

Assessment Reference No.	<i>Covid01</i>	Area/ activity/project assessed	COVID-19: <i>Emerging from Lockdown (High level)</i>
Assessment date	3 rd December 2020		
College/Directorate	University wide	Department/Research Centre	All University

Description of the Activity / Project / Area

This risk assessment reflects how the University will implement relevant legislation or guidance issued by the government, DfE and Public Health to mitigate against the risk of covid transmission in the workplace and associated risks. The assessment also reflects *Higher Education: reopening buildings and campuses* guidance issued on the 10 September 2020 and updated on the 3rd November.

This assessment has been constantly reviewed since the start of the pandemic but was last fully reviewed on the 8th October. Since that time, the University has been operating at DfE tier 2, as an additional precautionary measure, to increase the proportion of online teaching. During this period face to face teaching has decreased, resulting in reduced numbers of staff and students on site, reducing risk dramatically over this period of time.

Cases within Sheffield and the surrounding area have been increasing. To reflect this the region was moved into a very high tier 3 local lockdown on the 24th October. Since then many regions across the UK have seen rising infection rates and the R number has consistently been above 1. The government announced on the 31st October that England will enter a four-week lockdown as of Thursday 5 November to curb the spread of coronavirus.

The University's Covid contingency plans set out how the University will respond to changes in national or local Covid restrictions. It is based on the DfE four tiers, published on 10 September. In response to the national lockdown, the University has now decided to move to operating within the parameters set out in Tier 3 of this framework, details of which are available on the [Beyond Covid intranet section](#). This will apply from Thursday 5 November and it means that:

- **Teaching and learning** – will only continue on-campus for essential activities, which means those elements of our provision that cannot in practice be delivered online, rescheduled or replaced. This includes enabling access to specialist equipment, space, hardware, and software. Placement based assessment activity continues. Face to face support for students on campus will continue where needed.
- **Research** - all research projects should be undertaken remotely where possible. Research facilities will be open and operating according to risk assessments and local management of access for authorised personnel in order to support research activity which cannot be undertaken remotely.
- **Student experience and support** – Libraries remain open for bookable study spaces, click and collect and Hallam Help points.
- **Campus services** -The number of catering outlets will be reduced and those remaining will open for a takeaway service only, in line with government restrictions. Although sport and exercise facilities will remain open for our elite athlete support and for teaching, the gyms will otherwise close. The nursery will remain open.
- **Estates and facilities support** – bookable office spaces remain available for staff working on campus where this is required, and consistent with our risk assessment.

There will still be a need for staff to deliver essential academic and professional services work on campus¹, but this will be more limited and subject to appropriate mitigations. This high-level risk assessment provides the starting point for all other risk assessments. It provides a baseline for all University work locations and activities. The mitigations are designed to reduce risks in accordance with

¹ Any reference to 'essential on campus delivery' in this or supplementary risk assessments, guidance or communications refers to work that is essential to deliver the University's Covid contingency plans.

government guidance. This is supplemented by generic risk assessments for the classroom, office and technical spaces and more detailed specific risk assessments for some activities.

For the majority of staff, we will make every reasonable effort to enable working from home. The exceptions to this may be where staff are unable to work remotely due to home circumstances, for their wellbeing or because of the unavailability of safe enabling equipment.

All managers, staff and students are required to fully apply the mitigations identified in this assessment. Social distancing should be optimised at all times wherever possible. This means that where it is not possible to comply with minimum social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable), managers must consider whether such activity needs to continue for the University to operate, and if so take all mitigating actions possible to reduce the risk of transmission. A specific risk assessment, which identifies all the mitigating actions that are possible to reduce the risk of transmission must be prepared. Managers can seek advice from the H&S Service to support this process. This specific risk assessment must be sent to the H&S Service before it can proceed. If it involves working within 1m then the risk assessment will be sent, with advice from HSS, to the relevant Dean/Director for authorisation.

The University will place risk assessments and consultation with staff, students and trade union health and safety representatives at the heart of decision-making. All covid related risk assessments must be sent to the H&S service and will be placed on the consultation site so that the trade unions can comment and raise concerns. These will generally be passed back to the originator of the risk assessment for amendment where necessary.

This document is supported by the [University's Covid-19 Guidance](#), a more detailed guidance document, which sets out how to work safely during the coronavirus (COVID-19) pandemic, by applying the social distancing guidelines set out by the government (keeping people 2m, or 1m apart with risk mitigation where 2m is not viable). The document lists the main precautions that are in place and the protocols that should be applied across all buildings and types of spaces, and should be read in conjunction with this document.

Key actions

This assessment must be considered, alongside all relevant generic risk assessments, by all managers prior to them bringing staff or students onto site.

Managers may need to carry out an additional assessment of the risks posed by COVID-19, to reflect the specific circumstances in their workplace before any work can proceed. All risk assessments must be sent to H&S to publish on the Covid RA site and TU consultation site.

Consideration must also be given to current risk assessments as changes to accommodate Covid-19 could impact on the risk and precautions relating to a specific activity. All risk assessments must be reviewed to consider Equality, Diversity and Inclusion implications.

Who could be harmed and how? (with no controls in place)	Evaluate the risk and decide on controls		Record your findings and implement them	
<p>Hazards associated with the activity/task/Event? What are the significant hazards with the potential to cause harm? Including who is at risk from harm: Students, Staff, Visitors and/or Contractors?</p>	Risk level <i>High Med Low</i>	<p>What controls are currently in place and what further action is necessary to reduce the risk?</p> <p>What is already in place to reduce the likelihood of harm and/or impact of harm occurring?</p> <p>What further actions or additional controls are required to reduce the remaining risk?</p>	<p>Action required by University staff and students to fully implement this risk assessment.</p>	Risk level <i>High Med Low</i>
<p>1. Critical business-based approach – This section sets out the high-level principles applied to the management of risk by the University. It reflects the ‘COVID-19 secure’ guidelines provided to UK employers to help them get their businesses back up and running and operating as safely as possible.</p>				
<p>The virus can spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. It can be transferred to hands and from there to surfaces, where it can survive for a period of time (depending on such things as the surface type, its moisture content and temperature).</p> <p>Students, Staff, Visitors, Contractors and the wider community are at risk.</p>	High	<ol style="list-style-type: none"> 1. The University complies with its duty to provide safe and healthy workplace/working conditions on campus during the coronavirus pandemic by circulating “COVID secure” coronavirus policies and safety procedures to all staff and managers. These set out how staff and students should behave and the precautions they must adopt during the pandemic to keep them safe. The University requires staff to practice effective social distancing while in and around the campus, while travelling to campus and in all work business. 2. The University is reducing the risk of exposure by enabling many staff to continue to work from home where possible, while also enabling students to participate in limited learning activity on campus. Arrangements for working safely at home are in place, including guidance on obtaining additional IT and DSE equipment as part of the new IT Working from Home Toolkit. 3. The phased Campus Reopening Plan has supported delivery of a combination of on-campus and remote, digital, learning experience for students and prioritises strategically important research activities. This assessment identifies the most significant precautions and controls that are now in place for all our buildings and related activities. 4. Staff can only return to campus where it is essential and consistent to do so to achieve the University's Covid contingency plans, developed in line with DfE guidance². The current approach, at tier 3, as defined in the bullet points on page 1, will result in reduced face to face teaching, in order to further reduce the risk of transmission. 5. Individual staff and students have legal responsibilities to act if they experience any of the conditions listed in government guidance³. If they feel unwell, with Covid symptoms, or are advised to stay at home under existing government guidance they must not attend campus, for any reason. Guidance for individuals on reporting positive cases and self-isolation on prompt identification and isolation of potentially infectious individuals is included in the University's Covid19 guidance must be followed for all suspected or known cases. 	<p>From 5 November the University will move to operating within the parameters set out in Tier 3 of our contingency plans, details of which are available on the Beyond Covid intranet section.</p> <p>Gold will continue to review the overall risk from Covid19 in order to determine whether this risk assessment remains valid. Such a review will be triggered by changes to national or local guidance by the central or local government, PHE or the HSE and/or confirmed cases identified within the university.</p> <p>Managers must pass on and reinforce key public health messages to all staff and students they are responsible for. They must also be familiar with how to respond if a case of Covid19 is identified or notified to them.</p>	Medium

² Higher Education: reopening buildings and campuses guidance issued on the 10 September 2020.

³ <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>

2. Protecting vulnerable people - Underlying health related condition may mean that some individuals are more vulnerable.				
Some staff or students may have pre-existing medical conditions which render them more vulnerable to the dangers of coronavirus infection	High	<p>6. It is recognised that some characteristics are associated with greater vulnerability to Covid-19, including in relation to race, age, gender, pregnancy and underlying health conditions. Before they can return to campus</p> <p>a. All members of staff will be required to have a one to one discussion with their manager prior to returning. This discussion will enable staff to fully understand the arrangements in place and to consider any relevant characteristics and address any specific circumstances or concerns staff may have about returning to campus. The discussion is supported by provision of the ALAMA Covid Age tool.</p> <p>b. Students who are clinically vulnerable to Covid-19, will be required to complete a form as soon as possible. One of our Disability Advisors will get in touch to discuss how the University can provide support.</p> <p>7. Guidance is provided to support staff with pre-existing medical conditions or characteristics at https://sheffieldhallam.sharepoint.com/sites/3005/polproc/SitePages/Support-for-Vulnerable-Staff-%E2%80%93-FAQs.aspx</p> <p>8. Managers should refer to existing policies regarding new and expectant mothers, eg entitlement to suspension on full pay if suitable safe roles cannot be found.</p> <p>9. In addition, all staff will be asked to undertake an on-line induction module which will explain what to expect on their return, and the measures they need to take in order to keep themselves and other colleagues safe.</p>	<p>All staff returning to work on campus will be taken through a 1:1 by their manager. Action by Directors, Heads of Department/Service or equivalent. Particular attention must be given to staff with pre-existing medical conditions or characteristics.</p> <p>Student Support Services will consider potential impact on students with protected characteristics, including, for example, BAME, expectant mothers, etc.</p> <p>Consideration must be given to ensure that any measures or adjustments reflect the University's duties under equalities legislation.</p>	Medium
3. Preparing a building so that staff and student safety may be maintained				
<p>Staff and students returning to the campus must be given safe access to the workplace</p> <p>Any activity carried out in a campus building must be planned and managed in full compliance with the Health and Safety at Work etc Act. Tasks which were previously considered low risk, may now present new risks and new ways of completing tasks may need to be planned.</p>	High	<p>10. The University has not prepared separate risk assessments for each building as the requirements of this risk assessment are applicable to all buildings. Where a building presents specific risks a separate assessment will be carried out. However, this does not apply to any of our buildings at this stage.</p> <p>11. Work to underpin the Campus Reopening Plan, has prepared all buildings to enable them to operate in a covid safe manner. This takes into account the new working practices needed to mitigate the risk of viral transmission. This planning has included preparation of all necessary risk assessments and method statements. Estates and Facilities have carried out a range of checks designed to recommission a building. Signage will be provided in all buildings to reinforce key public health messages to all staff. Further details on the content may be found in the University's Covid 19 guidance.</p> <p>12. Consideration has been given to ensuring that all indoor areas have good ventilation in addition to other methods of risk reduction. This includes maintaining and increasing the supply of fresh air, for example, by opening windows and doors.</p> <p>13. Estates and Facilities have worked with building occupants prior to reopening a building or part of a building. They have taken action to ensure that all building spaces are set up to support social distancing, e.g. layout changes, appropriate signage, stickers and floor markings to denote safe distances, etc. They have developed a plan for social distancing for all general, common and circulation spaces, including entrances. For specialist technical areas they have worked with TORS to inform and agree their social distancing arrangements.</p> <p>14. Staff and students are required to report any concerns they have directly to line managers or academic staff respectively. Where they feel it is necessary or where it relates to Covid</p>	<p>Estates have prepared each building to enable the occupants to be Covid safe. However, Directors, Heads of Service/Department/Research Centre and managers will be responsible for implementation within their areas of control. Managers in all areas will need to take care to ensure that all activities that they are responsible for are covered by a suitable and sufficient risk assessments. This means that they can implement the mitigations listed in this risk assessment or in supporting generic risk assessments. Where the risk are not fully addressed in this way, separate local risk assessments will be required. They will be required to send a copy of their Covid related risk assessments to the H&S Service. They will also be responsible for</p> <ul style="list-style-type: none"> Working with occupiers to review the activity that they plan to carry out within the building and consider 	Medium

		arrangements at University level they can be reported directly to the Health and Safety Service by emailing ! Estate & Operations	<p>the outcomes of risk assessments they have prepared, to consider the impact this will have on the usability of the building and its building services and arrangements</p> <ul style="list-style-type: none"> identifying which activities may involve additional health risks in the current circumstances and establish how to avoid such risks if possible – or else to minimise them <p>All decisions must be recorded</p> <p>Managers must pass on and reinforce key public health messages to all staff and students that they are responsible for either as managers or because they are responsible for academic delivery, as set out in University Covid 19 guidance.</p>	
4. General Workplace Social Distancing				
<p>Social distancing is a key element in reducing the transmission of COVID-19.</p> <p>Social distancing effectively puts people at a safe range from anyone coughing. The main route of virus transmission is through droplets exhaled or coughed by an infected person.</p> <p>Droplets may also settle or be placed on frequently touched surfaces or items by contaminated hands.</p>	High	<ol style="list-style-type: none"> Working at tier 3 has resulted in less people being on campus. Smaller face to face teaching group sizes have been established in order to maintain and optimise social distancing within the classroom and in circulating spaces. Start and finish times are staggered for teaching activities, to reduce density of people moving around the university at any one time. All people visiting and working on campus are required to optimise social distancing (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), wherever possible, including while arriving at and departing from campus, while on campus, when travelling between buildings. Social distancing applies to all parts of the University, including entrances and exits, break rooms, food outlets and similar settings. If it is not possible to maintain social distancing guidelines (2m, or 1m with risk mitigation where 2m is not viable, is acceptable), the University requires services/departments/research centres to consider whether that activity needs to continue, and to carry out a separate risk assessment which must be signed off by the relevant Dean/Director, based on advice from the H&S Service and may be referred to Gold for a decision on whether it can continue. Everyone including guest lecturers, students, contractors and other people attending campus are being briefed and receive clear instructions on health and safety precautions and how they are expected to behave on site. Adaptations to the premises to support social distancing include <ul style="list-style-type: none"> Adapting room layouts and providing signage to maximise social distancing. Temperature screening provided at all main entrances to enable people entering our buildings to self-scan as they enter; to enable them to self-manage in accordance with government guidance relating to action required by individuals with Covid-19 type symptoms. increased availability of handwashing, hand sanitisation and cleaning materials and facilities in key locations across the campus. 	<p>Estates and Facilities are responsible for implementing all general building social distancing requirements before a building can be reopened.</p> <p>TORS will ensure that specialist areas comply with the University's social distancing and cleaning standards. TORS will work with academics where further precautions are deemed necessary to reduce the risk.</p> <p>Managers at all levels will be responsible for ensuring that staff and students comply with the social distancing requirements in place. They are required to remind staff/students of the need to maintain social distancing and to return home if they experience any of the main Covid-19 symptoms or are required to self-isolate in accordance with government guidelines.</p> <p>Staff and students are required to self manage and comply with this requirement and practice. They are also required to apply effective social distancing while in and around the</p>	Medium

		<ul style="list-style-type: none"> • Queuing arrangements, with floor markings and signage, to maintain social distancing at entrances. • All routes have been clearly marked (and barriered, where necessary). • The use of lifts has been limited, where possible, to people with disabilities who are unable to use the stairs. The use of lifts has been reviewed by Estates and Facilities for each building to determine whether it is safe for them to be used more widely. • Signage will also reflect social distancing requirements by reminding building users to maintain their distance whilst moving around. • Reception points (Hallam Help, TORS stores, Learning Centres etc.), have measures in place to protect staff including perspex plexi-glass screens and queuing systems to maintain social distancing. • Signage will be posted throughout the buildings to remind staff/students of the need (and arrangements) for social distancing. • The University has not set maximum numbers at a building level, because numbers are limited in other ways, specifically by specifying maximum numbers in teaching rooms and setting offices up to maintain social distancing. This has been determined by Estates and Facilities for communal and general classroom teaching areas. • A face covering worn by an infected person may limit the spread of infection to others. All staff and students are required to wear face coverings when 2m social distancing is not possible unless they are exempt. This applies to all communal and circulating spaces including classrooms. Free face coverings are provided (one for use and one to wash) to use in the University or whilst travelling to work. Staff/students who cannot wear such a covering because of a health condition may be exempt from doing so. 	workplace, or while involved in work activity.	
Cleaning and Hygiene				
Environmental Cleaning The virus can be transferred to the hands and from there to surfaces and back to other people's eyes, nose and mouth. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).	High	20. Estates and Facilities maintain high standards of hygiene and cleaning protocols in all university spaces and will adapt them as necessary in response to changing public health advice and risk levels. Enhanced cleaning measures have been implemented, especially for frequently used areas, surfaces, touchpoints and washrooms. 21. Cleaning arrangements are enhanced to ensure <ul style="list-style-type: none"> • Frequent cleaning of work areas and equipment. • Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and keyboards, and making sure there are adequate disposal arrangements. • workspaces are cleared and free of waste and belongings at the end of a shift. • Provision of additional waste removal facilities and more frequent rubbish collection • advanced cleaning and disinfection standards are introduced where necessary. 22. Signs and posters are being used to build awareness of good handwashing technique, encourage frequency, encourage individuals to avoid touching their face and to cough or sneeze into a tissue which is binned safely, or into their arm if a tissue is not available. Hand sanitiser is being provided in multiple locations in addition to washrooms. 23. A specific risk assessment has been prepared to manage the risk from goods and merchandise entering the site. 24. Cleaning procedures have been developed for shared vehicles between shifts or on handover. 25. Cleaning materials are provided in all teaching spaces and offices to enable staff and students to clean down their work areas before and after use.	Estates and Facilities will provide cleaning and cleaning materials as necessary across the University and risk will determine frequency In offices, classrooms and study areas, staff and students are required to wipe down their desk and equipment before and after use, including keyboards, mouse and phones/headphones.	Medium

<p>Individual actions and personal hygiene in relation to Covid19.</p> <p>The virus is a hazard that can spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces and back to other people's eyes, nose and mouth.</p>	<p>High</p>	<p>26. Our approach is designed to reflect the <i>Hands Face Space</i> campaign, with a major focus on individuals taking responsibility for maintaining hand washing, face coverings and social distancing. Face coverings should be used in all learning environments, providing the use of face covering does not impact teaching and learning. Some individuals are exempt from wearing face coverings, and we expect staff and students to be sensitive to those needs.</p> <p>27. Staff or students who believe they have Covid-19 symptoms must follow the government and NHS advice to stay home, use the NHS symptom checker and get a coronavirus test if advised to do so. They must not go onto campus if they are showing symptoms, or if they or any of their household (or support bubble) are self-isolating. Internal reporting at University level is important, both to protect our community and to enable us to provide support. A short form must therefore be completed by staff/students who are self-isolating and/or have tested positive. The process for someone who develops Covid symptoms is that they must go/stay at home, get a test and inform the University via this webform.</p> <p>28. The track and trace process is then as follows:</p> <ul style="list-style-type: none"> • Each day, including weekends, CHART will process the notifications received. This includes contacting all students and staff who have tested positive to understand their circumstances. • CHART will determine what track and trace data is required after assessing the circumstances of the student and staff. Track and trace is not necessary if the student or staff member has not been on campus 48 hours prior to testing positive. CHART may contact staff to provide or validate the data and to provide local context. • CHART will advise who needs to self-isolate, taking advice from SCC when appropriate. • CHART will send communication to students and staff affected advising them of the need to self-isolate. Standard templates have been created for this purpose, in line with public health guidance. • CHART will send all isolating students a survey via text. The survey automatically triages the student to the appropriate service based on their answers. A self-isolating support package has been agreed. • In the coming days CHART will have the ability to call students who have requested a chat with a member of staff, in the meantime queries will be signposted to the appropriate second line services. • CHART will notify Estates if there is a requirement to deep clean spaces on campus. 	<p>Medium</p>
<p>5. Work area access and travel</p>			
<p>Premises Access.</p> <p>In order to reduce risk to the lowest reasonably practicable level for staff and students, access to buildings must be managed.</p>	<p>High</p>	<p>29. All people entering our building including guest lecturers, students, contractors and other people attending on campus are being briefed and receive clear instructions on health and safety precautions and how they are expected to behave on site.</p> <p>30. Social distancing arrangements are maintained at building entrances in accordance with guidance covered in the <i>General Workplace Social Distancing</i> section above.</p> <p>31. Reception points (Hallam Help, TORS stores, Learning Centres etc.) have measures in place to protect staff including perspex <u>plexi-glass</u> screens and queuing systems to maintain social distancing.</p>	<p>Medium</p>
<p>Staff working in customer facing locations may be exposed to additional risk</p>		<p>32. Protective screens are provided at reception points, Hallam Help points, Technical Operations, Resources and Services [TORS] stores and facilities, library services, cafes</p>	

<p>from close proximity of staff and visitors.</p>		<p>and other spaces where staff are likely to come into close contact with lots of people or social distancing can't be practically maintained.</p>		
<p>Domestic and International Travel</p>		<p>33. The University's current position is that unless it is essential and business critical, all domestic and international travel has been cancelled and all travel booking is currently suspended until further notice. Where it is critical then there is a process for staff to seek authorisation to travel. For domestic travel that should be via their Head of Department or Research Centre. For international travel this should be via their Associate Dean Global & Academic (academic and research staff) or the Director of Global Development Partnerships. Members of staff / students should aim to use remote means for engagement external meetings or events, wherever possible. It should be noted that</p> <ul style="list-style-type: none"> • FCDO currently advises against all but essential travel to many countries and territories on the basis of COVID risks. Specific travel advice varies daily and by destination. • FCDO currently advises that travel disruption is possible worldwide. Other countries may bring in new measures with little notice such as border closures, movement restrictions or quarantine rules. Travellers should be prepared to stay overseas longer than planned. • No outbound student travel for outbound study Mobility is planned for the start of Semester 2 (prohibited until after 30 April 2021). • No teaching planned at TNE partners for the start of Semester 2. <p>34. Once a member of staff has received the internal authorisation as stated above, they are required to send this to the Procurement Category Manager (Email e.wallington@shu.ac.uk) who will provide an "authorisation" e mail, so that Key Travel quotes or bookings can be arranged.</p>	<p>Unless it is essential and business critical, all domestic and international travel has been cancelled and all travel booking is currently suspended until 01 March 2021.</p>	
<p>Moving around buildings and worksites - will be managed, in order to reduce risk to the lowest level reasonably practicable.</p> <p>Staff working together in workplace premises without social distancing will inevitably raise the risk of virus transmission between staff, students and others.</p>	<p>High</p>	<p>35. The University has set out its buildings and manages occupancy to enable occupants to maximise social distancing, aiming to maintain 2 metres distance where possible and 1 metre where this is not possible. Staff and students are required to maximise social distancing at all times.</p> <p>36. A keep left system is maintained across all buildings reducing congestion. This will be reviewed where necessary, to identify areas where social distancing is difficult to maintain. Action will then be taken to introduce other mitigations including one-way systems if feasible.</p> <p>37. In the event of a need to carry out an emergency evacuation, all staff present in a building will be required to ensure that buildings are evacuated of all occupiers as they leave. Fire drills have been suspended to minimise Covid risk. During an emergency evacuation, the priority is to get out of the building as quickly and safely as possible, therefore social distancing and keep left systems in place due to Covid will not apply inside a building as it's evacuated. All other <u>standard fire safety procedures</u> still remain.</p> <p>38. All staff are required to be up to date with their fire training and understand their role as fire marshals. This means that they must be aware of evacuation routes and assembly points and advise other building users of the need to leave as they sweep through the building.</p> <p>39. Personal Emergency Evacuation Plans (PEEPS) will be reviewed for relevant staff before the individual is allowed back into the workplace. Managers are required to contact the H&S Service to request this where necessary.</p>	<p>Managers will need to ensure that there has been a review of fire and first aid arrangements, in line with this section, for all of the areas they are responsible for managing and using ie jointly with shared workspaces.</p>	<p>Medium</p>

<p>Access to Common Areas</p> <p>Some areas of the workplace may present a higher risk than others – this may include circulation spaces, as well as areas such as staff toilets, staff rooms and communal areas.</p>	<p>High</p>	<p>40. All furniture in communal/reception areas is spaced to enable social distancing to be practiced. Areas are marked using floor tape or paint to help people to maintain social distance.</p> <p>41. Staff kitchens have a one-in-one-out system.</p> <p>42. Staff are encouraged to bring their own food and utensils in order to reduce pressure on staff food outlets (e.g. sandwiches)</p> <p>43. The University’s catering facilities will follow the takeaway only mode and provide a separate risk assessment based on their mode of operation moving forward.</p> <p>44. Staff and students are encouraged to use outside areas for breaks.</p> <p>45. Toilets will operate a one-in-one-out system.</p>		<p>Medium</p>
Workplace activities				
<p>General Classroom and Office Workplace activities may not be managed effectively, and this may increase the risk of exposure to Covid19.</p>	<p>High</p>	<p>46. As a precautionary measure face to face teaching will only continue on-campus for those elements of our provision that cannot in practice be delivered online, rescheduled or replaced.</p> <p>47. Generic risk assessments have been provided for classroom, offices, and specialist spaces.</p> <ul style="list-style-type: none"> • Office Risk Assessment Toolkit • Classroom and Teaching Risk Assessment Toolkit (including Specialist spaces) <p>48. Staggered start and finish times operate for learning activities, to reduce pressure on circulation spaces, communal areas, break rooms, refectory areas etc. This will mean that</p> <ul style="list-style-type: none"> • ‘Odd’ rooms — Classroom numbers ending 1, 3, 5, 7, 9. Classes start on the hour and finish at 10 minutes to the hour e.g. 0900 – 0950. • ‘Even’ rooms — Classroom numbers ending 2, 4, 6, 8, 0: Classes start at 5 past the hour and finish at 5 minutes to the hour e.g. 0905 – 0955. <p>49. All classrooms will have a standard layout to enable social distancing. The location of all tables in a classroom is being marked on the floor. Security staff will monitor classroom layout and teaching staff will be required to ensure that it is maintained before and during teaching. A 1m teaching zone has been planned into each teaching classroom to further protect teaching staff. The first row of students will then be located 2m from the front of this line.</p> <p>50. Off-site activities will need to be risk assessed with consideration of the Covid risk alongside all other risk involved. Guidance on field trips may be found here. The risk from Covid19 must be considered in relation to student placements.</p>	<p>Managers will be required to review risk assessments planned activities that do not reflect the scope of this and generic risk assessments, in line with University Covid19 risk assessment guidance. before they take place.</p> <p>Placements will need to be reviewed in relation to Covid19 and further guidance is being provided to address this.</p>	<p>Medium</p>
<p>General workplaces/workstations will be managed, <u>by line managers</u>, in order to reduce risk to the lowest level reasonably practicable.</p>	<p>High</p>	<p>51. Estates and Facilities have prepared each building so that general workplaces and workstations are configured in a way that social distancing is maintained between individuals when they are at their workstations or moving around the work area. Floor tape or paint will be used to mark areas, direction of travel etc to help workers maintain social distancing. Further guidance on this may be found in the University Covid19 Guidance.</p> <p>52. Office workstations are <u>generally</u> assigned to an individual and not shared.</p> <p>53. Hot desking is allowed in defined areas, where additional precautions will apply.</p>	<p>Managers will need to allocate workstations and reinforce and monitor compliance with social distancing requirements outlined in this section, across their areas of responsibility.</p>	<p>Medium</p>

		<p>54. The University will work to the 2m social distancing rule in offices but may reduce this to a minimum of 1m+ where this is not possible. Managers will determine workstation use and allocation. In order to optimise space, the use of screens or seating which is either side by side, or facing away from each other will have been considered in order to maximise safe use of office space. However, layout will also have considered movement required around office in order to maintain social distancing.</p> <p>55. There is a clear desk policy to enable all surfaces, to be cleaned. Staff will be required to ensure that their desk and frequently touched surfaces such as the keyboard, mouse, phone, etc, are disinfected before and after use. Disinfectant sprays and/or wipes will be available for use in offices/work areas. There will be a clear desk policy at the end of the day so that work surfaces can be cleaned each evening.</p> <p>56. A number of flexible workspaces have been devised. These will enable staff and students to work on campus in an adhoc way. These areas are cleaned more frequently than other areas. Staff and students are required to wipe down all hard surfaces at the start and end of work, with anti-viral wipes and reminded to wash their hands more frequently.</p>		
<p>Meetings</p> <p>Meetings may be required either as 1:1 with staff or students or other meetings involving several staff. This may include to conduct on-campus appointments with students under exceptional circumstances or to conduct one to one appointments between students and Wellbeing Duty Adviser. There is a need to ensure that social distancing is maintained for all such meetings.</p> <p>Some multi-occupancy rooms may have a low level of air flow and dilution. This may allow increased build-up of viral particles within occupied areas.</p>		<p>57. The University campus has been adapted to incorporate appropriate Covid safety measure and there are options for meetings to take place on campus if video conferencing is not appropriate or feasible. Spaces must be booked in advance and used responsibly.</p> <p>58. Video conferencing will be used to connect people from anywhere and is considered to be the preferred option for running meetings safely, even when on campus.</p> <p>59. Further guidance on meeting safely may be found here.</p> <p>60. Where an on-campus meeting is essential staff will book a space large enough for the number of attendees in the appointment/meeting.</p> <p>61. Social distancing must be maintained, and face coverings must be worn where this is not possible. No meetings/appointments may be held where 1m plus cannot be applied as a minimum social distance.</p> <p>62. Face coverings or visors should be worn where 2m social distancing cannot be maintained.</p> <p>63. Staff and students will be advised not to come to a prebooked appointment if they have any Covid symptoms, live with someone who is self-isolating or have been contacted by the NHS track and trace team.</p> <p>64. Participants must ensure that any hard surfaces and equipment are sanitised before and after the appointment/meeting.</p> <p>65. Staff advised to open windows to increase ventilation and dilution of airborne droplets.</p> <p>66. Staff/Students are required to use hand sanitiser on arrival and at the end of the appointment</p> <p>67. Staff will monitor and manage adherence to social distancing, hand sanitising, and surface cleaning inside the appointment/meeting rooms.</p> <p>68. Visitors will be informed of all the safety measures in place by the supervising member of staff responsible for the activity/location.</p> <p>69. Mechanical ventilation systems in University's buildings are subject to a servicing and maintenance regime coordinated by Estates/FD.</p>	Multi-occupancy use of small unventilated (i.e. lack of windows or mechanical ventilation systems) rooms will be avoided.	
<p>Academic activity including placements</p> <p>General teaching in the average classroom is likely to increase</p>	High	<p>70. The University is committed to providing the best possible student experience consistent with maintaining a safe and secure environment, and has developed an appropriate mix of online and face-to-face content for each subject, reflecting what will maximise learning, as well as supporting staff and students who cannot attend campus, and minimising the risk of transmission.</p>	Academic staff will need to be familiar with the University's Covid guidance. They will need to ensure that students are reminded of the social distancing rules and that they must leave if they	Medium

<p>the risk of transmission unless suitable mitigations are in place.</p> <p>Other more practical teaching activity could have a similar impact particularly where this is a practical area or group work activities.</p>		<p>71. In conjunction with the generic risk assessment for teaching and learning, this <u>risk</u> assessment applies to general teaching activities carried out in a classroom. Any other activities will require a specific risk assessment to be prepared.</p> <p>72. Each classroom will generally be limited to a maximum of 14 unless the room is large enough to accommodate more, whilst maintaining social distancing. This also limits the number of people in each building making circulation routes easier to manage in line with social distancing.</p> <p>73. All teaching areas will display Covid related communications designed to reinforce key messages. This will make it clear to students that they should observe social distancing requirements on site and so should not gather in communal areas or corridors.</p> <p>74. The University will develop effective processes to welcome and support international students and staff, including throughout any self-isolation period.</p> <p>75. The planning for placements and similar activities should continue but consideration of Covid-19 should be included in the risk assessments that are carried out. <u>Separate guidance will be provided to enable safe placements to achieved.</u></p> <p>76. There will be a need to ensure that any practical activities carried out at home are risk assessed.</p> <p>77. Segmentation is the creation of small, sub-networks of students and staff. It is one of the suite of possible measures to manage and mitigate risks, and to make it easier to identify and limit those who need to take action in the event of a case or outbreak. This should be considered where social distancing is more difficult such as for allied health care courses.</p>	<p>have any symptoms. Academic staff must assume the role of fire marshal and take responsibility for ensuring that their teaching space is evacuated and confirm this to lead marshals at the assembly point.</p> <p>In exceptional circumstances, as identified and assessed by Student Support Services, the viability of implementing additional measures to enable some students to study from our campuses will be assessed on a case by case basis. This will require, at least, input from the student concerned, academic services, students support services, and the health and safety team.</p> <p>A similar multi-disciplinary approach will be adopted regarding staff members. In this instance, line manager involvement will be required.</p> <p>Individual risk assessments will be carried out to determine whether they can work/study safely on campus.</p>	
Laboratories, workshops and research areas/activities				
<p>Labs, workshops and research facilities/activities require on-site training, supervision and collaboration between people, often in close proximity. Flexibility of both shifts and floor layouts may be limited and there is a high use of multiple use items such as testing machines and apparatus, not all of which can be washed down.</p> <p>Research may also involve working with volunteers or to carry out surveys and tests of bodily fluids.</p> <p>All such work may increase the potential risk and require very careful risk assessment to reduce the risk, particularly</p>	High	<p>78. Generic risk assessments have been prepared for activities generally carried out in specialist spaces such as laboratories and workshops.</p> <p>79. Academic and research staff are required to carefully consider all of the activity that they plan to take place in specialist spaces and ensure that the covid risks are addressed by this and generic risk assessments. Where this is not the case a separate more detailed risk assessment will be required.</p> <p>80. In technical spaces, like labs, workshops and studios, students will be required to engage with the induction briefing and use of face visors, PPE and screens as instructed.</p> <p>81. The generic risk assessments for these areas will reflect consideration of the challenge that Labs, workshops and research facilities and activities present because</p> <ul style="list-style-type: none"> • of the need for collaboration between people, often in close proximity. • flexibility of both classes and floor layouts may be limited and • of the numbers of multiple use items such as testing machines and apparatus, not all of which can be washed down. <p>As a result of this, it may be necessary for these areas/activities to consider other controls such as</p> <ul style="list-style-type: none"> • The use of face visors rather than face coverings in order to accommodate other PPE. • increasing the frequency of hand washing and surface cleaning • keeping the activity time involved as short as possible 	<p>In relation to specialist spaces, including labs, workshops and research areas, Heads of Service /Department/Research Centres will be responsible for ensuring that they carry out risk assessments and <u>introduce suitable and sufficient precautions and control measures to address all of the significant risks in their area of responsibility, including Coronavirus.</u></p>	Medium

<p>where it is difficult to maintain the 2m social distancing guideline.</p>		<ul style="list-style-type: none"> • Limiting the number of people in a lab at the same time to avoid overcrowding. Using floor tape or paint to mark areas to help people keep to a 2m distance. Adapting booking systems to limit usage • Introducing rules relating to how staff will access different parts of the work area, key equipment, stores, fume cupboards, workbenches etc. • using screens or barriers to separate people from each other • using back-to-back or side-to-side working (rather than face-to-face) whenever possible • reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others) • Designating exclusive entry and exits point where possible. • facilities may need workers to share workstations and equipment. If they need to be shared, they should be shared by the smallest possible number of people. <p>82. Enhanced cleaning will be provided, through the use of glasswashers, cleaning or disinfection products/wipes and autoclaving, 72 hour 'quarantine' of equipment and including the use of <u>UV sterilising kit to enable equipment and areas to be sterilised between use.</u></p> <p>83. Researchers and research students will be able to continue in-person research activities if the research work cannot reasonably be conducted from home. However, where it is possible, research should be carried out at home, or without gathering with others, and where it can reasonably be done, in-person research activity requiring gathering with others should be paused for the period of national restrictions. If the research involvement is not crucial within this period, work with research participants should be rescheduled until after the period of national restrictions.</p>		
Mental Health				
<p>The University recognises that many students and staff are facing additional mental health challenges, due to the disruption to study and working practices, and uncertainty caused by the coronavirus (COVID-19) outbreak.</p>	<p>High</p>	<p>84. The University and its managers will regularly review the welfare and mental health needs of students and staff, and take steps to ensure preventative measures and appropriate support are in place and well communicated as restrictions are eased.</p> <p>85. Student mental health is a priority for this University. Each student has three dedicated advisers to support them throughout their time on campus and beyond. One helps with studies, one provides personal support, and one helps prepare students for their career. Hallam Help is the first line support service. Students can access support via Live Chat, FAQs, or by booking an online session with an adviser. The University provides a Student Wellbeing service, which provides information, advice and practical support for your psychological wellbeing</p> <p>86. The University will ensure accessibility of support services, especially mental health and wellbeing support, and their ability to cope with a likely increase in demand.</p> <p>87. The University will consider how support can be delivered in line with public health and social distancing advice, including online resources and counselling appointments via phone, or online video conferencing platforms.</p> <p>88. The University will maintain awareness and focus on the importance of mental health at times of uncertainty. It has provided wellbeing pages designed to advise and support staff and managers. The Employee Assistance Programme (Health Assured) includes webinars / mini health-checks / legal and financial advice / 1-2-1 support. Dependants can also access this service.</p> <p>89. The University will maintain ongoing engagement and consultation with trades unions to monitor and understand any unforeseen impacts of changes to working environments.</p>		<p>Medium</p>

		<p>90. Anxiety of staff and students returning to campus will be considered to be a key factor to consider through change management planning and communications. This is about the readiness of the workforce and students physically, emotionally and psychologically. Managers should be well placed to understand how to improve and advance that care during the return to the physical workplace, as part of the one to one meetings.</p> <p>91. Staff and students who are to return to campus will be informed as soon as appropriate about their return. Ensuring that staff and students understand what the campus will be like upon return is critical. Continuous credible assurances that the workplace is safe will be provided. The University will prepare Staff and Students to return to campus with standard briefing and training materials.</p>		
Students in accommodation and the community				
As with other population groups, students are at greater risk of contracting coronavirus (COVID-19) when mixing outside their regular controlled academic and social circles.		<p>92. Whilst it does not directly manage or control the majority of student accommodation, the University has established clear expectations about the way in which students should behave in order to reduce the risk of transmission in accommodation and in the community. They will be required to follow the Covid-19 guidance from their accommodation provider about safety measures in their halls.</p> <p>93. They have been advised that in University accommodation, each cluster flat in halls will be a household. In different formats of accommodation, the household will be determined by areas and facilities shared by students.</p> <p>94. For those living in private accommodation, the household will be those people students live with in the house or flat.</p> <p>95. Students have been advised that</p> <ul style="list-style-type: none"> • it is essential to stick to the latest guidance about households and who they can meet, both indoors and outdoors. • They maintain social distancing and safety measures with those who aren't in their household. <p>96. Students have been advised that they should not arrange, host or attend gatherings which breach social distancing guidelines, including parties in gardens or outdoors space. They must respect their neighbours and be considerate about noise and behaviour within the community.</p> <p>97. A process to allow members of the public to report concerns to the University has been implemented.</p>		
Communication				
The University is responsible for ensuring that staff and students are aware of the measures and guidance in place and take action to promote the importance of complying with these.		<p>98. The University has communications strategies for students and staff, which</p> <ul style="list-style-type: none"> • do not assume that everyone understands the official guidelines • ensure the rationale for behaviours and protective measures is understood • make COVID-secure behaviours the norm • encourage an atmosphere that supports following COVID-secure behaviours • involve staff and students when creating communications • maintain consistent messaging and guidance • consider the range of cultural backgrounds when developing communications and plans 		

University Learning centres				
Libraries provide a range of services and related activities that require consideration to reduce the risk of transmission	High	<p>99. Libraries remain open for bookable study spaces, click and collect and Hallam Help points and must continue to maintain COVID-secure measures. Operation of the University learning centres is based on separate risk assessments which cover the full range of activities offered.</p> <p>100. Staff and students must maintain social distancing, wear a face covering, and adhere to the increased hygiene measures, such as hand washing, and using surface wipes provided to clean the work area. Students must use the study spaces independently and must not gather in study spaces, unless as part of an in-person, scheduled seminar or tutorial.</p>		Medium
Sport activities				
COVID-19 is primarily transmitted between people through respiratory droplets and contact with contaminated surfaces – usually those that are frequently touched. Airborne transmission is possible in specific settings where sports activities are performed in close proximity.	High	<p>101. University gym and leisure facilities are now open, in line with the wider government guidance for gyms and leisure facilities.</p> <ul style="list-style-type: none"> • All activities must be pre-booked online • Capacity levels have been set to allow for social distancing • Equipment has been moved or marked as out of order to allow for social distancing • Screens have been placed around our reception desks and staff have been provided with visors and masks to wear should they either be required to do so or for their comfort • Customer journeys have been altered throughout the venue to assist with social distancing with alternative entrances, exits and one-way systems implemented where possible • All venues have been deep cleaned and rigorous cleaning measures have been implemented <p>102. If sporting activity is part of an education course, students will be able to continue this activity in a COVID-secure manner during the scheduled in-person learning hours. This may include access to a sports performance exercise laboratory, for example. Students should be kept in consistent groups and sports equipment thoroughly cleaned between each use by different individual groups.</p> <p>103. Students on programmes designed for 'elite' athletes (for example, athletes on elite development pathways) will still be able to continue their sporting activities.</p> <p>104. Separate risk assessments have been prepared for Hallam Active activities that are still running.</p>		Medium
Contractors and construction work				
<p>Contractors may visit and work on our campus. The same social distancing rules will apply to them.</p> <p>Construction, like all other sectors, will not be able to operate in the same way as</p>	High	<p>105. The continuation or commissioning of contractors to carry out works on site will be subject to separate risk assessments.</p> <p>106. Like all individuals on our sites, contractors will</p> <ul style="list-style-type: none"> • be required to wear face coverings when on our sites, except where they are working on a separate isolated construction site or where the use of a face covering would impact on the need to wear other PPE. • Use hand sanitiser or hand washing facilities and 		Medium

prior to the crisis, both contractors and clients will need to adapt to the new working environment		<ul style="list-style-type: none"> comply with all other relevant social distancing requirements set out in this document 		
Miscellaneous				
	<i>High</i>	<p>107. The University will monitor and review this assessment to reflect government, PHE and HSE guidance.</p> <p>108. The University is working with the students union (SU) around measures required to protect the safety of staff, students and the wider community in SU facilities.</p> <p>109. Procedures have been developed for staff/students who start to show COVID-19 symptoms. All staff will be made aware of the procedures.</p> <p>110. Emergency treatment such as the provision of first aid should continue to be delivered. People involved in the provision of assistance of others should pay particular attention to hygiene measures, immediately afterwards, including washing hands</p> <p>111. Procedures are in place to safely receive and deliver goods/mail.</p> <p>112. The University is using a variety of communication channels to remind students and staff of the importance of public health guidance (e.g. washing hands, social distancing, self-isolation in the event of symptoms) and to ensure they are aware of the measures in place to protect them.</p>	We are working closely with Sheffield City Council Public Health and other institutions to develop a track and trace system. We are exploring using a combination of SHU cards, timetable information and data capture for cafes and sports venues.	<i>Medium</i>