

Cardiff University Students' Union Undeb Myfyrwyr Prifysgol Caerdydd

Risk Assessment – Version December 2020
Coverage: Covid-19 Related Risks.

Document Use: This document details the risks and control measures in place in relation to providing a safe working environment for employees and visitors to the premises, as well as helping prevent the general spread of the virus within the community. It should be used alongside other master policies and department assessments, where additional specific risks may exist.

Notes: This is a summary assessment for the building. More detailed information/assessments can be found in the Risk Assessment folder on the shared drive or the Students' Union Health and Safety Policy and supporting policies and procedures.

Staff are required to familiarise themselves with this document. The above policy also details safety arrangements which should be read in conjunction with the summary risk assessment. Staff are also to view the assessments for other areas where they may interact, to check if anything is applicable to them or to help others meet their safety requirements. NB – This risk assessment simply looks at risks associated with Covid-19, employees are reminded that they need to ensure adherence to existing general safety risk assessments for the company, their department and their work.

Review Date: Monthly until further notice.



What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to manage this risk on a regular basis?	Is there likely to be any additional management required in the future as circumstances change?	Action by whom?	Action by when?	Done
Spread of Covid-19 Coronavirus GENERAL	Staff Students Other Visitors NB Higher risk employees e.g. cleaners, front line staff exposed to greater ranges of other individuals or items they have come into contact with. Contactors Drivers/Goods delivery and collection Vulnerable groups: elderly, pregnant workers, those with existing underlying health conditions Anyone else who physically comes in contact with you in	<u>Restricted Use</u> The premises are only permitted for use in limited business driven situations and where approved in advance via SMT. This currently includes: Trading on the ground floor for external tenants within government restrictions and safety guidelines. Management/Operation of the premises via Facilities Staff	Review as expansion is required Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it, and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made				



<p>relation to your business</p>	<p>Refurbishment work via contractors in segregated sites. Running of Food and Beverage Outlets. Provision of a Welcome Desk for Student Visitors Provision of room bookings where possible within current restrictions, including that of the study zone. Use of office space where employees are required to work on site or do not have a suitable home working environment after any adjustments which could be made. By appointment only meetings with students with student services, where they cannot reasonably be conducted online.</p>	<p>available throughout the workplace. Remind employees to maintain social distancing, follow house rules, wear masks and abide by this document on a regular basis.</p> <p>Encourage staff to report any problems on a regular basis, including facility conditions, the practice of others and individual circumstances such as where skin conditions develop as a result of the increased hand washing.</p> <p>Provide regular reminders of the latest government advice. Including:</p>	<p>Review cleaning operations for areas as they become in use.</p> <p>Implement one-way systems if required and designated queuing spots for services as they open.</p> <p>Consider staggered shift patterns and staff bubbles where appropriate. EG Spilt cleaning teams.</p>	<p>Risks managed centrally by SMT and relevant teams, unless labelled separately.</p> <p>Facilities are responsible for all cleaning within the shared premises; although specific department risk assessments may identify areas to be cleaned by departments EG Venues or potentially personal desks in the future.</p> <p>Employees are responsible for cleaning their work stations.</p>			
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		<p>To hold business meetings where they cannot be reasonably held online.</p> <p>Running of retail provisions within government restrictions.</p> <p>To provide passage over the railway bridge for persons who are unable to use the stairs.</p> <p>Hand Washing Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance.</p>	<p>Posters, leaflets and other materials are available for display. https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p> <p>Checks will be carried out by management to ensure that the necessary procedures are being followed.</p> <p>Staff to be reminded on a regular basis of the importance of social distancing both in the workplace and outside of it. Management checks to ensure this is adhered to within the work place.</p>	<p>Create tea, coffee making and refrigeration facilities within departments to reduce the use of the shared kitchen space.</p> <p>Consider separating the use of toilet blocks for staff / visitors and sub-groups of staff per block.</p>				<p>Marketing and Communications are responsible for all mass communications, in conjunction with the Deputy Chief Executive Officer and Director of Communications.</p>
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	<p>https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Drying of hands with disposable paper towels where possible.</p> <p>Staff encouraged to protect the skin by applying emollient cream regularly</p> <p>https://www.nhs.uk/conditions/emollients/</p> <p>Gel sanitisers in any area where washing facilities not readily available as well as on the entrances to the building and outside toilet, welfare blocks and entrances to key parts of the premises.</p> <p>Doors to handwashing areas retained open where possible.</p>	<p>Take into account travel to work when considering higher risk individuals risk assessments / the need in general for employees to work on site.</p>				
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		<p>Cleaning Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Social Distancing All employees to work from home where this is possible for their area. Work on site to only take place if business critical. MS Teams to be used in</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing. Use of gloves largely limited to cleaning team.</p>				
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		<p>place of face to face meetings.</p> <p>Social Distancing - Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Social distancing also to be adhered to in canteen area and smoking area.</p> <p>Significant signage has been installed throughout the building to identify</p>	<p>Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast-changing situation.</p> <p>Line managers and HR will offer support to staff who are affected by Coronavirus or has a</p>	<p>Monitor if financial outlook worsens.</p>			
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		social distancing requirements. This will be replicated online for those booking to attend the building/venue.	family member affected.				
		<u>Wearing of Gloves</u> Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce	Communicate with companies we accept deliveries or collection with as appropriate. Discuss driving needs on a case by case basis. Regular communication of mental health information and open-door policy for those who need additional support. Use of Employee				



		<p>contamination and how to dispose of them safely.</p> <p><u>Ventilation</u></p> <p>SU ventilation systems will be setup in line with government guidance where possible to minimise the risk of Covid-19 spread; in particular, where possible they will be adjusted to avoid the recirculation of air and set to draw in external air. Employees will be encouraged to open windows and final exit doors where possible to maintain good circulation. However, caution is required to ensure that an airflow is not created which increases the passing of used air</p>	<p>Support Programme and running activity such as tea and talk. Welfare check ins to take place with staff on furlough.</p>				
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		<p>past individuals continual working positions.</p> <p><u>Respiratory Protection Equipment (RPE)</u></p> <p>RPE is not required from a task function point of view for our employees unless identified via risk assessment. However, the use of face masks is mandatory within the building unless detailed otherwise.</p> <p>The use of non-surgical face masks is considered appropriate in certain circumstances for the purpose of reducing the risk of virus spread from the person wearing the mask if they are</p>					
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		<p>infected. Face masks are currently required to be worn in all areas of the building unless directed.</p> <p>Exceptions include, workstations/areas where risk assessment permits it, when attending a seated F&B venue as a customer, when consuming food and drink in a socially distant manner, for certain fitness activity via an approved risk assessment.</p> <p><u>Symptoms of Covid-19</u></p> <p>If anyone becomes unwell with a new continuous cough, a high temperature, loss of smell/taste or any other current government advised</p>					
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		<p>symptoms whilst in the workplace they will be sent home and advised to follow the stay at home guidance as well as encouraged to get tested.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other workplace premises) the management team of the workplace will contact the Public Health Authority/Test, Trace, Protect to discuss the case, identify people who</p>					
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		<p>have been in contact with them and will take advice on any actions or precautions that should be taken. As separate procedure has been developed to respond to contract tracing.</p> <p>Drivers</p> <p>Ensure that there is a safe system for managing deliveries without contact. Review procedures in place for Drivers to ensure adequate welfare facilities available during their work if required in the future -</p> <p>Reference https://www.hse.gov.uk/news/drivers-transport-delivery-coronavirus.htm</p>					
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		<p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p><u>Mental Health</u></p> <p>Management/HR will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help</p> <p>Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>					
<p>Spread of Covid-19 Coronavirus</p> <p>Student Advice</p>	<p>Staff, Students, Visitors, Volunteers</p>	<p>All service delivery for functions below will principally and primarily undertaken remotely. Any face</p>	<p>Removal of additional seats from both the waiting area and individual offices</p>	<p>Monitoring National Guidance</p>	<p><i>All risks managed by Heads of Advice and Wellbeing, actions required on part of staff members working in the</i></p>		



		<p>to face engagement with be individually risk assessed</p> <p>Advice Services include – Provision of individual and group independent and confidential advice to students and support for welfare activities through campaigns and student group activity</p> <p><u>Public Use of the Office</u></p> <p>The office currently remains closed for face-to-face client meetings.</p> <p>Face-to-face appointments are not yet available to students. Students encouraged to contact the service via telephone or email.</p>			environment		
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		<p><u>Staff Use of the Advice Office</u></p> <p>The use of the Advice office will be limited to staff who need to work from the office for personal or extenuating circumstances.</p> <p>The staff affected by these circumstances will work from independent offices and will keep their doors closed at all times. A 2m social distancing rule will be observed where possible, and masks will be worn in communal office areas e.g. Staff Kitchen.</p> <p>Staff will be required to wipe down their workstations</p>					
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		<p>regularly with cleaning materials provided and to wash their hands regularly throughout the day.</p> <p>Staff are expected to stick to the same mugs, plates and cutlery throughout the day and are responsible for washing these items up at the end of the working day.</p> <p>Head of Department to set expectation for in building work with the team to seek to manage number of staff present at any given time. Additional provisions to include:</p> <p>Restricted access from the central stairwell asking students not to</p>					
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		<p>progress passed a barrier towards the Voice and Advice areas. Students and visitors will be asked not to pass this point without instruction from a staff member.</p> <p>Scheduled working to reduce requirement for multiple people to work from the area at the same time.</p> <p>Only one person in each Advice Office at a time, no visitors to be taken into offices.</p> <p>Making use of social distanced set up meeting rooms in 3A/B</p> <p>Additional consideration of measures and appropriateness of staff attending with additional health needs.</p>					
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		Use of window openings to increase ventilation where available Staff asked to maintain compliance with general building wide Covid Precautions including Handwashing, Cleaning, Use of Masks whilst in transit, adherence to one way systems, phased arrivals and breaks, etc					
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