

Generic COVID-19 Risk Assessment

College/ PSU	Swansea University	Assessment Date	September 2021
Location	Swansea University Campuses	Assessor	
Activity	<p>Typical workplace activities and issues that may need consideration, to reduce the risk of contracting or spreading COVID-19.</p> <p>(* <i>Amend as required to suit your specific role, task or workplace.</i>)</p>	Review Date (if applicable)	
Associated documents	<p>The latest health and safety information sheets and guidance can be found on the University Staff Intranet: https://staff.swansea.ac.uk/healthsafety/covid-19/</p>		

Part 1: Risk Assessment

What are the hazards?	Who might be harmed?	How could they be harmed?	Control Measures	Complete Yes/ No
Suspected COVID-19 case within the workplace.	Staff, students, visitors, contractors.	<p>Becoming infected with or spreading the virus. Symptoms include (see NHS website):</p> <ul style="list-style-type: none"> New continuous cough High temperature Loss of or change to sense of smell or taste. 	<ul style="list-style-type: none"> Person to be sent home and to follow the stay at home guidance from the Welsh Government. Avoid touching anything. Clean and disinfect any surfaces or equipment the person has come in to contact with. Anyone who may have come in to contact with the person showing symptoms should wash their hands for 20 seconds. Follow the University reporting procedures for isolating and reporting and Covid-19 cases. 	

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Getting into and leaving work.	Staff	Coming in to close contact with others on public transport, car shares or when entering and exiting a building.	<ul style="list-style-type: none"> • Work from home where possible. If work cannot be done from home then return to work in consultation with your line manager and Covid risk assessment. • Avoid car sharing with persons outside of your household. • If car sharing is unavoidable then passenger is to sit in the back seat (diagonal from driver). • Walk, cycle or drive alone where possible. • Stagger arrival and departure times to help maintain social distancing. <p>Refer to Health & Safety information sheet – Travelling on public transport.</p> <p>Refer to Health & Safety information sheet - Travelling in private or other vehicles.</p>	
Safe access and egress of buildings and shared workplaces (office, labs, workshops, etc.).	Staff, students, visitors, contractors.	Use of high-touch surfaces by multiple persons causing infection or increasing spread of the virus.	<ul style="list-style-type: none"> • Sanitiser points located at all entry points to University buildings. • Increase the number of access points to a workplace to reduce congestion. • Designate entrances and exits to buildings. • Hold/ wedge doors open if it is safe to do so and not in contradiction of fire safety regulations. Check with the H&S team if you are not sure what doors may be held open. • Increase cleaning of high touch surfaces that cannot be removed. • Provide additional storage for clothes or bags if staff are required to change. • Stagger start and finish times. • Face coverings to be worn in all public/ common areas and 	

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Moving around and navigating the Campus, building or workplace.	Staff, students, visitors, contractors.	Spread of infection through contact with others, via coughs/ sneezes or high-touch surfaces.	<p>when navigating shared spaces.</p> <ul style="list-style-type: none"> • Mark floors with paint or tape to help people maintain social distancing. • Restrict the number of people that move between different jobs, equipment or buildings. • Introduce pedestrian walkways or one way systems to help maintain social distancing. • Encourage the use of stairs over lifts. • E&FM to dictate the number of persons able to use a lift depending on size. • Avoid non-essential trips and encourage electronic communication via telephone, radio, zoom, instant messaging, etc. • Face coverings to be worn in all public/ common areas and when navigating shared spaces. 	
Use of kitchen and common area welfare facilities.	Staff, visitors, contractors.	<p>Spread of infection through contact with others, via coughs/ sneezes or high-touch surfaces.</p> <p>Eating or preparing food and drinks that may be contaminated.</p>	<ul style="list-style-type: none"> • Workers to bring their own food where possible. • Stagger break times to allow social distancing. • Provide handwashing facilities (soap, water, paper towels). If this is not possible, provide hand sanitiser. • Wash hands prior to handling or eating food. • Provide sanitising wipes for high touch appliances such as kettles, taps and hydroboils. • Increased cleaning regime of all surfaces especially high touch appliances and surfaces. • Increase natural ventilation where possible. • Ensure adequate provision for disposal and removal of waste. • Physically separate tables and chairs to 2 metre or provide additional space for breaks if possible. • Use outdoor spaces for breaks if safe to do so. 	

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			<ul style="list-style-type: none"> • Encourage staff to stay on Campus during break times. • Provide clear guidance on the use of shared items such as, taps, kettles, hydroboil, etc. <p>Refer to Health & Safety Information Sheet – Social Distancing and Shared Spaces.</p> <p>Refer to Health & Safety Information Sheet – Safe Use of Taps and Drinking Water Outlets.</p>	
Use of toilet and shower welfare facilities.	Staff, visitors, contractors.	<p>Spread of infection through contact with others, via coughs/ sneezes or high-touch surfaces.</p> <p>Spread of infection via aerosols from using toilets.</p>	<ul style="list-style-type: none"> • Provide disposable hand towels or electric hand dryers. • Increase cleaning regime of all high touch surfaces. • Ensure adequate provision for removal and disposal of waste. • Flush toilets with lids closed to reduce spread of aerosols. • Ensure toilet extract systems are running 24/7. Report to Estates if not. Do not open toilet windows unless there is no extract system available. • Maintain social distancing in welfare spaces. • Restrict the number of people using toilet facilities where possible (visual vacant/ engaged system for small rooms). • Rota the use of showers where possible. <p>Refer to Health & Safety information sheet – Handwashing and Sanitising.</p>	
Working in shared spaces (e.g. offices, workshops,	Staff, students, visitors, contractors.	Spread of infection through contact with others, via coughs/ sneezes or high-touch surfaces.	<ul style="list-style-type: none"> • Maintain 2 metre separation between workstations where possible. • Assign workstations to individuals and avoid sharing. If sharing of workstations is unavoidable, then share 	

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labs, kitchens/ food outlets, etc.).			<p>between the lowest numbers of people.</p> <ul style="list-style-type: none"> • Provide hand sanitiser and wipes for workstations and work equipment. • Introduce mandatory user cleaning regime before/ after using a work station at all times. • Install shields or barriers where social distancing is not possible (smaller rooms, receptions, etc.). Consult with E&FM for advice. • Conduct meetings via zoom or over the telephone. • Provide cleaning materials to meeting rooms that have to be used. • Revise work schedules, start/ finish and break times to reduce number of persons in the work area. • Control and monitor occupancy levels to enable social distancing. • Review DSE assessments to accommodate any COVID-19 control measures. • Ensure adequate cleaning regime and waste disposal services are in place. • Avoid any unnecessary visits to the workplace by colleagues or visitors. • Alter the way a task is undertaken to reduce contact between people. • Increase natural ventilation where possible. <p>Refer to Health & Safety information sheet – Social Distancing and Shared Spaces.</p> <p>Refer to Health & Safety information sheet – Return to Work in Workshops and Laboratories.</p>	

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Lack of ventilation in enclosed spaces	All persons	Spread of infection via aerosol build up in poorly ventilated spaces	<ul style="list-style-type: none"> • Restrict access or reduce capacity in poorly ventilated spaces. • Increase natural ventilation by opening windows or doors where possible (do not hold open fire doors). • Mechanical ventilation systems have been set to provide 100% fresh air. • Discuss any concerns over ventilation with Estates Technical Services via the HelpDesk. <p>Refer to ventilation information sheet for more detailed information.</p>	
Performing tasks where social distancing is not possible. For example, travelling together, working in confined spaces or where dual working is essential to safety.	Persons performing the task.	Spread of infection through close contact with others, via coughs/ sneezes or high-touch surfaces.	<ul style="list-style-type: none"> • Minimize the level of interaction. • Install physical barriers where possible. • Improved hygiene and increased reminders on the importance of hygiene. • Wash hands for 20 seconds with soap and water after close contact. If hand wash facilities not available use sanitizer. • Ensure persons showing symptoms are not present. • Wear a face covering. 	
Using outdoor spaces e.g. for breaks and for work.	Staff, students, visitors, contractors.	Spread of infection through close contact with others, via coughs/ sneezes or high-touch surfaces.	<ul style="list-style-type: none"> • Use outdoor spaces for breaks where possible, maintaining social distancing. 	

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			<p>Working outdoors:</p> <ul style="list-style-type: none"> • Risk assess the activity being performed. • Maintain social distancing where possible. • Wash hands regularly and before after breaks. • Ensure contractors have job/ site specific risk assessments and method statements, including COVID-19 specific risk assessments. • Any construction work to be authorised by E&FM before commencing. • Re-enforce the importance of reducing accidents and near misses. 	
Lack of communication, information and guidance.	Staff, students, visitors, contractors.	Increased risk of virus spreading and infection by not following procedures and guidance.	<p>Latest H&S information available on Staff intranet</p> <ul style="list-style-type: none"> • Standardised signage and information sheets to be displayed at key areas across Campus, e.g. building entrances, notice boards, receptions, shops, catering outlets, toilets and common areas. • Information, videos and updates to be displayed on electronic noticeboards. • Communication via all staff emails and webinar. • Return to work checklist for Colleges and PSUs. • Brief staff on risk assessments and control measures before return to campus. • Development of bespoke COVID-19 information sheets and risk assessments on different topics. • Share information and University procedures with staff, students, contractors, visitors and tenants. • Maintain open two way communication between staff and supervisors/ line managers on any concerns they may have. • Regular review and updating of guidance in line with 	

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Maintaining adequate levels of personal hygiene.	Staff, students, visitors, contractors.	Increased risk of virus spreading and infection by not maintaining adequate hygiene levels.	<p>Welsh Government instructions.</p> <ul style="list-style-type: none"> • Ensure there are handwashing facilities available that provide running water, soap and paper towels. • Provide hand sanitiser in multiple locations in addition to washing facilities. • All staff and students to be issued with their own bottle of hand sanitiser with refill points available. • Use signage and posters to increase awareness of good handwashing technique. • Provide regular reminders on not touching your face and to catch sneezes and coughs in tissues/ arm and to wash hands for 20 seconds. • Set clear guidelines on the use of toilet and shower facilities. • Set clear guidance on handling equipment and materials in work area. • Increase cleaning regimes as required. <p>Refer to Health & Safety Information Sheet – Handwashing and Sanitising</p> <p>Refer to Health & Safety Information Sheet – COVID Infection Control</p>	
High risk vulnerable groups.	Vulnerable groups including elderly, pregnant persons and people with	These persons are at higher risk of infection and severe illness.	<ul style="list-style-type: none"> • Persons who might consider they are vulnerable are advised to complete the attending campus checklist and follow the attending campus guidance • All work activity can be risk assessed on an individual basis with support from the H&S team. 	

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	pre-existing medical conditions.			
Infection control – cleaning.	Staff, students, visitors, contractors.	High touch surfaces becoming contaminated by previous users.	<ul style="list-style-type: none"> • Increased cleaning regime in place by University cleaning staff for public areas and high touch points. • Provision of hand washing facilities, hand sanitiser and sanitising wipes where required. • Increased personal area cleaning regimes. • Clear communication of cleaning procedures and information to all staff. • Reminders on the importance of cleaning and hand washing via posters, videos, e-mail and face to face communication. • Reduce the number of shared spaces and high touch points to allow a safe phased return to Campus. • Ensure an effective waste disposal and removal system is in place. <p>Refer to Health & Safety Information Sheet – COVID Infection Control</p> <p>Refer to the Waste Management Guidance Note.</p>	
Social distancing.	Staff, students, visitors, contractors.	Increased risk of virus spreading and infection by not maintaining adequate social distancing.	<ul style="list-style-type: none"> • Review work schedules, start and finish times, shift patterns, working from home, etc. • Introduce staggered lunches and breaks times to reduce footfall at any one time. • Encourage remaining a distance of 2 metres from work colleagues at all times where possible. • Reduce occupancy numbers in any shared offices to enable social distancing. 	

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			<ul style="list-style-type: none"> • Redesign work processes to ensure social distancing can be maintained. • Ensure sufficient rest breaks for staff. • Use of floor markings to assist in social distancing <p>Refer to Health & Safety Information Sheet – Social Distancing and Shared Spaces.</p> <p>If social distancing cannot be fully executed when performing certain activities then:</p> <ul style="list-style-type: none"> • Increase the frequency of hand washing and surface cleaning. • Keep the activity as short as possible. • Use screens or barriers to separate people where possible. • Use back to back or side to side working (not face to face). • Reduce the number of people an individual comes in to contact with e.g. fixed teams or pairs. • Wear a face covering. • Seek advice from H&S team on whether PPE is required and type of PPE. 	
Travel for work or persons returning from high-risk areas.	Staff, students, visitors, contractors.	Increased risk of virus spreading and infection.	<ul style="list-style-type: none"> • Refer to latest University guidance on UK and international travel. • Follow Government advice when returning from any red, amber or green listed country. • Complete University international travel policy and risk assessment documents, in line with FCDO and Drum Cussac. • Reduce close contacts when planning UK travel where possible. 	

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			<ul style="list-style-type: none"> Use personal vehicles if possible. Follow guidance of the public transport operator where applicable. <p>Refer to Health & Safety Information Sheet – Private & Other Vehicles (Inc. Fleet Vehicles). Refer to Health & Safety Information Sheet – Public Transport. Refer to Health & Safety Information Sheet – Vehicle Cleaning.</p>	
Use of display screen equipment (DSE).	Staff	Increased risk of virus spreading and infection.	<ul style="list-style-type: none"> Sit back to back or side to side (not face to face). Take regular breaks and stretch, in consultation with colleagues to maintain social distancing. Utilise the outdoor spaces where possible. Consider shields or barriers where social distancing cannot be maintained. Avoid hot-desking and sharing of work equipment. <p>Refer to Health & Safety Information – DSE Refer to webinar - Homeworking and DSE</p>	
Provision and use of Personal Protective Equipment (PPE).	Staff	<p>Exposure to COVID-19 during a specific task or activity.</p> <p>Incorrect selection and use of PPE.</p> <p>Procurement issues with obtaining the relevant PPE.</p> <p>Mistaking PPE with face coverings.</p>	<ul style="list-style-type: none"> Where PPE is already used to carry out a workplace activity, then continue to do so. PPE is only be used as a last resort to protect against exposure to COVID-19. Risk assess all alternatives controls and discuss with the H&S team before agreeing actions and commencing work. Ensure staff have suitable training and instruction on the use of PPE and understand the limitations. Procure any PPE required through official University channels only. Ensure staff understand the limitations of face coverings by reading the H&S guidance and following procedures 	

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			<p>identified if they choose to wear a face covering.</p> <p>Refer to Health & Safety Information Sheet – PPE.</p>	
Adverse impact on mental health and wellbeing.	Staff	Adverse mental health leading to sickness absence or detrimental effect on work and wellbeing.	<ul style="list-style-type: none"> • Maintain regular contact with line manager and colleagues via zoom and telephone. • Provide staff with techniques to help manage stress and anxiety. • Offer flexible working arrangements where possible. • Keep staff updated and well informed. • Signpost staff to mental health assistance and professional mental health services should they require them. <p>Refer to Health & Safety Information Sheet – Wellbeing.</p>	
Provision and delivery of first aid.	Staff, students, visitors, contractors.	<p>No first aiders available due to reduced staff presence.</p> <p>Spread of or exposure to COVID-19 while administering first aid.</p>	<ul style="list-style-type: none"> • Review first aid provision before returning to work. • Security are trained to respond as first aiders. • Limit higher risk activities. • Check first aid facilities are accessible in revised workplace layouts. • If first aid is to be applied then ensure all parties wash hands thoroughly before and after. • Reduce the amount of time in close proximity with the injured person, maintaining 2 metre distance where possible. • Consult with the Health & Safety team on the provision of PPE. <p>Refer to Health & Safety Information Sheet – First Aiders.</p>	
Fire and emergency evacuation of a	Staff, students, visitors,	Lack of fire wardens to assist evacuation and maintain fire safety standards.	<ul style="list-style-type: none"> • On hearing the fire alarm, evacuate as normal and move a safe distance from the building while maintaining social distancing. No congregating around one assembly point. 	

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building.	contractors.	<p>False alarms leading to unnecessary evacuations and increased risk of breaking social distancing.</p> <p>Alterations to the workplace increasing the risk of fire starting or a safe evacuation.</p>	<ul style="list-style-type: none"> • Ensure close supervision of any high risk activities in relation to fire. • Ensure exits are not obstructed by any COVID-19 protection measures. • Self-closing fire doors are not to be held open. • Consult with E&FM on the storage of surplus furniture that may be moved to facilitate social distancing. • Preparation of food or hot drinks to be confined to kitchen areas only to avoid setting off smoke detectors by microwave, kettle or toaster and evacuating unnecessarily. • Review fire warden provision and train more via zoom if required. <p>Refer to Health & Safety Information Sheet – Fire Wardens. Refer to Health & Safety Information Sheet – Emergency Evacuation.</p>	
Persons with mobility, hearing or visual impairments.	Staff, visitors, students.	<p>Individuals may find it more difficult to adhere to social distancing by not hearing or seeing.</p> <p>They may find it difficult to navigate and require assistance evacuating.</p>	<ul style="list-style-type: none"> • Review procedures to accommodate colleagues in the workplace. • Ensure suitable access and egress is available. • Ensure pathways or one way systems allocated for social distancing are wide enough for wheelchairs where possible. • Review Personal Emergency Evacuation Plan (PEEP). • Risk assess all areas the person may need to have access to. • If safe means of access or escape is impossible then consider restricting access to certain areas. <p>Refer to Health & Safety Information Sheet – Emergency Evacuation.</p>	

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External companies coming to site e.g. deliveries, contractors, consultants, etc.	Staff, students, visitors, contractors	Contact with persons from outside of the workplace, increasing risk of infection and spread of the virus.	<ul style="list-style-type: none"> Contractors to provide risk assessments and method statements prior to work commencing, including COVID-19 specific risk assessments. Review pick up and drop off procedures for incoming deliveries. Reduce the frequency of deliveries where possible. Contractors are to be made aware of the University's COVID-19 rules and procedures prior to work commencing. <p>Refer to Health & Safety Information Sheet – Contractor Requirements.</p>	
Plant & Equipment.	Staff, students, visitors, contractors.	<p>Mechanical failure of non-maintained plant. Non-compliance of equipment resulting in failure and causing injury.</p> <p>Buildings or workspaces not recommissioned correctly prior to occupation, resulting in illness or injury.</p>	<ul style="list-style-type: none"> Essential statutory compliance and maintenance inspections have been maintained by E&FM throughout pandemic period. Check all equipment and any protective safety devices prior to restarting operations. Follow building reoccupation procedures to ensure HVAC systems are properly operating prior to work starting. Remove anything deemed defective from service. Review existing SOP's and risk assessments to ensure they are still suitable and reflect current COVID-19 restrictions. 	

Part 2: Actions arising from Risk Assessment

Actions	Lead	Target Date	Complete Yes/ No