accommodation as a workplace)
	.11	Students and staff in need of support
	.12	Managing delivery safely: workplace learning, HE apprenticeships and franchise delivery (placements and franchises)
	.13	Cleaning and hand hygiene protocols
	.14	Actions following a suspected (showing symptoms) or confirmed case of COVID-19
	.15	Personal protective equipment (PPE)
	.16	Annex A: Approach to risk estimation and management
6.		COVID-19 workforce risk assessment tool – All wales COVID-19 Workforce Risk Assessment Tool
7.		Keep Wales safe at work. Workplace guidance for employers and employees during the coronavirus (COVID-19)
	.1	Carry our a Covid-19 Risk assessment
	.2	Take practical measures to work safely and actively implement Test, Trace, Protect in the workplace
	.3	Help staff to work from home whenever possible
	.4	Maintain 2m physical distancing in premises open to the public and where work is being carried out, where possible
	.5	Where people cannot be 2m apart, manage the risk of exposure to coronavirus
	.6	Face Coverings
	.7	Five principles for safety at work. 1. Care: Our health and well-being come first. 2. Comply: The laws that keep us safe must be obeyed. 3. Involve: We all share the responsibility for safe work. 4. Adapt: We will all need to change how we work. 5. Communicate: We must all understand what to do
8.		Higher-education-coronavirus-firebreak-guidance
9.		Self-isolation: stay at home guidance for households with possible coronavirus
10.		Management of Health and Safety at Work Regulations