



Document author:	B Wheatley	Approver:	H&S Committee
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Rationale and Context:




This document identifies the overarching associated risks on the AUB campus in the wake of the Covid-19 pandemic and the subsequent UK lockdown. The risk assessment identifies potential high-level mitigation strategies and actions to limit risks and signposts further specific risk assessments, which cover the wide range of activities across AUB and provide detailed actions to manage risks on a course, room and activity level. This is a live document to allow for changes in government guidance or requirements to manage risks and will continue to be reviewed by the AUB H&S Operations Reopening Group.

The risk assessment covers all AUB sites including Wallisdown campus, Elliott Rd, Bournemouth Pavilion and the infrastructure supporting AUB such as transport. Halls of Residence are managed by Derwent FM and other external agencies who work with the University.

AUB commits to follow the **‘UCEA Principles for working safely on campus during the coronavirus (Covid-19) pandemic’** set out in the joint statement agreed between UCEA and the HE trade unions: EIS, GMB, UCU, UNISON and Unite.

In preparing this overarching risk assessment factors were considered including: Current Risk Factor (R figure) for the south west which is 0.8 to 1.1 (21st August, source: confirmed by SAGE).

Risk Categories:

-  High risk: mitigation/control measures required to eliminate or reduce the risk to an acceptable standard
-  Medium risk: additional mitigation/control measures to be considered to further control the level of risk
-  Low risk: good mitigation/control measures are in place, but regular reviews should take place to ensure the risk remains low

It should be recognised that the COVID-19 pandemic presents hazards that may not necessarily be reduced to a low risk through mitigation or control measures. The university notes that a medium residual risk may be the lowest possible risk achievable in order to continue undertaking certain activities, but that it accepts this risk, and strives to continuously monitor the safety arrangements and adhere to evolving government and scientific guidance.



Item	Hazard	Risk	Those affected	Risk	Mitigation / Control Measures	Residual Risk	References and/or Effective unique number	Progress (use this column as a checklist)
1	Spread of virus in general and communal areas	The transmission of coronavirus from touching or being in contact with touch points, handrails, keypads, door handles etc.	All users and visitors		<ol style="list-style-type: none"> 1. Hygiene stations to be installed around campus. 2. Use sanitisers frequently 3. Remind all persons to regularly wash hands. 4. Keep to the 2m social distancing 5. Stocks for sanitisers maintained 6. Induction talks or advice sheets on the protection systems in place given to all users 7. Regular cleaning and sanitising of touch points 8. Aug VC update: From 1st Sep, in order to maintain a safe environment at AUB, all campus visitors, staff and students will be required to wear face coverings while in all campus buildings 			<p>Completed</p> <p>Signs displayed Signs displayed</p> <p>Signs displayed</p> <p>Ongoing</p> <p>Staff responsibility</p> <p>Ongoing</p>
2	Spread of virus in washrooms and toilets	Risk of transmitting the virus in these enclosed areas is therefore protection systems must be considered	All Users		<ol style="list-style-type: none"> 1. Use a one in, one out system. 2. Have locally produced signs to inform if vacant or engaged 3. Cleaner’s sign off sheets 4. Investigate use of hand dryers v paper towels. 5. Externally to the toilets on the ground floor of Blocks A and B are 3m x 1m (approx) extract ventilation grills. Warning tape 		<p>Either – latest Gov advice</p> <p>Derwent think barriers is a better option?</p>	<p>Implemented Void</p> <p>Implemented Both to be available Partially completed</p>



					<p>should be placed on the ground at an appropriate distance to keep persons away from the extracted air</p> <ol style="list-style-type: none"> 6. Consider the use of temporary toilets when staff and students are back at work 7. Regular cleaning and sanitising of washroom and toilet facilities 			<p>Portable toilets ordered Sep</p> <p>Cleaning regime</p>
3	Spread of virus from the transference of tiny particles of moisture from mechanical systems	Transmission of the virus by air condition Units and Air Handling Units (AHUs) and heating systems (including Elliott Road space heaters)	All users		<ol style="list-style-type: none"> 1. The HSE advise the risk of air conditioning spreading the coronavirus is extremely low if there is an adequate supply of fresh air and ventilation. 2. Review of space ventilation with hard services engineers. 3. For server rooms there is the need to keep equipment cool. If persons need to access these areas then, contact DS and arrange for the ac to be temporarily switched off for a limited set period 4. If possible, keep windows open. In some buildings, the extent of what windows can be kept open or closed may need help of Campus Services 5. If Air Handling Units are being used in studios or lecture theatres the recirculation should be set to 0% 		<p>www.hse.gov.uk</p> <p>HSE– report HVAC survey</p> <p>19th Aug Responsibility for opening and closing windows will be with the room occupants but under the direction of staff. Notices could be displayed informing users of the preference</p>	<p>Completed – report to follow AC units running from 6 to 6</p> <p>Discretion of staff</p> <p>Implemented</p>
4	Spread of virus in offices and reception desk	Transmission of virus between members of staff	Members of staff		<ol style="list-style-type: none"> 1. No one to be at work if experiencing any of the Covid-19 symptoms (note 1). 		<p>Government guidance on safe working in</p>	<p>Implemented</p> <p>Implemented</p>



		sharing office space			<ol style="list-style-type: none"> 2. Protection screens and social distancing signage installed at reception desks. 3. Maintain a 2m space between workstations and between individuals. The Line Manager will need to discuss details with relevant H & S representative. 4. Office maximum capacities to be surveyed where needed. 5. If unable to maintain the 2m distance, then face covering must be worn and users should sit side by side as opposed face to face 6. Hand sanitisation wipes and sprays will be available to clean work surfaces in offices for keyboards and other equipment 		<p>offices and contact centres</p> <p>Return to campus discussion form and FAQs</p>	<p>Implemented</p> <p>Compulsory</p> <p>Completed</p> <p>Implemented</p> <p>On going</p>
5	Working at home	Musculoskeletal or upper limb disorders, stress, isolation and anxiety	Members of staff		<ol style="list-style-type: none"> 1. Advice and guidance emailed to all staff for temporary working at home, fundamentally using a computer 2. Staff are allowed to collect their office chair from work and IT peripherals that support the use of a laptop 3. Line Managers should contact their staff regularly and check on their welfare and wellbeing, 		<p>OHSS and HSE Guidance RA 0011-1</p> <p>Self-assessment form</p>	<p>Distributed April 2020 Pilot started July 2020</p> <p>Distributed to staff</p> <p>Reminders sent out</p>



					ascertain if there are factors impacting on them being able to work at home. E.g. Do they have too much or too little work, do they need support due to other factors affecting their health and wellbeing? 4. DSE self-assessment form – a pilot form will be emailed to a group of staff members to start this and to all staff once findings of pilot implemented			Completed
6	Entering buildings and areas where there is a risk of close proximity with others	Transmission and spread of coronavirus with the potential contraction of Covid-19	All persons		<ol style="list-style-type: none"> 1. Alternate access and egress points where possible 2. Adequate signage to inform users 3. Alternate stairways 4. One-way corridors 5. Middle corridor doors will be held open by 'Hold open devices' 6. Fire doors, if not being held open by this automatic device should remain closed. Final exit doors can be left open 7. A plan of the campus showing access and egress points to be produced where required. 8. Extend the use of hold open devices to other commonly used fire doors 			Not all buildings External welcome signs Not all areas Partially completed Implemented Not completed Partially Implemented
7	Cleaning regime does not support	Transmission and spread of coronavirus with	All persons		1. Cleaners to produce RAMS specific to Covid-19 and the		Campus Services Facilities	Completed



	AUB's protocol to ensure all areas have been 'cleaned'	the potential contraction of Covid-19, leading to at worst fatality but, lesser extent to serious or minor complications	cleaners		<p>safety of all users and times when they attend site</p> <ol style="list-style-type: none"> 2. Cleaning staff attending throughout the day specifically to clean touch point surfaces such as handrails, door handles, bannisters, etc. 3. Cleaners should be attending 3 times a day but this will depend on occupancy levels 4. Hygiene supplies such as wipes provided in rooms to allow users to wipe down surfaces or equipment they have used 5. Cleaning at night to prioritise sanitation of user surfaces 6. Cleaning staff to keep to social distancing etc. (risk assessed by contractor) 7. Stocks of hand wash and sanitisers to be checked daily by Campus Services. Recommended a record of this is kept 		<p>Manager planning with contractor</p> <p>Implemented</p> <p>Implemented</p> <p>To be completed</p> <p>Implemented</p> <p>Implemented</p> <p>Implemented</p> <p>No records</p>
8	Spread of and transmission of coronavirus	Coming to campus during pandemic	All persons		<ol style="list-style-type: none"> 1. Staff and students advised to follow Gov guidelines on travelling to work 2. Collaboration with Bournemouth University, BCP council and Morebus on travel arrangements. 3. Potential amendments to AUB Travel Plan. 4. Do not come to work if experiencing Covid-19 symptoms (note 1) 		<p>Communicated</p> <p>Implemented</p> <p>January 2021. Requirements for priority parking permits due to virus to</p>



				5. Try not to use public transport but if no alternative then individual must follow Government advice and wear a face covering 6. Cycling and walking encouraged 7. Staff advised to work from home whenever possible			be identified in return to campus discussions
9	Spread and transmission of coronavirus	Temporary visits by members of staff to carry out essential work not able to be completed at home	Members of staff	1. Line Managers will decide whether it is essential for their staff to visit site 2. Having reached the decision that it is essential then the line manager to email Campus Services with details, date and time of visit. 3. Visitors to site will comply with 2m social distancing, access and egress points, fire and first aid procedures and given guidance for temporary access 4. Use of hand washing and sanitisers 5. Return to Work form to be completed by all staff members in consultation with their line manager and HR Partner 6. Individual risk assessment to be completed for staff with underlying health conditions or specific concerns		Return to campus discussion form and FAQs Aug 2020 Relevant forms and associated flowchart have been circulated to all staff: Working at AUB Campus flowchart; Working at AUB Campus After Lockdown form; Staff Access Guidance; Guidance for the wearing of face coverings and Student Information Update	Implemented



10	MA students attending campus to complete their studies during negotiated access periods.	Transmission and spread of coronavirus with the potential contraction of Covid-19, leading to at worst fatality but, lesser extent to serious or minor complications	MA students Staff		<ol style="list-style-type: none"> 1. Induction given to all students via Zoom and guidance document 2. Use of one way systems 3. Studios and rooms measured to allow 2m spacing 4. Computer suites – furniture or computers removed to ensure 2m ruling 5. Wipes and sanitiser sprays available and used frequently 6. Numerous other Control recommendations within the RA and on request 		<p>RA 00695-1</p> <p>Negotiated access for MA students,</p> <p>Sep – NDP and Prep HE students on the 14 Sep</p>	<p>MA students returned</p> <p>Not all areas</p> <p>Implemented</p> <p>Implemented</p>
11	Poor water hygiene due to lack of maintenance during campus lockdown	Persons subject to the effects of legionella bacteria	All persons		<ol style="list-style-type: none"> 1. Compliance with legionella assessment 2. Contractors undertake monthly checks and processes which include temperature testing, shower cleaning, water storage tank checks 3. Facilities carry out twice weekly flushing of sentinel outlets during the pandemic 		<p>1. Water Risk Assessment – 2019</p> <p>Written Scheme of Examinations for water hygiene – available on request from Campus Services</p>	<p>WRA and measures in place</p> <p>July 2020 Derwent now managing contract and inputting control measures</p> <p>New survey in Sep planned</p>
12	Inadequate fire safety precautions	Failure to ensure persons and buildings are safe from fire. Institutions are legally obliged to ensure	All persons		<ol style="list-style-type: none"> 1. Compliance with FRA 2. Regular maintenance and checks by contractors 3. No planned fire evacuation drills for time being 4. Guidance for fire evacuation procedures during lockdown 		<p>Fire Risk Assessment - 2020 - available on request from Campus Services</p>	<p>FRA and measures in place</p> <p>Aug 2020 Derwent contracted O'heap (Fire</p>



		compliance with fire safety			<p>and temporary opening given to all – guidance sheets</p> <ol style="list-style-type: none"> 5. Normal fire evacuation drills exist but complying with 2m ruling. If not possible, then 1m is acceptable although persons should not face each other 6. Facilities Technicians follow a set procedure when the alarm is activated to check location, false or real alarm etc. 7. Security and FTs trained in the use of Evacuation chairs - 		AUB Postgraduate Negotiated access guidance	<p>safety auditors) to carry out their own survey and applying measures identified in the survey</p> <p>Completion of FRA early Sep</p>
13	Failure of plant and equipment due to lack of maintenance during lockdown	Failure of equipment unless regular planned maintenance of plant equipment continues as per maintenance schedule	All persons		<ol style="list-style-type: none"> 1. FM follows the Planned Maintenance Programme ensuring plant equipment is inspected according to schedule 2. Guidance on AUB Covid-19 restrictions and access has forwarded to contractors for visiting site 3. Contractors to produce RAMS (Risk Assessment and Method Statements) prioritising Covid-19 precautions 		<p>RA – 00113</p> <p>Cleaning Contract schedule with Campus Services/Finance Campus Services network drive I:/ on request</p>	<p>Maintenance of plant such as lifts has been taking place during lockdown.</p> <p>Aug 2020 Derwent with HVAC contractor managing plant equipment – RAMS and regime</p>
14	Hazards related with colleagues and vulnerable persons	2 tiers exist until 31 July 2020 – Extreme and Moderate risk. From 1 August 2020 changing to 1 tier: Moderate	Vulnerable persons		<ol style="list-style-type: none"> 1. Vulnerable persons at extreme risk would have received notification from GP or Government to remain working at home (relevant until 31 July 2020) 		<p>RA – 00114-1</p> <p>Return to campus discussion form and FAQs</p>	<p>Aug 2020 Relevant forms and the associated flowchart published on Paul's Place</p>



	<p>returning to work</p>	<p>risk. Notwithstanding this, due diligence required on behalf of AUB to ensure individuals are safe to return to work</p>			<ol style="list-style-type: none"> 2. Individuals at moderate risk may have a preference to work at home. 3. If required to work at campus a separate risk assessment should be undertaken 4. Advice from the RA to make suitable adjustments to the person's work place 	<p>AUB Equality Impact Assessment</p> <p>Guidance from websites NHS: https://www.nhs.uk/</p> <p>PHE report 'Disparities in the risk and outcomes of COVID-19' shows that some groups of people may be at more risk of being infected and/or an adverse outcome if infected. The higher-risk groups include those who:</p> <ul style="list-style-type: none"> ▪ are older ▪ are males ▪ have a high body mass index (BMI) ▪ have health conditions such as diabetes ▪ are from some Black, Asian or 	<p>and on the HR pages of the intranet.</p> <p>Aub 2020 Covid-19 Age Assessment Tool discussed at H&S Reopening Group and agreed would not be used as may overcomplicate the comprehensive process already in place. However, PHE recommend these groups should be considered in our risk assessments; the groups are captured in the Working at AUB Campus after lockdown process</p>
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						minority ethnicity (BAME) backgrounds	
15	Risk to others as identified by the Government	Identified in recent research is a higher risk to BAME or, those living with others in these groups or vulnerable persons	All persons		<ol style="list-style-type: none"> 1. Individuals within this risk category may have a preference to work at home. 2. If required to work at campus a separate risk assessment should be undertaken. 3. The risk assessment will identify control measures to support the individual in returning to the workplace. 4. The risk assessment will identify control measures to support the individual in returning to the workplace. 5. Individual encouraged to discuss any issues with Line Manager to enable these to be resolved. 	<p>RA – 00114-1</p> <p>AUB Equality Impact Assessment</p>	<p>July 2020 Equality Impact Assessment carried out</p> <p>On going</p> <p>Individual PEEP if necessary</p> <p>On going</p>
16	Inadequate procedures to ensure the safety of those with visual, hearing or mobility impairments	With staff and students returning to campus AUB must ensure all persons are accommodated	Those with visual, hearing or mobility impairments		<ol style="list-style-type: none"> 1. Individuals within this risk category may have a preference to work at home. 2. If required to work at campus a separate risk assessment should be undertaken. 3. The risk assessment will identify control measures to support the individual in returning to the workplace. 	<p>RA – 00114-1</p> <p>AUB Equality Impact Assessment</p> <p>Return to campus discussion form and FAQs</p>	<p>July 2020 Equality Impact Assessment carried out</p> <p>Gov advice for all to work at home if possible, if not, individual assessments will be done</p>



					<ol style="list-style-type: none"> 4. Individual encouraged to discuss any issues with Line Manager to enable these to be resolved. 5. Obtain Line manager’s approval and acknowledgement before coming in to work 6. Report in to Campus Services when arriving on campus 7. No lone working – persons should be aware of others working in the same area but, not necessarily the same studio/office. 8. Review of PEEP if necessary – discuss individual cases with Snr Disability Officer 9. Issue Pager for those with hearing impairment 10. Specific RA may be required 11. Consideration given to face coverings and impact on all people for example with hearing impairments 			Rescinded 1 st Sep
17	Unsafe working conditions for staff members working during lockdown	Campus Services personnel working during lockdown and possible contamination or infection of coronavirus	Campus Services		<ol style="list-style-type: none"> 1. RA required for Facilities Technicians 2. RA for Post room staff 3. Constant monitoring of activities 4. Line management supervision 5. Set pattern of tasks to be completed daily 		RA – 00022	<p>Completed</p> <p>Completed</p> <p>On going</p> <p>On going</p> <p>On going</p>



18	Unsafe conditions for contractors	Contractors are still obliged to attend campus to carry out essential maintenance	Contractors		<ol style="list-style-type: none"> Contractors to provide RAMS Senior health and safety Officer to review RAMS Facilities Manager to manage onsite operations 		<p>RA – 00113</p> <p>RAMS on I:/ Drive –available on request</p>	<p>Aug 2020</p> <p>All contractors now reporting to Derwent FM or, Campus Services.</p> <p>Risk Assessments Method Statements reviewed by the SHSO</p>
19	Unsafe activities in studios	Snr Techs and TOMs to manage operations and activities	Technicians and academic staff		<ol style="list-style-type: none"> Snr Techs and Techs to produce risk assessments for activities in studios TOMs to provide guidance with the help and guidance from HSROG Techs to work in conjunction with academic colleagues 			<p>Aug 2020</p> <p>Schools have been proactive in risk assessing individual hazards and activities in preparation for the start of the new academic period</p>
20	Inadequate protection for users and Refectory staff	Transmission and spread of virus for persons in close proximity	Students Staff Refectory personnel		<ol style="list-style-type: none"> Opening of the Arts Bar for refreshments All to comply with 2m social distancing Refectory staff to produce own risk assessments Alternative access and egress points Ample signage to be displayed Compass Group provided detailed risk assessment, guidance and questionnaire to 		<p>RA-C19 – Risk Assessment</p> <p>MAN99A – Social Distancing Checklist</p> <p>Safety Conservation poster</p> <p>Available from Campus</p>	<p>July 2020</p> <p>Risk assessments received from Refectory Manager on behalf of Chartwells</p> <p>Displayed Received</p>



					check all control measures are in place		Services, on Campus Services I:/ Drive on demand	
21	Spread of virus to enclosed spaces	Use of lifts for some is essential of for moving furniture	All persons		<ol style="list-style-type: none"> 1. Unless essential, do not use lifts 2. If having to use lifts, wear a face covering 3. Use stairs if possible 4. Posters/checklist displayed in lifts where needed 5. Regular checked and serviced as part of maintenance schedule 6. Thorough Examination carried out by Insurance engineers 		Documentation and inspection records on Campus Services I:/Drive and available on request	<p>Aug 2020 Signage displayed</p> <p>Displayed</p> <p>On going</p> <p>6 monthly – on going</p>
22	Inadequate or insufficient information to staff and students	Persons coming on campus unaware of control measures implemented to control the spread or transmission of the virus	All persons		<ol style="list-style-type: none"> 1. Risk assessment control measures approved and adopted to control the potential spread of virus 2. Suitable notices and posters displayed 3. Guidance sent to returning students 4. VC's (Paul's Place) on intranet contains up to date information 5. Use of Intranet and Internet sites 6. 2m signage on floors 			<p>Communicated</p> <p>Displayed</p> <p>Updated</p> <p>Available to staff Completed</p>
23	Transmission of Covid-19 from infected deliveries	Transmission of the virus to persons accepting deliveries	Post room personnel Delivery personnel		<ol style="list-style-type: none"> 1. Area marked outside Post Room where deliveries can be left 2. No signing for deliveries but staff will give their name 			<p>Completed</p> <p>Implemented</p> <p>Implemented</p>



			Campus Services Personnel		<ol style="list-style-type: none"> 3. Parcels brought into Post room by staff who wear gloves where each parcel is scanned 4. Parcels delivered to recipient's office. Team PP's each parcel and takes a photo to verify delivery 5. Bell outside of the Post room for delivery personnel to warn Post room 6. Currently, no mail is being sent out 7. Schools to decide on a suitable place where parcels may be left 		<p>Implemented</p> <p>Implemented</p> <p>To commence 14th Sep Implemented</p>
24	Virus transmission in Halls of Residence	Transmission of Covid-19 in and around the Halls of Residence	Students living in halls FM Contractor s and Staff working alongside them		<ol style="list-style-type: none"> 1. FM contractor to coordinate with AUB personnel to prepare guidance for their staff and the students living in halls 2. FM contractor to provide details of their risk assessments and method statements 3. Close liaison between both parties is essential 		Derwent FM to produce a plan. New overseas students are currently being isolated in Madeira halls with food parcels, water etc
25	Transmission of the virus through smoking and vaping	Those who smoke and vape exhaling airborne droplets that could contain the virus	All persons		<ol style="list-style-type: none"> 1. Currently, no evidence exists to suggest passive or second hand smoke can transmit Covid-19, only for those who do smoke, are more susceptible to respiratory problems such as coronavirus 2. Although vaping is not directly linked to the transmission of coronavirus, in the absence of evidence, smokers and vapers should keep to the 2m 	<p>PHE 2018 independent e-cigarette</p> <p>NHS advice on coronavirus</p>	<p>General advice to smokers/vapers</p> <p>5 Metre distance from building still in force</p>



					distance and 5m from buildings		
26	Meeting colleagues to discuss work	Persons wishing to have meetings with other staff members and/or student cohorts to discuss work etc.	All staff Student cohorts		<ol style="list-style-type: none"> 1. Ideally, meetings should be conducted through Teams or Zoom systems off campus 2. If absolutely necessary and with line manager’s approval, then persons meeting on campus will have previously notified Campus Services Facilities Manager with date and time of meeting 3. When coming on to campus persons will book in and out with Campus Services. 4. All attendees will follow direction signage, one way systems and local information on posters/notices 5. Keep to the 2m social distance ruling. If this is impracticable, then stand no less than 1m to each other, wear face covering and try to stand sideways rather than face to face 6. Remember to regularly wash hands and use sanitiser stations in corridors 		<p>Implemented</p> <p>Implemented, but to change beginning of Sep</p> <p>Cancelled from 1 Sep</p> <p>Requirement</p> <p>Requirement</p> <p>Government advice</p>
27	Visiting external AUB sites	Transmission and spread of Covid-19 at satellite sites used by staff and students	All staff Student cohorts		<ol style="list-style-type: none"> 1. Offsite locations such as Elliott Road will need to have signage similar to the main campus, one way, use of toilets etc. 		Update required by M&P



					<ul style="list-style-type: none"> 2. Entrance and exit doors identified and marked accordingly. 3. Ample resources of soap for hand washing, wipes, sanitiser stations 4. Booking in and out system 5. Guidance for using equipment 6. Face coverings available 7. Risk assessments required for making props and filming; use of the workshop 		
28	Using equipment	Transmission and spread of Covid-19 when handling equipment that others will have used	All staff Student cohorts		<ul style="list-style-type: none"> 1. Equipment used extensively such as hand tools will need suitable control measures whether being booked out of stores or on hand in studios and workshops 2. Sanitiser sprays and wipes will need to be readily available and users encouraged to use regularly 3. To clean computers and peripherals - do not use sprays but, gently wipe displays, keyboards etc with disinfectant wipes 4. Users must wash their hands with soap and water frequently 		<p>To be Implemented</p> <p>To be made available</p> <p>To be Implemented</p> <p>Requirement</p>
29	Handling of waste material that has been used for hand wipes, gloves	Transmission and spread of coronavirus after handling contaminated PPE	All staff Students		<ul style="list-style-type: none"> 1. Disposable containers with suitable warnings to be located around campus. This will not be possible if intending to purchase therefore, office bins could be adapted with A4 printed signs 		<p>Aug 2020</p> <p>Only confirmed contaminated items will be bagged in Hazmat</p>



	and face coverings				<ol style="list-style-type: none"> 2. Bin liners placed inside of bins 3. Cleaners warned not to handle contents but to dispose of the bin liner with contents directly into a Hazmat sack 4. One of the large wheelie bins (1100 L) made available for Hazmat contents only 5. FM to discuss with Waste Contractors and cleaners 6. No PPE will be shared and disposable gloves, face coverings should only be used once 		<p>Implemented Communicated at induction</p> <p>Implemented</p> <p>Communicated</p> <p>On going</p>
30	Persons working in and, using the Library	Transmission and spread of coronavirus when working in the Library of returning/collecting books	Staff Students		<ol style="list-style-type: none"> 1. Library staff members limited to only manning the reception desk, with others working from home 2. System for students to pre-book a visit and collection time to the Library – click and collect. 3. Suitable markings on floors 4. Notices to advise washing hands 5. Perspex screens on Reception desk with tape markings keeping persons 2m from members of staff 6. Cleaners carrying out regular cleaning of reception desk, keyboard etc. 7. Use of other staff to marshal students if more than a few turn up at the same time. Barriers also erected to guide persons around the Library 		<p>August 2020 – Library personnel working to a Covid-19 plan</p> <p>Implemented</p> <p>Implemented Implemented</p> <p>Installed</p> <p>Implemented</p> <p>Planned for start of term</p>



					8. No one will be allowed to browse 9. Alternative stairs used as up and down		Implemented Implemented
31	Inadequate welfare facilities	Staff walking or cycling to work may wish to use showers	Staff students		1. Showers regularly cleaned by the contractors 2. Legionella protection such as cleaning shower heads provided by contractor 3. Shower components spontaneously cleaned by the use of gels and soap		Now under new contract by Derwent FM Implemented Implemented
32	Non-compliance to coronavirus rulings	Persons failing to comply with local rules regarding protection from coronavirus possibly leading to the transmission of the virus	Staff Students Contractors Visitors		1. ULT to agree appropriate actions for staff and students not following these rules		To be confirmed
33	Spread or transmission of the virus during events and Open days	Risk to persons attending SU events and / or Open Days	Staff Students Visitors		1. Consider the use of online resources to publicise AUB and its academic provision for new students 2. Student Union events to be held on line if possible or risk assessed with control measures implemented. 3. Open Days held over several days with restricted numbers of visitors 4. Visual film clips showing teaching areas with talk over by lecturers 5. Visitors to book slots	AUB Academic Principles	To be adopted To be confirmed To be confirmed To be confirmed To be confirmed To be confirmed



					6. Consider online welcome rather than the meet and greet in South House Lecture Theatre		Review
34	Spread of infection from practical demonstration and taught sessions that entail staff moving about and talking to students	Transmission and spread of virus in crowded studios and workspaces	Staff Students		<ol style="list-style-type: none"> 1. Teaching areas to be assessed for maximum numbers about social distances of 2m. 1.5m and 1m, however, all persons need to adhere to the 2m ruling unless course specific ruling overrides. 2. Face coverings will be worn. 3. Increase number of sessions but limit number of attendees 4. Hygiene stations to be in place for teaching areas and users encouraged to sanitise hands before and after sessions. 5. Cleaning of common touch points and equipment by cleaners at night but by staff and students during the day. 6. Specific session risk assessments are required 7. Use of Zoom and Team enabling students to work at home 8. Book slots to the Workshop and other similar working areas 9. Computer suites laid out for social distancing – surplus chairs and computers removed; hazard tape across desks 	<p>AUB Academic Principles</p> <p>Room Capacity Planning</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts</p>	<p>July 2020, capacity surveys ongoing, most course spaces complete.</p> <p>Aug 2020 – relaxation in areas such as performance. Control measures such as wearing face coverings would be compulsory if the 2m is reduced</p>



					<ul style="list-style-type: none"> 10. Courses to follow academic principles when planning 11. Performance, dance, filming keeping to the social distance current ruling 12. Inductions online as opposed to groups of students in studios 			
35	Failing to comply with local rulings with regards to Covid-19	Spread of virus in and around campus by persons being complacent and disregarding guidance and advice	Staff Students Visitors/co ntractors		<ul style="list-style-type: none"> 1. All staff have responsibilities for themselves and others affected their acts or omissions 2. All to report those not following local ruling 3. Safety personnel to monitor and audit areas 4. Student’s terms and conditions 		<p>HSWA 1974 MHSWA 1999</p>	<p>Standard requirements for responsible persons</p> <p>Inspections regularly</p>
36	Spread of infection due to close proximity activities	Risk of spreading the virus in close proximity activities, such as make-up – hairdressing; filmmaking, dance, teams moving and carrying heavy objects,	Staff Students		<ul style="list-style-type: none"> 1. Hygiene stations to be installed around campus. 2. Use sanitisers frequently 3. Remind all persons to regularly wash hands. 4. Keep to the 2m social distancing 5. Induction talks or advice sheets on the protection systems in place given to all users 6. Regular cleaning and sanitising of touch points 7. Use of appropriate PPE and face coverings 8. Thorough risk assessment, strict implementation of control measures, adequate 			<p>Implemented</p> <p>Signs displayed Signs displayed</p> <p>Signs displayed</p> <p>Encouraged</p> <p>Implemented</p> <p>To be adopted</p> <p>On going</p>



					instruction, training and supervision			
37	Virus outbreak at AUB	Virus outbreak occurs amongst staff and / or students	Staff and students		<ol style="list-style-type: none"> 1. AUB Outbreak management plan to be produced by Integrated Planning Team. 2. Collaboration with BCP Council and Bournemouth University 3. Collaboration with halls management teams and third party providers 		<p>AUB Outbreak Management Plan, to be produced by IPT</p> <p>BCP Council Outbreak Management Plan</p>	Draft outbreak management plan submitted to IPT 29 th July 2020
38	Members of staff and students returning to work or study on campus or satellite locations	Concern for personal safety when having to return to work or study. Unfamiliarity with new processes and procedures adopted to protect users from coronavirus	Staff Students		<ol style="list-style-type: none"> 1. Where possible, work should be done remotely from home. Where this is not possible then physical distancing of 2m should be followed 2. Use of Zoom and Team Meetings both at home and work 3. Follow all guidance from notices, posters and floor markings 4. Regular hand washing using soap and water 5. Use of hand sanitisers in communal areas 6. Where physical distancing of 2m cannot be followed, AUB must consider whether the activity needs to continue 7. Completion of the HR 'Returning to the Campus after Lockdown Discussion' Form 		<p>Returning to the Campus after Lockdown Discussion</p>	<p>Recommended</p> <p>Recommended</p> <p>Signs displayed</p> <p>Signs displayed</p> <p>Signs displayed</p> <p>Recommended</p> <p>Required</p>
39	Using small spaces <	Surfaces can be contaminated	Staff Students		<ol style="list-style-type: none"> 1. Disinfectant wipes/sprays to be readily available and used 		<p>https://www.gov.uk/government</p>	On going



	6m ² e.g. kitchenettes, editing suite, toilets, tutorial and meeting rooms	when people who are infectious cough or sneeze. Transmission can occur when others touch this surface. Increased frequency of cleaning surfaces reduces the presence of the virus. Close proximity between parties leading to a relaxation of the 2m ruling	Visitors		<ul style="list-style-type: none"> liberally on common used surfaces before use - signs displayed to notify 2. Cleaners attend throughout the day to wipe down touch points, surfaces and equipment such as kettles, 3. Kitchenette doors may be left open (notwithstanding fire safety) temporarily whilst in use. When not in use the door should be closed. 4. Any interactions within 2m that cannot be reasonably be avoided such as corridors and stairs must be brief 5. Hand sanitisers located outside of rooms 6. Wearing of face coverings if two persons working side by side 7. Wash hands with soap and water having left the room 		<p>/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</p>	<p>Implemented</p> <p>Alternative to install Hold open device</p> <p>Requirement</p> <p>Required</p> <p>Required</p> <p>Signs displayed</p>
40	Persons attending SU organised events for example Fresher's, Club and society meetings, RAG week	Risk to persons with possible infection from coronavirus or transference of the virus to others	SU Staff Students Visitors		<ul style="list-style-type: none"> 1. Gatherings, meetings, events generally, suspended until January 2021 when the situation will be reviewed. 2. On-line facilities for Fresher's and other similar events 3. Several clubs and societies work in collaboration with BU therefore SU staff to liaise closely and update AUB accordingly 4. Permission will be required by students from SU personnel to hold small events such as 		<p>To be confirmed</p> <p>Implemented</p> <p>To be adopted</p> <p>To be adopted</p>	



					<p>board games where no more than 4 persons would be attending. If more than 4 then, AUBSU will undertake a separate and specific risk assessment</p> <p>5. Should persons have permission to meet they must still comply with the 2m social distance, regular hand washing, use hand sanitisers, possible use masks as additional protection</p>			To be adopted
41	Treatment to injured persons who may have the virus	Transmission of coronavirus	Staff Students Visitors Contractors		<ol style="list-style-type: none"> 1. First aiders made aware of potential harm to themselves and the injured person when carrying out first aid through St John Ambulance video 2. First aiders can opt out of the duty by emailing bwheatley@aub.ac.uk 3. When attending any accident or injury encourage the injured person to apply dressings to themselves 4. If you need to make contact with the injured person such as applying a bandage, both parties should be wearing face coverings and contact to be as short as possible if no face coverings available, then ask the injured person to cover their face with clothing 5. If person is unconscious tel: 999 or 112, carry out chest 		<p>St John Ambulance video on treatment of persons during the pandemic:</p> <p>https://www.sja.org.uk/get-advice/first-aid-advice/covid-19-advice-for-first-aiders/</p>	<p>Email sent to all first aiders in July 2020</p> <p>Review rota from Sep 1st as many still working from home</p> <p>Essential</p>



					<p>compressions but no emergency breaths</p> <p>6. Report accidents as normal using the Effective software or download a form from the Intranet</p> <p>7. Dispose of any contaminated dressing in yellow hazard sacks as issued by the SUEZ contractor and</p>		<p>Essential</p> <p>Essential</p>
42	Spread of coronavirus to, or from, visiting models or other persons used for the benefit of student cohorts	Risk of infection to all parties who may be in direct or indirect contact with the model	Students Visitors Staff members		<p>1. Book models through reputable agency or alternatively, use ex students</p> <p>2. Ascertain if they have any reason to think that visiting the University puts themselves or others at risk</p> <p>3. Ask the model if they have had to isolate for any reason or, live with a vulnerable person or are shielding, have been abroad.</p> <p>4. Inform the model they must comply with all local rulings such as keeping to the 2m rule, regular hand washing, use of sanitisers, wipes and sprays, one way systems, reporting in and out at Campus Services</p> <p>5. No make-up artist will be available and they need to make their own arrangements.</p>		<p>Procedural</p> <p>Procedural</p> <p>Procedural</p> <p>Procedural</p> <p>Procedural</p>
43	Using Scanners and	Multiple touch points on equipment which	Staff Students		<p>1. Hygiene stations adjacent to print / scan areas.</p>		<p>Required</p> <p>Required (FM/HofDS)</p>



	network printers	may aid the transference and transmission of the virus. The virus can remain contagious for up to 72 hours on surfaces			<ol style="list-style-type: none"> 2. Signs displayed by the equipment instructing users to: <ul style="list-style-type: none"> • Keep to the 2m social distance • Wipe down touch points with wipes • Report technical faults, to DS 3. Consideration given to booking slots if a large quantity to produce. 4. Regular monitoring ensuring persons comply with ruling 5. Paper changes by technical staff who will wipe down surfaces when paper has been loaded 			<p>Review</p> <p>Review</p> <p>Recommended</p>
44	Use of fleet vehicles	Transmission of the virus through close proximity with others (coughs, Sneezes etc) and touch points	Staff Students		<ol style="list-style-type: none"> 1. Regular maintenance will be carried out by Campus Service personnel and according to manufacturer's recommendations. 2. In addition to regular maintenance common touch points both inside and outside will be disinfected. 3. Facilities Technicians will wash hands before and after maintenance or use. 4. Drivers should wear face coverings to prevent coughs and sneezes contaminating the vehicle 		<p>https://assets.publishing.service.gov.uk/media/5eb96cd6d3bf7f5d3a907e58/working-safely-during-covid-19-vehicles-200812.pdf</p> <p>https://www.gov.uk/guidance/coronavirus-covid-19-safer-</p>	<p>On going</p> <p>Recommended</p> <p>Recommended</p> <p>Recommended</p>



					<p>5. Users must book vehicles 24 hours in advance</p> <p>6. No passengers will be allowed except in certain conditions:</p> <ul style="list-style-type: none"> • Emergency – casualty to hospital • Essential business use where use of two or more vehicles is not a reasonable solution to ferry persons to the same location <p>Guidance:</p> <ul style="list-style-type: none"> • Keep windows open • Keep to small groups • Wear face coverings • Plan journey beforehand arranging for suitable stops • Use of people carriers • Sit side by side • Seating arrangements to allow maximum physical distance • Wash or sanitise hands before, after and at each stop 		<p>travel-guidance-for-passengers#private-cars-and-other-vehicles</p>	<p>Recommended</p> <p>Recommended</p>
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Notes:

Covid-19 symptoms:

AUB Covid-19 – Risk Assessment



- a. New continuous cough
- b. High temperature
- c. Loss or change to your sense of taste or smell