

The Management Centre Covid-19 Risk Assessment – Event Front Sheet

EVENT TITLE:		DATE OF EVENT:	
Start time:		End time:	
Organisers' name:		Organisers' contact details:	
Event Location:		Capacity of room restricted to:	
Event Specific Controls put in place by TMC:	<ul style="list-style-type: none"> ✓ Capacity of room reduced ✓ Air filter systems added to the rooms ✓ Natural Ventilation available ✓ Adequate signage displayed to prevent non-event guests' entering the event space ✓ Hand sanitiser (wall mounted and free-standing) in event spaces for guests to use ✓ Service of food & beverages in line with Covid guidance and risk assessment ✓ Lateral flow tests requested for those attending 		
Event Specific Controls put in place using information requested from Event Organiser:	<ul style="list-style-type: none"> <input type="checkbox"/> PAT Testing Certificate provided for any electrical items brought on site <input type="checkbox"/> Public Liability Insurance provided as required <input type="checkbox"/> Food Hygiene Certification provided for any additional catering items brought on site <input type="checkbox"/> Completion and return of Events Booking form to events@themanagementcentre.co.uk <input type="checkbox"/> IF FILMING: Completion and return of Bangor University Filming form to press@bangor.ac.uk 		
Event Specific Controls put in place using information requested from Event Delegates:	<ul style="list-style-type: none"> ✓ Track & Trace Information will be requested from guests on arrival to assist Track & Trace Processes ✓ Wearing of masks in communal spaces and corridors, unless exempt ✓ Maintain hand washing / hand sanitising whilst on site ✓ Additional cleaning as required ✓ Extra staffing provided as required 		
COPY OF RISK ASSESSMENT SENT TO ORGANISER:	Date: Sent to:		

The Management Centre Covid-19 Risk Assessment

Location:	<p>The Management Centre</p> <p>Key planning guidance / advice:</p> <ul style="list-style-type: none"> ☐ Social distancing guidance Wales: ☐ https://businesswales.gov.wales/coronavirus-advice/sites/covid/files/documents/WG42639%20COVID-19%20Social%20Distancing%20E_WG.pdf ☐ HSE's guidance on being COVID-secure. ☐ HSE's coronavirus website ☐ Guidance for tourism and hospitality: ☐ Guidance for tourism and hospitality businesses ☐ Public Health Wales information: ☐ https://phw.nhs.wales/services-and-teams/healthy-working-wales/covid-19-information-and-advice-to-support-employers-and-employees/ <p>The Management Centre adheres to Bangor University Covid-19 Advice and Risk Assessments and this document should be read in conjunction with:</p> <p>https://www.bangor.ac.uk/hss/covid19.php.en</p>	Activity (Summary):	<p>This Risk Assessment details the significant hazards identified in preventing the Spread of Covid-19 Coronavirus and replaces all previous versions. It reflects the controls and arrangements in place for managing, preventing, and mitigating the risks associated with the transmission of Covid-19.</p> <p>Whom might be harmed: All building users, including Staff, Visitors to the Management Centre, Customers, Contractors, Students, Building Occupiers and Vulnerable Groups (as identified by the Welsh Government)</p> <p>Further information and the general organisation and arrangements that must be established to ensure the health and safety of staff and others affected by the Centre's activities can be found in the <i>Management Centre H&S Policy</i>, prepared in accordance with legislative and University requirements.</p> <p>Symptoms of Covid-19:</p> <ul style="list-style-type: none"> • High temperature – this means that you feel hot to touch on your chest. • A new, continuous cough – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours. • A loss or change to your sense of smell or taste – this means you have noticed you cannot smell or taste anything, or things smell or taste different to normal.
Assessment:	<p>3 December 2021</p> <p>Version Number: 17</p> <p>NOTE: This RA will be monitored and amended, as necessary. All amended versions will be brought to the attention of relevant staff</p>	Assessor(s):	<p>Ron Stewart (Facilities and HR Manager, Management Centre)</p> <p>abs60f@bangor.ac.uk</p>
Actions to be reviewed by	<p>Facilities and HR Manager (FHRM), Head Housekeeper (HHK), Housekeeping Supervisor (HKS), Catering Manager (CM), Events Manager (EM), Duty Manager (DM)</p>	Next RA Review date	<p>5 January 2022</p>

NOTE: Arrangements must be in place to communicate new and/or revised Risk Assessments to relevant persons and remove older version from use.

Hazards	Who might be harmed	Existing Controls
<p>Building Preparedness: Statutory and essential maintenance</p>	<p>Those involved in activity, including Security, Maintenance staff and Contractors.</p>	<ul style="list-style-type: none"> • Campus Services maintained all building services throughout the pandemic with statutory requirements fulfilled as needed e.g. statutory examinations of lifts. • Additionally, infrastructure, statutory and serviceability, was confirmed prior to re-opening (including fire alarms, Water, BMS, CCTV, heating, ventilation, and other building safety systems). • Weekly onsite checks and tests carried out by Facilities and HR Manager with issues reported to Campus Services to resolve. • Statutory Notice displayed at the building entrance.
<p>Hand Hygiene: Contracting or spreading Covid-19 by not maintaining good hand hygiene and touching face or other surfaces which then become contaminated</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • University and HSE guidance on cleaning, hygiene & handwashing followed. • Adequate number of hand wash (soap, water, hand drying) facilities provided throughout the Management Centre. • Suitable anti-viral / anti-bacterial soap provided in welfare areas. • Hand driers electrically isolated and paper towels provided to dry hands in all toilets. • Paper towel dispensers and bins provided in all toilets. • Posters displayed on how to wash hands properly in all toilets. • Sign posted, hand sanitiser stations provided at the building entrances and throughout the building, including at high traffic / critical points (e.g. Coffee Shop, restaurant, link corridor). • All persons visiting the Management Centre to sanitise their hands on entry / exit into buildings. Signs displayed to remind of this. • Signs in place to remind people to wash and / or sanitise hands. • Welfare/washing facilities provided for visiting drivers.

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<p>Cleaning Provision: Getting or spreading Covid-19 by not cleaning surfaces etc enabling Covid-19 to spread through contact</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Twice daily cleaning (minimum) by Management Centre Housekeeping: <ul style="list-style-type: none"> ○ Touch points along circulation routes and periodic floor cleaning; including corridor doors, lobbies, staircases. ○ Cleaning all risk ‘touch’ surfaces within toilets, lifts and furniture in public areas. • Suitable cleaning products provided (e.g., surface wipes, disinfectant) and where and how they should be used identified, e.g., water and detergent on work surfaces, kill times etc • Communal cleaning materials for Building Users provided, including ‘spray’ disinfectant. • General, Recycling and Food waste bins emptied as required by the Housekeeping staff. • Staff encouraged to clean touch points in other areas. • Surfaces, such as desks, kitchen sides and tables in communal areas kept clear to facilitate cleaning. • Areas that need cleaning and level and frequency of this identified e.g., Restaurant, coffee shop, rest areas, welfare facilities, bedrooms. • Photocopiers are provided with suitable cleaning wipes and cleaning information posters placed to advise on good practice. • Relevant staff will be briefed in cleaning protocols. • Arrangements in place to clean if someone develops symptoms of coronavirus in work

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<p>Contact Surfaces / Touch Points: Transmission of virus through contact with contaminated surfaces and subsequent transference</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • See Hand Hygiene and Cleaning above. • Personal staff lockers provided to keep personal items in so that they are not left in the open. • Signs up to remind people to wash and sanitise hands and not touch their face. • Cleaning regimes in place to ensure communal areas are kept clean. • Numbers of people reduced on site and which will reduce the potential spread of any contamination through touched surfaces. • Shared work equipment avoided where possible. Equipment allocated on personal issue or cleaning regimes put in place to clean between each user. • Contact points reduced where possible, e.g., by leaving open doors that are not fire doors, providing contactless payment, using electronic documents rather than paperwork.

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<p>Social Distancing: High traffic areas and / or pinch points where social distancing may be difficult to achieve</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • High traffic areas / pinch points identified: <ul style="list-style-type: none"> ○ Hugh Owen Hall, Restaurant, Coffee Shop, corridors, stairs, Rest Rooms, Toilets, entry / exit points to facilities, lifts, changing rooms, welfare areas, meeting rooms, smoking areas, tea points, kitchens. • Signage displayed to warn building users: <ul style="list-style-type: none"> ○ To check if their route ahead is clear, one-way systems in place where possible, capacity limits, where to stand if queueing to ensure social distancing. ○ Perspex screens erected at front of house areas e.g. Reception, Coffee Shop counter. • Controls in place to limit the number of people in the building/rooms to ensure reasonable social distancing e.g. staggered start / finish times and breaks, maximum occupancy numbers for meeting and lecture rooms. • Locks affixed to the outer door of communal toilets to restrict area to single person use and toilet cubicles removed from use in larger facilities if required to support social distancing. • Floor markers / where to sit displayed in some areas so it is clear where chairs should be positioned and / or persons should stand. • Facilities re-organised (e.g. excess furniture removed) in communal and work areas to support social distancing. • Empty spaces in building used for additional rest break areas. • Use of online meeting facilities, even for people in the same building, to reduce the number of people moving around. • One-way systems in place on stairs and corridors to separate users. • Lifts restricted to one person at a time unless users are in the same 'bubble'. • Facilities are provided to help people walk or cycle to work to avoid public transport or the need to car share, e.g., bike racks.

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<p>Ventilation: Airborne transmission</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Campus Services maintain systems following industry and best practice guidance, with specific consideration given to minimizing airborne transmission of Covid-19. • Non-fire doors left open to reduce the amount of contact with doors and potentially improve workplace ventilation. • Windows opened to promote good ventilation • Campus Services have assessed heating ventilation and air conditioning (HVAC) systems with adjustments made as required e.g. switched to fresh air rather than recirculating. • Coffee shop air con ventilation system now switched on, following installation of HEPA air purification unit in same area. • Face coverings must be worn in the building; signs are displayed reminding of this. • HEPA air purification units placed in meeting rooms, coffee shop, restaurant and bar.
<p>Personal Protective Equipment: Exposure to workplace hazards because it isn't possible to get PPE</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Systems have been put in place to ensure suitable and sufficient PPE is provided for day to day tasks and additional PPE that is required in response to Covid-19. • Face coverings provided to staff. • Staff can request disposable gloves and aprons etc if required (outside of those normally needed for an activity). • Staff have been briefed in PPE requirements including how to use it, cleaning and how to obtain replacements.

Hazards	Who might be harmed	Existing Controls
<p>Staff - Living / Travelling Together: Transmission of virus to multiple members of staff who, due to personal situation will not be socially distanced.</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Groups of workers who live together have been identified and grouped into a work cohort where possible.
<p>Mental Health and Wellbeing: Affected through isolation or anxiety about coronavirus.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • HSE and University HR guidance on stress and mental health followed. • Regular keep in touch meetings/calls/email correspondence take place with staff working at home to discuss work issues. • Managers / Supervisors openly discuss with staff the possibility they may be affected and ensure staff know how to raise concerns or who to go to so they can talk things through. • Staff involved in completing risk assessments so they can help identify potential problems and identify solutions. • Staff updated on what is happening, so they feel involved and reassured. • Fatigue discussed with staff to make sure they take regular breaks, are encouraged to take leave, set working hours to ensure they are not working long hours. • https://phw.nhs.wales/services-and-teams/healthy-working-wales/covid-19-information-and-advice-to-support-employers-and-employees/mental-health-in-the-workplace/

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<p>Homeworking: Anxiety, isolation, loneliness</p>	<p>Staff</p>	<ul style="list-style-type: none"> • See Mental Health and Wellbeing above. • University HR Home Working advice available for staff on website. • Guidance on setting up home workstation is available and has been provided to all staff via email. • Guidance for staff and managers on support and communication is available. • Staff reminded of HSE and University guidance links contained within this risk assessment and asked to familiarise with content. https://my.bangor.ac.uk/governance-and-compliance/documents/coronavirus/Home%20Working%20Update.pdf
<p>Display Screen Equipment (DSE): Musculoskeletal disorders because of using DSE at home for a long period of time.</p>	<p>Staff</p>	<ul style="list-style-type: none"> • Information on how to set up a workstation for short duration home working and what to do for long term home working can be found on the University's Website. • For all people working at home using display screen equipment (DSE) information and training on how to protect themselves, e.g., take regular breaks, stretching exercises, set the equipment up properly etc., has been provided. • Staff have been allowed to take items to support their use of DSE at home e.g. screen, separate keyboard.

Hazards	Who might be harmed	Existing Controls
<p>People at Particular Risk: Extremely vulnerable, those shielding, those at- and those with at-risk persons at home.</p>	<p>At risk groups and individuals</p>	<p>Those classed as Clinically Extremely Vulnerable must, with their Line Manager complete a 'At Risk Staff' Risk Assessment prior to return to work. Clinically Vulnerable people, at moderate risk from Covid-19 can, with their Line Manager also complete a 'At Risk Staff' Risk Assessment prior to return to work.</p> <p>Staff falling into these categories can make themselves known, in confidence to their Line Manager.</p> <p>The return-to-work authorisation process will confirm there are no health limitations due to Covid-19 risk, before permitting return to the Management Centre.</p> <p>These same principles apply if staff live with a person, or persons who are at higher risk from Covid-19, and a full risk assessment carried out.</p> <p>All actions and decisions reached should make sure equality and accessibility issues are also considered.</p> <p>NHS advice for woman 28 weeks pregnant and beyond is to take a precautionary approach and to maximise the potential for homeworking where possible. This is because of increased risk of becoming severely ill and of pre-term birth if contracting Covid-19.</p> <p>Where adjustments to the work environment and role are not possible workers are suspended on paid leave.</p>

Hazards	Who might be harmed	Existing Controls
<p>New-Variants Covid- 19 (increased infection risk): January 2021 increased risk of infection and complications for vulnerable workers.</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<p>New variants with a far higher transmission rate, necessitates a review of existing controls and behaviour, to reduce transmission risks in the workplace and across the wider community.</p> <p>There is no specific advice (currently) on whether the new variant requires greater operational controls – over and above the current controls (2m distance, cleaning, ventilation etc.). However, the risk from the new variant emphasises the importance of adhering to best practice and implementing the controls specified, which are there to reduce risk.</p> <p>Continue to reduce the density of people working and reducing interactions – further promoting working from home and use of the furlough scheme.</p> <p>Follow all University guidance.</p> <p>With effect from 2 December 2021 in Wales, anyone who comes into close contact with a positive Omicron case will have to isolate for 10 days.</p>

Hazards	Who might be harmed	Existing Controls
Covid-19 Testing	All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students	<ul style="list-style-type: none"> • Staff can use the local testing unit in the Bangor Area, 03000 851480. • For those staff who cannot access this service, a testing kit can be ordered by calling 119. (Further information is on the University Covid-19 FAQ page). • In addition, staff and occupiers have access to Home Test Kits via Main Reception. • Staff are requested to report a positive Covid-19 test result via the Bangor University on-line Covid-19 portal • Staff are requested to support the Test, Trace and Protect strategy and to self-isolate when advised. • Covid-19 Testing procedures implemented, following University and Government advice with all operational staff advised to take 2 lateral flow tests per week, and following the advice provided in the Covid-19 self-test kits held at main reception.

Hazards	Who might be harmed	Existing Controls
<p>Notification of Covid-19 Positive Cases</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Staff are requested to report a positive Covid-19 test result via the Bangor University on-line Covid-19 portal • The University may also receive direct reports from the applicable Tracing Team (e.g., Gwynedd Council). • The reporting portal is part of the check-in app and enables the University to immediately commence support and mitigation arrangements. • Any reports received directly by a Manager should be directed to the Facilities and HR Manager immediately for forwarding to Governance & Compliance. • Staff should always be directed to the on-line portal if they make a direct notification. The portal also advises the staff member to contact their manager immediately. <ul style="list-style-type: none"> • <u>Positive Test:</u> • Where a member of staff tests positive for Covid-19 they are required to self-isolate, along with members of their household. • If someone in same household has symptoms or has tested positive for coronavirus and you are fully vaccinated you should self-isolate and take a PCR test. If your test is negative you can stop isolating. • University will withdraw SALTO card access. • Manager will be contacted to identify if any non-recorded close contacts have occurred and the risk category of those events/instances. • Colleagues within the Management Centre will also be advised that a colleague has tested positive for Covid-19.

Hazards	Who might be harmed	Existing Controls
<p>Covid-19 Serious and imminent danger or concern: Immediate action and reporting</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Each member of staff has the right to withdraw themselves from situations which pose a serious and imminent danger to themselves. • The Management Centre’s Covid-19 controls and arrangements seek to ensure that if a situation should occur and a concern did arise staff should raise this with their Line Manager immediately.
<p>Returning staff and occupiers not aware of Covid-19 RA, control measures or personal responsibilities in reducing risk of infection</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Risk assessment and details of Covid-19 measures have been issued to all staff and occupiers – informing them of requirement to adhere to these policies when on site. • Attention has been drawn to the University and HSE guidance links contained within this Risk Assessment and staff asked to familiarise themselves with the content.

Hazards	Who might be harmed	Existing Controls
<p>Issues arising if the Management Centre does not follow current Covid-19 Government guidelines or front of house staff not aware of procedures to be followed in case of Covid-19 outbreak.</p>	<p>All building users, including: Staff, Occupiers, Customers, Contractors, Visitors, Students</p>	<ul style="list-style-type: none"> • Regular contact made with Local Authority re: requirements. • Weekly review of Welsh Government, Visit Wales and Bangor University Guidance. • https://www.bangor.ac.uk/hss/covid19.php.en • Managers and Front of House staff issued with Covid-19 Management Plan. • All visitors are advised to check in to the Management Centre by scanning a QR code to assist in the track and trace procedures. QR code is widely distributed throughout the centre, on entrance doors and coffee shop tables.
<p>Conferences, Meetings and Events at the Management Centre: Transmission of virus through lack of adequate room preparation and visitor controls</p>	<p>Delegates attending Conferences, Meetings and Events at the Management Centre</p>	<ul style="list-style-type: none"> • On arrival delegates report to Reception, complete Track and Trace records. • Delegates have a responsibility to keep themselves and others safe whilst at the Venue. • Management Centre Covid-19 Risk Assessment provided to organisers prior to event. • A Covid-19 safety brief provided to delegates on arrival. • Delegates shown to their allocated space and advised to remain there for the duration of their visit. • Rooms hygienically prepared in accordance with Covid-19 regulations. • Room set up and equipment prepared in accordance with Covid-19 regulations (e.g. rooms will be sold at reduced capacity and have air purification unit in place). • Catered services – must be pre-ordered with Events Team prior to arrival. • A closed isolation area designated for delegates should they start to feel unwell during their visit. • All delegates must sign out at Reception on completion of their visit.

Hazards	Who might be harmed	Existing Controls
<p>Transmission of virus by relaxing Covid regulations too soon.</p> <p>Note: Wales at Alert Level 0 with effect from 7 August 2021</p>		<ul style="list-style-type: none"> • Regular contact made with Local Authority re: requirements. • Weekly review of Welsh Government, Visit Wales and Bangor University Guidance. • From 7 August, meeting rooms, Restaurant, and Eryri Bar capacity set at maximum of 30 people and HEPA air purification units placed in these areas. • Requirement to wear masks in hospitality premises removed from 7 August; however this will remain mandatory for Management Centre staff in all areas (except kitchen), and for visitors in parts of the buildings where food and drink is not sold. It remains law in Wales that users of public buildings should wear masks. • Additional requirement for Management Centre staff to complete track and trace forms at Reception removed from 7 August. These details are contained where Operational staff sign in and out on payroll timesheets and customer details are captured in booking system. Delegates for events and other visitors to the Centre will still be required to provide contact details. • Non-operational staff will continue to work from home.