

RISK ASSESSMENT FORM

SCHOOL/SERVICE: University Health and Safety Team	LOCATION: All university buildings including additional spaces at EICC, Murrayfield, Eric Liddle Centre, excluding Accommodation (this is covered in separate assessment produced by P&F)	DATE: 21 September 2020
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<p>Description of event/activity: <i>(Please include as much detail as possible)</i></p> <p>Safe return to work - Phase 3</p> <p>COVID 19 – High level risk assessment for the gradual reopening of the campus buildings and outlying buildings operated by Edinburgh Napier University</p>
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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, Government and the Health & Safety Executive is available on the [Health & Safety website](#).

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				H	M	L		H	M	L			
Working from home													
1	Working from home and online learning	Staff	HR Homeworking policy Homeworking E-learning package available			X	Those staff who can work from home do so, in accordance with current government guidance, HR and Health and Safety policy and guidance.			X	Staff and Line Manager	Ongoing	

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							(Note: HR and H&S producing guidance links will be added when agreed) Complete the Homeworking E-learning training and communicate with line manager.						
Getting to the university													
2	Getting to work – Use of public transport 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		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 - advice on how to travel safely No car sharing to be undertaken Discussion with timetabling and schools has taken place and they are looking at options on teaching. We will review this following further consultation with TU/RCL group		X		Staff School support and Schools	July 2020 Aug/ Sept	1/7/20 Aug 2020

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3	<p>Driving to and at work</p> <p>Close proximity or contact with others</p>	Staff	<p>Existing control : <i>What controls are already present</i></p> <p>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.</p>		X		<p>Further action / recommendations : <i>Additional controls that could be put in place to lower the risk</i></p> <p>Persons should not share vehicles or cabs, where suitable social distancing cannot be achieved.</p> <p>Car parking arrangements - permit only end September</p> <p><u>Hired or Leased Vehicles only:</u></p> <p>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> <p>HSE guidance</p>			X	<p>Staff</p> <p>Property and Facilities</p> <p>Staff</p>	<p>July 2020</p> <p>July 2020</p> <p>Aug 2020</p>	<p>July 2020</p> <p>Aug 2020</p> <p>Aug 2020</p>
Accessing and using the building(s)													
4	<p>Entry and exit to building and occupying the building</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"> Social distancing Face coverings Sign in Hand sanitiser stations 		X		<p>Before entering the building there will be induction guidance on COVID-19 - Covid-19 Return to Work Health & Safety Guidance document/checklist.</p> <p>You will be required to use a face covering as per university guidance and procedures on face coverings.</p> <p>H&S Guidance – Returning to work / Employee Checklist / Manager Checklist</p> <p>HR Guidance – Returning to campus life</p>			X	Health and Safety	July 2020	Aug 2020

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							<p>Main entrance doors will be held open to prevent contact points.</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><i>Main campus and other university buildings (Excluding Accommodation – See below for Accommodation requirements)</i></p> <p><i>Separate guidance on additional lecturing spaces will be available after discussions with those providers</i></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.</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.</p>				<p>Property and Facilities</p> <p>Deans/Directors/ Line Managers</p> <p>Staff/Students</p> <p>Staff/Students</p> <p>Staff/ students/ venue providers</p>	<p>July 2020</p> <p>July 2020</p> <p>Ongoing</p> <p>July 2020</p> <p>Ongoing</p>	<p>Aug 2020</p> <p>July 2020</p> <p>Ongoing</p> <p>July 2020</p> <p>Ongoing</p>

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							<p>Increased provision of hand sanitisers will be 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 will be displayed throughout the building/site, especially at entrances and exits.</p> <p>Maintain social distancing at all times when on university premises.</p> <p>The only time a one-way system will not require to be followed is during a fire/emergency activation.</p> <p>Avoid touchscreens in campus buildings</p> <p>Signs/Posters will be sited as required at all locations and will be reviewed and replaced on a regular basis.</p> <p>Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p>				<p>Health and Safety / Property and Facilities</p> <p>Staff /Students</p> <p>Property and Facilities</p> <p>Health and Safety and Communications team.</p> <p>Property and Facilities / Health and Safety</p>	<p>July 2020</p> <p>Ongoing</p> <p>July 2020</p> <p>Aug 2020</p>	

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				X			Ongoing cleaning of touch points and building cleaning will be carried out by Property and Facilities cleaning staff Guidance document, induction and information prior to staff/ students by Mid July. H&S Guidance – Returning to work / Employee Checklist / Manager Checklist HR Guidance – Returning to campus life <u>Accommodation</u> A separate risk assessment and information will be provided for all accommodation due to single stair entry and exit.		X				
5	Test and Protect 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 Test & Protect system and local university procedures. Download Test & Protect – Protect Scotland app		X		Governance & Compliance Information Services	Ongoing	
6	Visitors and meetings			X			All visitors must be signed in and out and induction of University COVID-19			X	Staff / Students	Ongoing	

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	Increased contact with people who may be infected or showing symptoms						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. Maintain this until informed that it is safe to do so. (Risk assessment to be undertaken when safe to do so).					When required	
7	Working in offices or open plan areas Increased contact with people who may be infected or showing symptoms	Staff, students, contractors	Social distancing: public health information link		X		Campus Buildings <i>All staff/student must make themselves aware of the following: -</i> 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 another stair to get to the floor you want. Restrictions in office layout and how you enter and leave your room.			X	Staff/Students	July 2020	

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							<p>School offices will be assessed where face to face conversations require to take place with students.</p> <p>Property and 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.</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 with social distancing or online.</p> <p>Staff are to take suitable breaks alone or whilst practicing social distancing.</p> <p>Employees to stay home if symptomatic and line management to contact HR of any absence in line with current policy.</p>				<p>Property and Facilities / Schools / Health and Safety</p> <p>Property and 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>July 2020</p> <p>July 2020</p>	

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8	Use of tea prep areas Increased contact with people who may be infected or showing symptoms, contact points for transmission	Staff	All kitchen doors to remain open unless signage says otherwise and only one person allowed in at one time.	X			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 will be available for wiping down and cleaning surfaces, bin to be used for the disposal of these materials. 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. Users to clean before and after use of area. Break out rooms will not be available for use. Hand sanitisers outside all tea prep areas.		X		Staff	July 2020	
9	Use of toilets Increased contact with people who may be infected or showing	Staff, Students		X			Hand sanitisers outside toilet areas. Face coverings must be worn. One in, one out on each toilet.		X		Staff	Ongoing	

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	symptoms, contact points for transmission						One cubicle available for each toilet Urinals will be removed from use						
10	Ventilation systems	Staff, students	All testing and maintenance being planned and undertaken		X		Discussions and additional testing maybe required and will be organised between David Holmes and Colin Gilfether. Update (02/09) - all ventilation systems have been checked and meet the current requirements.			X	Property and Facilities	Aug 2020	Aug 2020
Use of classrooms and labs													
11	Use of classrooms Increased contact with people who may be infected or showing symptoms	Staff, students		X			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. Social distancing must be maintained at all times. Cleaning requirements – University cleaning teams will carry out regular cleaning of rooms.		X		Lecturing staff Property and Facilities Staff/Students	Ongoing	

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							Cleaning materials will be available in the rooms for staff/students to use. Guidance provided for safe use of teaching spaces. (Docs being produced and implemented next week).						
12	Contact with potentially contaminated surfaces within classrooms	Staff, students, contractors		X			Cleaning operations will be undertaken at frequent intervals to ensure all touch points and surfaces have been cleaned. Frequency of cleaning intervals has been assessed and agreed with the cleaning supervisors on each site. 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). Staff/students are required to wash/sanitise hands before entering the classroom or lab and then wash /sanitise after completion of the teaching. 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. Lecturer to clean all surfaces they touched during lecture, they should be wiped down on completion of the		X		Staff and Students	Ongoing	

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							lecture/activity e.g. clean the desk, keyboard, mouse. Materials will be made available. Lecturer to sanitise all shared equipment e.g. pens, whiteboard dusters. Suitable/safe cleaning products for keyboards will be provided in the rooms.						
13	Use of labs/workshops Increased contact with people who may be infected or showing symptoms, contact points for transmission	Staff, students		X			Technicians and Lecturing staff to carry out the dedicated cleaning of all surfaces within labs/workshops. Separate risk assessment for lab cleaning to be produced by lab and workshop areas. Dedicated risk assessment for these areas require to be produced by the relevant persons in that School in conjunction with the Health & Safety Office. Hand sanitizers and cleaning products provided in each lab/workshop to facilitate use by staff/students at the beginning and end of each use.		X		Technicians and lecturing staff	Ongoing	

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14	<p>Use of communal spaces</p> <p>Increased contact with others who may be infected or showing symptoms</p>	Staff, students, visitors, contractors		X			<p>Social distancing 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 markings and signage put in place on all campus buildings.</p> <p>Sanitiser stations will be 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 will be carried out by the cleaning staff in the building.</p> <p>Catering facilities will be available – more information on how this will happen will be released by Property and Facilities. Whilst in these areas and using the facilities, face coverings are not required, however, 2 metre separation must be maintained. Prior to leaving face coverings to be worn.</p> <p>Communal areas - no soft furnishings (areas cordoned off) in all areas except</p>	X			<p>Staff/ Students</p> <p>Comms team</p> <p>Property and Facilities</p>	Ongoing	

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							lecture theatres, classrooms and offices. Lecturers using facilities for online learning/recording. Booking system to be put in place. Facilities to be cleaned.						
15	Use of library and IT labs on all campus buildings	Staff, students		X			Note:- Separate risk assessment has been undertaken and will be communicated to the relevant persons. In consultation with Claire Taylor and IS colleagues Update 02/09/2020 - face coverings required to be worn as per university guidance and procedures on face coverings				Claire Taylor	Ongoing	
Support Services													
16	iPoints, Information Services (IT and Library contact points), coffee and food outlets – Contact with people	Staff, students		X			Specific risk assessments for each activity have been carried out. Property and Facilities and Information Services advice to be followed. (LRC areas, atriums and JKCC – Computer areas. Note: Under review at present) consulting with Claire Taylor and IS colleagues				School support Information Services Property and Facilities	Aug 2020 Ongoing	Aug 20

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							Contact the Health & Safety Office for help and advice Food outlets risk assessments under review by P&F at present.				Property and Facilities	Ongoing	
17	Fire and Emergency situations Safe evacuation from the building		Fire risk assessment in place for all premises. Emergency procedures are in place for all premises.	X			All staff retrained on fire procedures and how they can assist in evacuations provided via online training. Ensure students are aware of fire procedures. One-way systems will cease to operate in the event of an emergency. People in the building to use the nearest escape route. Assembly points outside the building are to be used. However social distancing will require to be used by all persons. Additional assembly points will be introduced, if required. (Occupancy dependant). Tannoy system will be used to bring people back into the building. People to maintain social distancing on re-entering the building through the main entrances.		X		Health and Safety Staff Health and Safety Communications Property and Facilities Staff/students	Ongoing	

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							One-way systems will be back in force once permission to re-enter the building is given.				Staff / Students		
18	Maintenance inspection and servicing on the building Interaction between staff and contractors	Staff, contractors	All maintenance and required inspections will continue and ensure that the building is safe to reoccupy.		X		Building reoccupation certificate will be signed off and posted at the entrance to the building. Completed checklist by Property and Facilities for all safety systems in the building. Specific risk assessments and operating procedures to be undertaken prior to work taking place, where social distancing cannot be maintained. Consultation with maintenance and mechanical and electrical in P&F.			X	Property and Facilities	July 2020	July 2020
Cleaning (guidance)													
19	Communal areas	Staff, Students		X			Cleaning staff will carry out the cleaning of these areas on a rota basis.		X		Property and Facilities	July 2020	July 2020
20	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

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							to staff. Waste to be disposed in refuse bins.						
21	Gym and Fitness Areas	Staff, Students		X			Note: Under review				Property and Facilities	Ongoing	
22	Toilets and shower rooms	Staff, Students		X			Cleaning staff will 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 and Facilities	July 2020 Oct 2020	July 2020
23	First aid rooms	Staff, Students		X			Note: Under review with cleaning service				Property and Facilities	Sept 2020	

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26	Individual displaying COVID-19 symptoms	Staff, Students		X			<p>Individual sent home and advised to follow NHS guidance and Health and safety team to be notified.</p> <p>If person is contractor/visitor their organisation to be contacted also.</p> <p>Area where person was working to be cleaned /disinfected /decontaminated in accordance with standard operating procedures in line with public health guidance .</p> <p>All staff informed about process.</p> <p>Incident reported as per procedure.</p> <p>HR Guidance available for staff.</p>	X			Staff/students	Ongoing	
27	Deliveries Increased contact with people who maybe infected or showing symptoms	Contractors/ Staff			X		<p>All deliveries from couriers, etc. to be only delivered to Bankhead goods in. Then the items will be dispatched. No items to be delivered to the iPoints on any campuses. Note: - Under review at present.</p> <p>Couriers, if required, will be given access to toilet facilities.</p> <p>Note: Procedure requires to be produced for this.</p>			X	Property and Facilities	Ongoing	

NO	HAZARDS IDENTIFIED	PEOPLE AT RISK	EXISTING CONTROL	RISK			FURTHER ACTION/RECOMMENDATIONS	RESIDUAL RISK			ACTION BY WHOM Who is carrying this out	ACTION BY WHEN Action by when : date	COMPLETED Sign off when all controls in place and task ready to start
				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>						
28	Ventilation and windows Lack of fresh air within spaces	Staff / Students	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		Staff where possible to ensure windows are open to aid in increasing outside air flow in the building. Note: 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.			X	Staff/students Property and Facilities/Health and Safety	Ongoing	
Staff and Students – Shielding and Vulnerable													
29	Shielded staff/students Increased contact with people who may be infected or showing symptoms	Shielded staff/students with severe chronic or underlying health condition / over the age of 70			X		Employees and students must follow current government shielding guidance . Refer to HR Guidance Staff FAQs answering key questions colleagues may have before returning to work (updated 18 August) Manager guidance for supporting their teams in getting back on campus (updated 18 August) Manager guidance for supporting vulnerable colleagues, including risk assessment (updated 18 August)			X	Staff / Students HR	Ongoing	

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				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>						
							Student Wellbeing & Inclusion to assist and communicate with students.				Student Wellbeing and Inclusion		
30	Vulnerable staff / students Increased contact with people who may be infected or showing symptoms	Expectant mothers, those with underlying conditions and those over the age of 70				X	Employees who are vulnerable continue working from home (HR to be contacted for help and advice) Refer to HR Guidance . Staff FAQs answering key questions colleagues may have before returning to work (updated 18 August) Manager guidance for supporting their teams in getting back on campus (updated 18 August) Manager guidance for supporting vulnerable colleagues, including risk assessment (updated 18 August) Students to contact Student Wellbeing & Inclusion for help and advice.			X	HR HR Line Managers Student Wellbeing and Inclusion	Ongoing	
31	Communication Failure to communicate effectively	Staff	University briefings are carried out on a frequent basis.			X	Regular briefings and email updates will be provided by Staff Communications Induction and guidance material produced.			X	Staff Communications Health and Safety HR	Ongoing	

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	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>						
32	Task specific PPE requirements Insufficient supply of PPE to carry out specific tasks	Staff/students	In most cases no additional PPE will be required except in clinical settings, first aid, evacuation of people in refuge points	X			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&S leads in the school and H&S team, to ensure suitable and sufficient assessments are in place. Refer to the modified PPE policy on the H&S web site for additional information. Increased hand washing and sanitisation. 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)		X		Deans/Directors Line Managers	Ongoing	
33	Face coverings for none PPE requirements	Staff, students, contractors, visitors			X		Face coverings are required to be worn when on campus. They can be removed in lectures after everyone is seated and lecturer gives them the instruction. They can also be removed when seated and using the canteen facilities, however, must maintain 2 metre social distancing at all times. Wearing a face covering must not be considered an alternative to social		X		Health and safety to update on current guidance	Ongoing	

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							distancing - you must maintain social distancing wherever possible. How to safely wear and take off a face covering						

Review Date¹:	Ongoing	Signature:		Job Title:	
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¹ 12 months following any of the following: Accident, Incident, Near-miss, Equipment failure, Change in legislation etc

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

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

