

**RISK ASSESSMENT FORM**

<b>SCHOOL/SERVICE:</b> University Health and Safety Team	<b>LOCATION:</b> All university buildings, excluding Accommodation (this is covered in separate assessment produced by P&F)	<b>REVIEW DATE:</b> 20/04/2021
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**Description of event/activity: (Please include as much detail as possible)**

*Safe return to work*

**COVID 19 – High level risk assessment for the gradual reopening of the campus buildings and outlying buildings operated by Edinburgh Napier University**

**Please note** - this assessment will be continually reviewed and updated to ensure compliance with the current situation and regulation.

If downloading please do so from the [H&S intranet page](#) for most up to date copy.

**Links to all current guidance from Public Health Scotland, Scottish Government and the Health & Safety Executive is available on the [Health & Safety website](#).**

NO	HAZARDS IDENTIFIED	PEOPLE AT RISK	EXISTING CONTROL	RISK			FURTHER ACTION/RECOMMENDATIONS	RESIDUAL RISK			ACTION BY WHOM	ACTION BY WHEN	COMPLETED
				H	M	L		H	M	L			
	Hazards identified : <i>Something which has the potential to harm</i>  <i>(Consult help sheet)</i>	People at risk from hazards : <i>Staff, Students, Visitors, Contractors, etc.</i>	Existing control : <i>What controls are already present</i>				Further action / recommendations : <i>Additional controls that could be put in place to lower the risk</i>				Action by whom : <i>Who is carrying this out</i>	Action by when : <i>date</i>	Completed : <i>Sign off when all controls in place and task ready to start</i>
<b>Working from home</b>													
1	<b>Working from home and online learning</b>	Staff	HR Homeworking policy  Homeworking E-learning package available			X	Those staff who can work from home do so, in accordance with current Scottish Government guidance, HR and Health and Safety policy and guidance.			X	Staff and Line Manager	Ongoing	

			HSE guidance on Protect homeworkers page			Complete the Homeworking E-learning training and communicate with line manager.  Staff to take regular breaks, stretching exercises, setting up of equipment properly.						
<b>Getting to the university</b>												
2	<b>Getting to work – Use of public transport</b>  Increased contact with people who maybe infected or showing symptoms	Staff, Students	If possible, avoid use of public transport  Where possible use alternatives e.g. cycling, walking to work etc.		X	<b>Traveling between different levels</b> · travel for work, but only where that cannot be done from your home  Follow the government guidance on safely accessing public transport through good hand hygiene, respecting social distancing, using face coverings and avoiding busy times. If public transport cannot be avoided, consider alternative work on a temporary basis to enable work from home or staggered shifts to avoid busy traffic.  Transport Scotland - <a href="#">advice on how to travel safely</a>  No car sharing to be undertaken.		X		Staff  School Support and Schools	Ongoing  Ongoing	
3	<b>Driving to and at work</b>  Close proximity or contact with others	Staff	Car parking is available on site, however, required to park within the bays and follow communicated restrictions. University driving policy for hired or leased vehicles to be followed.		X	<b>Traveling between different levels</b> · travel for work, but only where that cannot be done from your home  <b>Car Sharing</b> Current government guidance shows that car sharing is making the transmission of COVID increase therefore, car sharing requires to be avoided. (Jan 2021)			X	Staff  Staff	Ongoing  Ongoing	

						<p>Read more information in the <a href="#">Transport Scotland guidance</a> on travelling safely.</p> <p>Car parking arrangements – current university guidance to be followed.</p> <p><u>Hired or Leased Vehicles only:</u> Hired or leased vehicles to have a specific risk assessment on the cleaning and procedures to be followed on safe operation and social distancing.</p>					
<b>Accessing and using the building(s)</b>											
4	<p><b>Entry and exit to building and occupying the building</b></p> <p>Increased contact with people who may be infected or showing symptoms</p>	Staff, students, visitors, contractors	<p>Already in force on campus buildings:</p> <ul style="list-style-type: none"> <li>Social distancing</li> <li>Face coverings</li> <li>Sign in</li> <li>Hand sanitiser stations</li> </ul> <p>Before coming on to campus do a “conscious check” on both your own and your family’s/household’s health and check you are feeling well. Do not come to campus if you or anyone you live with has:</p> <ul style="list-style-type: none"> <li>a high temperature (above 37.8oC),</li> <li>a new continuous cough</li> <li>or a loss, or change, in sense of taste or smell</li> </ul>		X	<p>Staff/students should only come onto campus if absolutely necessary.</p> <p>Before returning to campus all staff and students must carry out the following:</p> <ul style="list-style-type: none"> <li>- complete the Moodle H&amp;S module</li> <li>- download iNapier app as access to campus is via sign-in by iNapier and a QR code.</li> <li>- face coverings to be worn in compliance with university guidance and procedures on face coverings.</li> </ul> <p>Refer also to section 8 on lone working.</p> <p><a href="#">H&amp;S Guidance – Returning to work / Manager Checklist</a></p> <p><a href="#">HR Guidance – Returning to campus life</a></p> <p>Deans, Directors and Line Managers will determine who needs to come back into the workplace, taking into consideration space/ occupation numbers/split teams/keep same people in at the same times and in line with</p>			X	Staff, students	Ongoing
										Deans, Directors, Line Managers	Ongoing

						<p>the current Scottish Government guidance.</p> <p>Prior to entering the building staff/ students are required to make themselves familiar with the restrictions put in place.</p> <p>All campus buildings have a one-way system in place for all areas. These one-way systems are to be followed by all persons in the building. The only time a one-way system will not require to be followed is during a fire/emergency activation.</p> <p>Increased provision of hand sanitisers are available throughout the building, entrance and exit points and handwashing should be actively encouraged to take place (but not limited to) at the beginning and end of every break, on arrival to University and prior to leaving.</p> <p>Advisory hand washing / hand sanitiser signage is displayed throughout the building/site, especially at entrances and exits.</p> <p>Maintain social distancing at all times when on university premises.</p> <p>Avoid touchscreens in campus buildings</p> <p>Signs/Posters are sited as required at all locations and will be reviewed and replaced on a regular basis.</p> <p>Ongoing cleaning of touch points and building cleaning is carried out by Property and Facilities cleaning staff.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin</p>				Staff, students	Ongoing	
									Property & Facilities	Ongoing		
									Staff, students	Ongoing		
									Property & Facilities	Ongoing		

				X		<p>it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>A request sent to companies who regularly attend our premises to provide their health and safety policies/arrangements/risk assessment and method statements regarding COVID -19.</p> <p><u>Accommodation</u></p> <p>A separate risk assessment (P&amp;F) and information will be provided for all accommodation due to single stair entry and exit.</p>	X	Property & Facilities	Ongoing	
5	<b>Getting or spreading coronavirus by not washing hands or not washing adequately</b>	<p>Staff</p> <p>Students</p> <p>Drivers coming to university buildings</p> <p>Drivers going out and between campus</p> <p>Visitors</p> <p>Contractors</p>	<p>Follow guidance on cleaning, hygiene and hand sanitiser</p> <ul style="list-style-type: none"> <li>- Hand washing, soap and drying facilities are available in toilet, tea prep, food prep areas</li> <li>- Hand sanitiser stations available at the entrance points in all campus buildings</li> <li>- Wash/ sanitiser stations available for visitors/contractors and delivery drivers</li> </ul>	X	<p>Provide information on how to wash hands properly and display posters</p> <p>Provide information to staff and students about when and where they need to wash their hands</p> <p>Identify if and where additional hand washing and sanitiser stations may be needed as building reopens and increased numbers of people are attending.</p> <p>If people cannot wash hands, sanitiser stations are available for use.</p> <p>System in place using cleaning staff to replenish the hand wash/sanitiser stations.</p> <p>Communicate with people to check their skin for dryness and cracking and tell them to report to line manager if there is a problem.</p>	X	<p>All staff</p> <p>Property &amp; Facilities</p>			

6	<b>Test and Protect</b>  Increased contact with people who may be infected or showing symptoms	Staff, students, visitors, contractors		X			Anyone entering building will be covered by a university tracking system to allow full compliance with Scottish Government <a href="#">Test &amp; Protect system</a> and local university procedures.  Download iNapier app and scan QR codes prior to entering buildings. Students must register their attendance at class.  All staff and students to download Test & Protect – <a href="#">Protect Scotland app</a>		X		Governance & Compliance  Information Services  Staff, students, visitors, contractors	Ongoing	Nov 2020
7	<b>Visitors and meetings</b>  Increased contact with people who may be infected or showing symptoms	Staff, students, visitors, contractors		X			All visitors must be signed in and out and induction of University COVID-19 Control Procedures. All visitors must strictly adhere to all University COVID-19 control procedures.  Minimise face to face meetings and use online/phone means of communication only.			X	Staff / Students	Ongoing	
8	<b>Working in offices or open plan areas</b>  Increased contact with people who may be infected or showing symptoms	Staff, students, contractors	Social distancing: public health information link  Identify: <ul style="list-style-type: none"> <li>- Areas where people will congregate, e.g. rest rooms, canteens, changing rooms, iPoints, meeting rooms, tea points, kitchens</li> <li>- Areas where there are pinch points meaning people can't meet the social distancing rules, e.g. narrow corridors, doorways, iPoints and storage areas</li> <li>- Areas and equipment where people will touch the same</li> </ul>		X		<b>Campus Buildings</b>  All staff/student must make themselves aware of the following: -  One-way systems are in place and require to be followed. Information will be available online and at all entrances to the buildings. (TV Screens, etc)  Do not use lifts, only use the classified stairwell to access the area and floor that you need to access. Remember that all corridors will have a direction to travel, sometimes this may require you to go up an extra floor and come down			X	Staff/Students	Ongoing	

			<p>surfaces, such as in kitchens e.g. kettles, shared condiments, etc.</p> <ul style="list-style-type: none"> <li>- Areas and surfaces that are frequently touched but are difficult to clean</li> <li>- Communal areas where air movement may be less than in other areas e.g. kitchens, rooms with no opening windows or mechanical ventilation</li> </ul> <p>The following has been assessed and necessary information provided.</p> <ul style="list-style-type: none"> <li>- Limited numbers of people in the spaces used, so that social distancing can be maintained.</li> <li>- Communal areas have been changed to ensure that sufficient space available with limited seats and tables in place.</li> <li>- Customer facing areas have had Perspex fitted as well as floor markings and one way systems.</li> <li>- Non fire doors are open to reduce contact points and improve the workplace ventilation.</li> <li>- Toilets are available near high traffic areas. These have an increased cleaning regime in place.</li> </ul>			<p>another stair to get to the floor you want.</p> <p>Restrictions in office layout and how you enter and leave your room.</p> <p>School offices will be assessed where face to face conversations require to take place with students.</p> <p>Property &amp; Facilities to look at screens or modified layouts at reception desks.</p> <p>Observe current requirements for social distancing within the offices.</p> <p>Reduce occupancy in room to allow for current social distancing requirements around each workspace. Follow guidance on multiple occupancy of offices. Face coverings to be worn at all times when moving about office.</p> <p>Remind employees not to share equipment, food, peripherals.</p> <p>Keep desk and computer workstation clean (provision of cleaning products will be made available in each office for staff use).</p> <p>Team meetings should be conducted online.</p> <p>Staff and students are required to social distance at all times.</p> <p>Employees to stay home if symptomatic and line management to contact HR of any absence in line with <a href="#">current policy</a>.</p> <p>Near miss reporting where controls cannot be followed, or people fail to comply with the controls to prevent</p>				<p>Property &amp; Facilities / Schools / Health and Safety</p> <p>Property &amp; Facilities</p> <p>Staff</p> <p>Line managers</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Staff</p> <p>Line Management</p>	<p>Ongoing</p> <p>Oct 2020</p> <p>Ongoing</p>	<p>Sept 2020</p>
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						exposure. (Accident/Near Miss form completed when noncompliance is found)						
9	<p><b>Lone working</b></p> <p>Increased personal risk of people working in isolation within the campus buildings. No means of working out who is in the building.</p>	<p>Staff</p> <p>Students</p>	<p>Staff communications sent out Jan 2021 explaining requirements to follow when accessing the campus buildings.</p>	X		<p>Lone working policy is in place.</p> <p>Staff inform line manager for permission and also when entering and leaving the campus.</p> <p>Notify Security via email prior to entering the building and again when you leave.</p> <p>Medium and high risk activities must be risk assessed and also a minimum of two people present.</p> <p>Emergency number 0131 455 4444 .</p> <p>If you discover a fire, raise the alarm and leave the building using the nearest available exit.</p> <p>Continue to adhere to Covid-19 guidance when onsite, including wearing face coverings and following hygiene measures.</p> <p>Any questions to contact the Health and Safety Team.</p> <p>Ensure cleaning protocols are in place to prevent spread of virus.</p>	X		<p>Staff</p> <p>Students</p>	Ongoing		
10	<p><b>Use of tea prep areas</b></p> <p>Increased contact with people who may be infected or showing symptoms, contact points for transmission</p>	<p>Staff</p>	<p>All kitchen doors to remain open unless signage says otherwise and only one person allowed in at one time.</p>	X		<p>Communal kitchens and tea prep areas will have the relevant cleaning and signage in place. Everyone is to clean up and remove all cups/plates/cutlery immediately after use and maintain cleanliness of the area. Cleaning materials are available for wiping down</p>	X		<p>Staff</p>	Ongoing		



						<p>and cleaning surfaces, bin to be used for the disposal of these materials.</p> <p>Only one person must be in tea prep area at one time and all touch points cleaned down using the cleaning fluid/towel or wipes provided. All materials to be disposed of in the bin provided.</p> <p>Users to clean before and after use of area.</p> <p>Break out rooms will not be available for use.</p> <p>Hand sanitisers outside all tea prep areas.</p> <p>Face coverings to be worn.</p>						
11	<p><b>Use of toilets</b></p> <p>Increased contact with people who may be infected or showing symptoms, contact points for transmission</p>	Staff, Students, Visitors, Contractors	Regular cleaning undertaken with relevant signage prohibiting use while cleaning underway	X		<p>Hand sanitisers outside toilet areas.</p> <p>Face coverings must be worn.</p> <p>One in, one out on each toilet.</p> <p>One cubicle available for each toilet.</p> <p>Urinals have been removed from use until further notice.</p>	X		Staff, students, visitors, contractors	Ongoing		
12	<p><b>Ventilation systems</b></p> <p>Lack of fresh air</p>	Staff, students, visitors, contractors	All required maintenance and servicing will be carried out as per the schedules and in line with the government and professional body advice on ventilation systems.		X	<p>Discussions and additional testing maybe required and will be organised between David Holmes and Colin Gilfether.</p> <p>Update (02/09) - all ventilation systems have been checked and meet the current requirements.</p> <p>The Health and Safety Executive (HSE), the Chartered Institute of Building</p>		X	Property and Facilities	Aug 2020 Oct 2020	Aug 2020 Oct 2020	

						<p>Services and the European Federation of Heating and Ventilation Engineers (REHVA) have recommended changes to ventilation systems to prevent the spread of Covid-19 within occupied buildings. These changes include increasing fresh air through buildings, preventing the recirculation of air and turning off all rotary heat exchangers (part of the heat recovery system). Implemented and staff communication issued 16/10/2020.</p> <p>Staff where possible to ensure windows are open to aid in increasing outside air flow in the building.</p> <p><b>Note:</b> BMS system in line with CIBSIE Guidelines. Further discussion on the older buildings with no fresh air supply and windows to be further discussed. All rooms to be checked.</p>				Staff	Ongoing	
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**Use of classrooms and labs**

<b>13</b>	<p><b>Use of classrooms</b></p> <p>Increased contact with people who may be infected or showing symptoms</p>	Staff, students		X		<p>All classrooms and labs have been assessed and provided with a maximum occupancy - this must not be exceeded at any time. For classes between 30-50, a separate risk assessment will be produced. <a href="#">Guidance</a></p> <p>Social distancing must be maintained at all times.</p> <p>Face coverings to be worn in compliance with university guidance and procedures on face coverings.</p> <p>Cleaning requirements – University cleaning teams carry out regular cleaning of rooms.</p>		X		<p>Lecturing staff</p> <p>Staff/Students</p>	<p>Ongoing</p> <p>Ongoing</p>	
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						<p>Cleaning materials available in the rooms for staff/students to use.</p> <p>Guidance provided for safe use of teaching spaces.</p> <p>Teaching and learning for the whole of trimester two (2021) for UG and PGT students will take place online with the exception of essential in-person classes, including specific practical activities and workshops, as per Scottish Government guidelines.</p>			Property and Facilities	Ongoing	
14	<b>Contact with potentially contaminated surfaces within classrooms</b>	Staff, students, contractors		X		<p>Cleaning operations undertaken at frequent intervals to ensure all touch points and surfaces have been cleaned.</p> <p>Frequency of cleaning intervals has been assessed and agreed with the cleaning supervisors on each site.</p> <p>If the same class is remaining in the classroom and using a different lecturer then full clean not required - lecturer to clean down the touch points (desk, mouse, keyboard, etc).</p> <p>Staff/students are required to wash/sanitise hands before entering the classroom or lab and then wash /sanitise after completion of the teaching.</p> <p>Students to pick up wipe on entering the room and then clean table and chair. Wipe to be disposed of in bin on leaving the room.</p> <p>Lecturer to clean all surfaces they touched during lecture, they should be wiped down on completion of the</p>	X		Staff and Students	Ongoing	

						<p>lecture/activity e.g. clean the desk, keyboard, mouse. Materials are available.</p> <p>Lecturer to sanitise all shared equipment e.g. pens, whiteboard dusters.</p> <p>Suitable/safe cleaning products for keyboards are provided in the rooms.</p>						
15	<p><b>Use of labs/workshops</b></p> <p>Increased contact with people who may be infected or showing symptoms, contact points for transmission</p>	Staff, students		X		<p>Technicians and Lecturing staff to carry out the dedicated cleaning of all surfaces within labs/workshops.</p> <p>Separate risk assessment for lab cleaning to be produced by lab and workshop areas.</p> <p>Dedicated risk assessment for these areas requires to be produced by the relevant persons in that School in conjunction with the Health &amp; Safety Office.</p> <p>Hand sanitizers and cleaning products provided in each lab/workshop to facilitate use by staff/students at the beginning and end of each use.</p>	X		Technicians and lecturing staff	Ongoing		
16	<p><b>Use of communal spaces</b></p> <p>Increased contact with others who may be infected or showing symptoms</p>	Staff, students, visitors, contractors		X		<p><a href="#">Social distancing</a> to be complied with by all persons entering and leaving the building.</p> <p>Face coverings to be worn in compliance with university guidance and procedures on face coverings.</p> <p>Plans and communications (electronic) to be produced and sent to staff. Floor</p>	X		Staff/ Students  Comms team	Ongoing		Sept 2020

						<p>markings and signage put in place on all campus buildings.</p> <p>Sanitiser stations available at entrance and exit points and throughout the building. These are identified on a plan of the building.</p> <p>Additional cleaning of surfaces in communal areas carried out by the cleaning staff in the building.</p> <p>For information on catering facilities, please <a href="#">click here</a>. Face coverings must be worn whilst in these areas and 2 metre separation must be maintained.</p> <p>Communal areas - no soft furnishings (areas cordoned off) in all areas except lecture theatres, classrooms and offices.</p> <p>Lecturers using facilities for online learning/recording. Booking system in place – Resource Booker. Facilities to be cleaned.</p>			Property & Facilities		Sept 2020
17	Use of library and IT labs on all campus buildings	Staff, students		X		<p><b>Note:- Separate risk assessment has been undertaken and will be communicated to the relevant persons.</b></p> <p>Update 02/09/2020 - face coverings required to be worn as per university guidance and procedures on face coverings.</p> <p><a href="#">Library services info</a></p> <p>Library space to be booked via Resource Booker.</p>			Claire Taylor	Ongoing  Ongoing	Oct 2020

**Support Services**

18	<p><b>iPoints, Information Services (IT and Library contact points), coffee and food outlets – Contact with people</b></p>	Staff, students		X		<p>Specific risk assessments for each activity have been carried out.</p> <p>Property &amp; Facilities and Information Services advice to be followed.</p> <p>JKCC – Computer areas under refurbishment until January 2021. Re-opened 25 January 2021</p> <p>Food outlets procedure in place and coffee outlets have Perspex screening in place.</p> <p>Face coverings to be worn in compliance with university guidance and procedures on face coverings.</p>		X	<p>School Support</p> <p>Property &amp; Facilities</p> <p>Property &amp; Facilities</p> <p>Staff/Students</p>	<p>Aug 2020</p> <p>Jan 2021</p> <p>Oct 2020</p> <p>Ongoing</p>	<p>Aug 20</p> <p>Jan 2021</p> <p>Oct 2020</p>
19	<p><b>Fire and Emergency situations</b></p> <p>Safe evacuation from the building</p>	Staff, students, visitors, contractors	<p>Fire risk assessment in place for all premises.</p> <p>Emergency procedures are in place for all premises.</p>	X		<p>All staff retrained on fire procedures and how they can assist in evacuations - provided via online training (Moodle training).</p> <p>Ensure students are aware of fire procedures.</p> <p>One-way systems will cease to operate in the event of an emergency. People in the building to use the nearest escape route.</p> <p>Assembly points outside the building are to be used. However social distancing will require to be used by all persons.</p>		X	<p>Health &amp; Safety</p> <p>Staff</p> <p>Health &amp; Safety</p>	Ongoing	

						<p>Additional assembly points will be introduced, if required. (Occupancy dependant).</p> <p>Tannoy system will be used to bring people back into the building.</p> <p>People to maintain social distancing on re-entering the building through the main entrances.</p> <p>One-way systems will be back in force once permission to re-enter the building is given.</p>			Property and Facilities			
									Staff/students			
20	<p><b>Maintenance inspection and servicing on the building</b></p> <p>Interaction between staff and contractors</p>	Staff, contractors	All maintenance and required inspections will continue and ensure that the building is safe to reoccupy.		X	<p>Building reoccupation certificate will be signed off and posted at the entrance to the building.</p> <p>Completed checklist by Property and Facilities for all safety systems in the building.</p> <p>Specific risk assessments and operating procedures to be undertaken prior to work taking place, where social distancing cannot be maintained.</p> <p>Consultation with maintenance and mechanical and electrical in P&amp;F.</p>			X	Property & Facilities	July 2020	July 2020
<p><b>Cleaning (<a href="#">guidance</a>)</b></p>												
21	Communal areas	Staff, Students			X	Cleaning staff carry out the cleaning of these areas on a rota basis.			X	Property & Facilities	July 2020	July 2020
22	Offices	Staff			X	Staff are responsible to ensure rooms are kept clean and surfaces wiped down. Materials will be made available			X	Staff	July 2020	July 2020

							to staff. Waste to be disposed in refuse bins.						
23	Gym and Fitness Areas	Staff, Students		X			<b>Note: Under review</b>				Property & Facilities	Ongoing	
24	Toilets and shower rooms	Staff, Students		X			Cleaning staff undertake the cleaning of these areas.  Shower spaces are not to be used until further notice. P&F and H&S agreed this.		X		Property & Facilities	July 2020  Oct 2020	July 2020
25	First aid rooms	Staff, Students		X			Cleaning being undertaken on these spaces on a regular basis.  Stocked with first aid supplies			x	Property & Facilities  Health & Safety	Ongoing  Nov 2020	Nov 2020
<b>Personal Emergency Evacuation Plans (PEEPs)</b>													
26	Personal Emergency Evacuation Plans	Staff, student	PEEPS system is in place		X		All new and existing PEEPs to be checked and modified as required to fit in with the new working practices.  Assessment and provision of additional PPE and training will be provided to the security rescue team, if required.  Additional PPE to be position at the evacuation chairs.			X	Health & Safety	Ongoing	



First Aid											
27	<b>First aid</b>  Contact with persons who are showing symptoms or infected	Staff, students	First responder's guidance available for first aiders.	X		Suitable and sufficient PPE is available in the first aid rooms (aprons, face protection, gloves)  <a href="#">Advice</a> on CPR and resuscitation in the workplace.  Security are the focal point for first aid response in the first instance.  Decontamination in line with <a href="#">guidance</a> if required.	X		Health & Safety    Security	Ongoing    Ongoing	
28	<b>Individual displaying COVID-19 symptoms</b>	Staff, Students	Before coming on to campus do a "conscious check" on both your own and your family's/household's health and check you are feeling well. Do not come to campus if you or anyone you live with has: <ul style="list-style-type: none"> <li>a high temperature (above 37.8oC),</li> <li>a new continuous cough</li> <li>or a loss, or change, in sense of taste or smell</li> </ul>	X		Individual sent home and advised to follow NHS <a href="#">guidance</a> and Health and safety team to be notified. Logged by line manager on HR Connect.  If person is contractor/visitor their organisation to be contacted also.  Area where person was working to be cleaned /disinfected /decontaminated in accordance with standard operating procedures in line with Public Health Scotland <a href="#">guidance</a> .  All staff informed about process.  Incident reported as per procedure.  HR Guidance available for staff.	X		Staff/students	Ongoing	
29	<b>Deliveries</b>  Increased contact with people who maybe	Contractors/ Staff		X		iPoint can accept courier, parcels, amazon, etc. Must be put in the designated area for pick up by the relevant school/service. Maintain 2 metre distancing and ensure hands are		X	Property & Facilities	27/10/20	Nov 2020

	infected or showing symptoms					<p>sanitised after touching the box, letter or parcel</p> <p>Mail – will go to Goods In entrance at Sighthill, Property and Facilities will deal with this part.</p> <p>Chemical deliveries – to be arranged by schools/services for delivery and designated collection point.</p> <p>Couriers, if required, will be given access to toilet facilities.</p> <p><a href="#">HSE guidance</a> Drivers' welfare at delivery and collection sites during the coronavirus (COVID-19) pandemic.</p>					
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**Staff and Students – Shielding and Vulnerable**

30	<p><b>Shielded staff/students</b></p> <p>Increased contact with people who may be infected or showing symptoms</p>	Shielded staff/students with severe chronic or underlying health condition / over the age of 70	HR will identify all staff who are deemed clinically extremely vulnerable.		X	<p>Employees and students must follow current <a href="#">government shielding guidance</a> .</p> <p>Refer to HR Guidance</p> <p><a href="#">Staff FAQs answering key questions colleagues may have before returning to work</a> (updated 18 August)</p> <p><a href="#">Manager guidance for supporting their teams in getting back on campus</a> (updated 18 August)</p> <p><a href="#">Manager guidance for supporting vulnerable colleagues, including risk assessment</a> (updated 18 August)</p> <p>Student Wellbeing &amp; Inclusion to assist and communicate with students.</p>		X	<p>Staff / Students</p> <p>HR</p> <p>Student Wellbeing and Inclusion</p>	Ongoing	
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31	<p><b>Vulnerable staff / students</b></p> <p>Increased contact with people who may be infected or showing symptoms</p>	Expectant mothers, those with underlying conditions and those over the age of 70			X	<p>Employees who are vulnerable continue working from home (HR to be contacted for help and advice)</p> <p>Refer to <a href="#">HR Guidance</a>.</p> <p><a href="#">Staff FAQs answering key questions colleagues may have before returning to work</a> (updated 18 August)</p> <p><a href="#">Manager guidance for supporting their teams in getting back on campus</a> (updated 18 August)</p> <p><a href="#">Manager guidance for supporting vulnerable colleagues, including risk assessment</a> (updated 18 August)</p> <p>Students to contact Student Wellbeing &amp; Inclusion for help and advice.</p>		X	<p>HR</p> <p>HR</p> <p>Line Managers</p> <p>Student Wellbeing and Inclusion</p>	Ongoing	
32	<p><b>Communication</b></p> <p>Failure to communicate effectively</p>	Staff	University briefings are carried out on a frequent basis.		X	<p>Regular briefings and email updates will be provided by Staff Communications</p> <p>Induction and guidance material produced.</p> <p>HR guidance available.</p>		X	<p>Staff Communications</p> <p>Health &amp; Safety</p> <p>HR</p>	Ongoing	
33	<p><b>Task specific PPE requirements</b></p> <p>Insufficient supply of PPE to carry out specific tasks</p>	Staff/students	In most cases no additional PPE will be required except in clinical settings, first aid, evacuation of people in refuge points	X		<p>All existing risk assessments where PPE is mentioned to be reviewed and where required additional PPE to be specified where identified to deal with COVID-19 risk e.g. unable to keep social distancing. This will be reviewed by the H&amp;S leads in the school and H&amp;S team, to ensure suitable and sufficient assessments are in place.</p>	X		<p>Deans/Directors</p> <p>Line Managers</p>	Ongoing	

						<p>Refer to the modified PPE policy on the <a href="#">H&amp;S web site</a> for additional information.</p> <p>Increased hand washing and sanitisation.</p> <p>Where tight-fitting respirators require to be worn then the staff member requires to comply with current HSE advice and guidance. (refer to university PPE policy)</p>					
34	<b>Face coverings for none PPE requirements</b>	Staff, students, contractors, visitors		X		<p>Face coverings are required to be worn when on campus unless medically exempt. They must be kept on in classrooms and workshops as well as other indoor spaces on campus. They can be removed if your workshop or lab work requires you to wear enhanced respiratory equipment; when eating in our campus restaurants; or while seated in office spaces. However, 2 metre social distancing must be maintained at all times.</p> <p>Wearing a face covering <b>must not be</b> considered an alternative to social distancing - you must maintain social distancing wherever possible.</p> <p><a href="#">How to safely wear and take off a face covering</a></p>	X		Staff, students, visitors, contractors	Ongoing	
35	<b>Mental health and wellbeing affected through isolation or anxiety about coronavirus</b>	Staff	<p>Follow HSE guidance on stress and mental health.</p> <p>Follow HR <a href="#">guidance</a> on stress and metal health.</p>	X		<p>Line managers to keep in contact with staff, whether they are working from home or in the office.</p> <p>Line managers to keep staff updated on what is happening so they feel involved and reassured.</p>	X				

						Line managers to discuss issues with employees and make sure they take regular breaks and are encouraged to take leave, set working hours to ensure they aren't working long hours.								
						HR communicate information and advice on mental health and wellbeing.								
						Occupational health referrals through the line manager.								

<b>Review Date<sup>1</sup>:</b>	<b>Ongoing</b>	<b>Signature:</b>	<b>Sean Hughes</b>	<b>Job Title:</b>	<b>Health &amp; Safety Adviser</b>
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<sup>1</sup> 12 months following any of the following: Accident, Incident, Near-miss, Equipment failure, Change in legislation etc

<b>Declaration by ULT Representative: I confirm that this is a suitable &amp; sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable</b>							
<b>Signed</b>		<b>Print Name</b>		<b>Date</b>			
<b>Declaration : Trade Union Representative</b>							
<b>Signed</b>		<b>Print Name</b>		<b>Trade Union</b>		<b>Date</b>	

Version No:	Date:	Review/Changes	Signed Off:

[Edinburgh Napier University - Return to Campus Life](#)

[Scottish Government](#)

[Public Health Scotland](#)

Scottish Government – [Guidance for Universities](#)

Scottish Government – [Guidance for laboratories and research facilities](#)

[Health & Safety Team website](#)

[Scotland Test and Protect](#)

[HSE website](#)

Returning to Work Onsite | Hierarchy of Risk Control Measures

