

## Generic COVID -19 Risk Assessment

### Learning and Teaching environments

\*Grey boxes must be completed by College L&T staff.

<b>College/ PSU</b>	Swansea University	<b>Assessment Date</b>	
<b>Location</b>		<b>Assessor</b>	
<b>Activity</b>	COVID-19 recovery – Teaching and Learning Environments	<b>Review Date (if applicable)</b>	*
<b>Associated documents</b>	<p>Health and Safety Intranet for all COVID related guidance, risk assessments and info sheets:  <a href="https://staff.swansea.ac.uk/healthsafety/covid-19/">https://staff.swansea.ac.uk/healthsafety/covid-19/</a></p> <p>University Estates (E&amp;FM) intranet page:  <a href="https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/coronavirus-update-on-services-and-facilities/">https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/coronavirus-update-on-services-and-facilities/</a></p> <p>University Coronavirus Intranet page for the latest advice and information on the coronavirus outbreak:  <a href="https://staff.swansea.ac.uk/">https://staff.swansea.ac.uk/</a></p> <p>L&amp;T Safe Operating Procedure  L&amp;T reminder presentation to students</p>		

Consequence of contracting COVID-19	Transmission
<ul style="list-style-type: none"> <li>• Worst-case infection can be fatal.</li> <li>• Illness of varying degrees. Refer to NHS website for symptoms.</li> <li>• Some staff/ students may be at higher risk from coronavirus (including older people, people with health conditions and pregnant persons).</li> </ul>	<ul style="list-style-type: none"> <li>• Inhalation of airborne droplet generated by a symptomatic or asymptomatic person through coughing, sneezing, speaking.</li> <li>• Contact with contaminated surfaces and transmission through handling face, mouth and eyes.</li> </ul>

What are the hazards?	Who might be harmed?	How could they be harmed?	What is in place to mitigate the risk?	What else needs to be done by the L&T staff?
<p>Lack of social distancing and contact with others resulting in increased risk of transmission of COVID-19 via airborne droplet inhalation.</p>	<p>L&amp;T staff and students.</p>	<p>Contact with symptomatic and or asymptomatic individual.</p> <p>General L&amp;T activity.</p>	<p><b>Maintain Social Distancing</b> See University guidance for Social distancing: <a href="https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf">https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf</a></p> <ul style="list-style-type: none"> <li>• One-way systems have been identified and marked up in buildings to enable social distancing.</li> <li>• Maximum occupancy has been determined in timetabled teaching and learning spaces based on 2 metre social distancing.</li> <li>• Where appropriate, seating plans in place and equipment such as computer keyboards, etc. disabled at workstations that should not be used.</li> <li>• Signage and information in buildings to identify one way systems and to remind users of social distancing requirement.</li> <li>• Staff and PGR students required to complete the H&amp;S COVID Recovery Induction prior to return to campus.</li> </ul>	<p><b>Colleges are required to manage the operation of their L&amp;T spaces. Face to face teaching in accordance with the University blended learning approach.</b></p> <p><b>Identify concerns relating to L&amp;T spaces to the Technical Services and H&amp;S team and restrict the use of spaces as required. Email Health and safety team: <a href="mailto:healthandsafety@swansea.ac.uk">healthandsafety@swansea.ac.uk</a> or contact the E&amp;FM help desk.</b></p> <p><b>Colleges to assess College owned spaces and specific spaces such as, labs and implement appropriate controls. See generic risk assessments for labs, offices.</b></p> <p><b>See list of timetabled spaces that have been assessed centrally.</b></p> <p><b>L&amp;T staff to complete specific space and activity risk assessment as</b></p>

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			<ul style="list-style-type: none"> <li>• Staff and Student Safe operating procedures developed.</li> <li>• Provision of information to students to identify COVID control measures in place.</li> <li>• Space plans displayed in centrally timetabled spaces. In fixed seating spaces permitted seating spaces identified with a sticker to highlight where a person can sit. In spaces where the furniture is moveable the seats that may not be used have been removed and/ or stacked to the side. PC s have been marked to identify which may be used.</li> <li>• The University is providing a washable face covering for staff and students and the wearing of face coverings is expected on campus, particularly indoors and when in close proximity to others.</li> <li>• The University is adopting a blended learning approach to reduce numbers of people in L&amp;T spaces.</li> <li>• Staff to remain working at home when possible to reduce numbers on campus.</li> </ul>	<p><b>applicable i.e. outside of the general teaching activity.</b></p> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance. See COVID Reminder presentation for all L&amp;T staff to deliver at the start of lectures.</b></p> <p>The following identifies potential control measures:</p> <ul style="list-style-type: none"> <li>• Colleges to implement seating plans in spaces where this has not been completed by E&amp;FM.</li> <li>• Direct students to allocated seating and provide information on any arrangements for managing the risk. Students will not be permitted to sit in unmarked seats or next to each other even if they share a household. Students are not permitted to move furniture.</li> <li>• Manage entry and exit from L&amp;T spaces and in particular filing into and from rows to avoid people walking past</li> </ul>

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				<p>each other. Including scheduling breaks. Students should not be permitted to move seats once seated.</p> <ul style="list-style-type: none"> <li>• Separate local arrangements should be developed for teaching in cluster rooms, taking in to account social distancing, cleaning and hygiene, student behavior, etc. see the L&amp;T SOP for further information.</li> <li>• Where possible, lecturers should be the first person into the teaching space and last person to leave and maintain social distance at all times.</li> <li>• Lecturers/ presenters to be located with a minimum of 2m distance between them and the students and avoid moving around the space.</li> <li>• Assist students remotely and avoid leaning over students/ standing behind students i.e. for assisting/ checking PC and practical work.</li> </ul>
		Contact with symptomatic and or asymptomatic		<b>L&amp;T staff to complete specific activity risk assessment including practical work and measures to prevent contact</b>

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		<p>individual.</p> <p>Interacting with students, completion of practical activity, group work, checking and assessment.</p> <p>Situations when working within 2 metre distance is unavoidable.</p>		<p><b>within 2 metres (the RA is to be completed by the person undertaking the activity).</b></p> <p>Identify appropriate control measures to reduce the risk of COVID-19 including;</p> <ul style="list-style-type: none"> <li>• Colleges/ L&amp;T staff to reduce group work and provide alternatives such as, online or practical demonstrations at a safe distance whenever possible.</li> <li>• Where group work is essential, consider the use of student learning bubbles. Maintain registers for all L&amp;T activity (Salto and TDS sign in where possible) and record the names of students required to work in groups. Maintain the same group members for all group work sessions.</li> <li>• Assist students remotely and avoid leaning over students/ standing behind students i.e. for assisting/ checking PC and practical work.</li> </ul>

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				<p>When working within 2 metres is unavoidable; carry out specific activity risk assessment.</p> <ul style="list-style-type: none"> <li>• Minimise time spent within 2 metre distance of others (to less than 15 minutes).</li> <li>• Work side by side or back to back and avoid face to face contact.</li> <li>• Face coverings to be worn. Staff/ students to be aware of how face coverings should be used, their benefits and limitations (see University information sheet on <a href="#">face coverings</a>).</li> <li>• Where there is a risk of splash/ contact with bodily fluids, then a visor should also be worn. See PPE guidance: <a href="https://staff.swansea.ac.uk/media/PPE-Information-Sheet.pdf">https://staff.swansea.ac.uk/media/PPE-Information-Sheet.pdf</a> and contact the H&amp;S team for specific advice on appropriate PPE.</li> <li>• Maintain good hand and personal hygiene in accordance with university guidance.</li> </ul>

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				<p>Ensure that all additional COVID measures are compatible with existing requirements to manage activity risk i.e. is COVID precautionary PPE compatible with activity hazard PPE.</p> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p> <p><b>See COVID Reminder presentation for all L&amp;T staff to deliver at the start of lectures.</b></p>
Lack of mechanical or natural ventilation in teaching and learning spaces.		<p>Symptomatic and or asymptomatic individual.</p> <p>Inadequate air exchange resulting in increased risk of transmission of COVID-19 via airborne droplet inhalation.</p>	<p>See information on managing numbers in spaces and social distancing.</p> <p>The E&amp;FM team has produced a spreadsheet of all applicable ventilation and air conditioning systems across the estate detailing the action taken to manage the system against the risks of COVID 19. All action is in accordance with Regulator and industry expert guidance.</p> <p>Prior to reoccupation, a building reoccupation certificate is completed confirming checks on</p>	<p>See information on managing numbers in spaces and social distancing. Comply with maximum capacity identified and do not over fill spaces.</p> <p>Colleges have received the E&amp;FM Ventilation spreadsheet and action taken on ventilation systems in their areas.</p> <p>Colleges to contact E&amp;FM tech services and the H&amp;S team to risk assess specific areas/ L&amp;T Spaces of concern.</p>

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			<p>the ventilation and air conditioning systems are complete.</p> <p>Practical measures taken include maintaining and running systems to ensure maximum volume air changes and ventilation.</p> <ul style="list-style-type: none"> <li>● Inspection and maintenance of all ventilation systems.</li> <li>● Upgrade fans, filters and components to ensure maximum efficiency.</li> <li>● Set and do not change heating, cooling and possible humidification set points.</li> <li>● Switch off systems that are not appropriate.</li> <li>● Secure ventilation of spaces with outdoor air and where possible switch air handling units with recirculation to 100% outdoor air.</li> <li>● Increase ventilation running time and keep systems running at lower speed out of hours, at evenings and weekends.</li> <li>● Ensure regular airing with windows (even in mechanically ventilated buildings) apart from toilet facilities where the ventilation will remain in operation 24/7.</li> </ul>	<p>L&amp;T staff to read and understand the H&amp;S info sheet on ventilation.</p> <p>Ensure natural ventilation by opening windows in L&amp;T spaces.</p> <p>Do not alter the settings on ventilation systems.</p> <p>Opening internal doors (unless fire doors) and managing the flow of natural ventilation to avoid pockets of stagnant air in rooms.</p> <p><b>Contact the H&amp;S team when planning to prop open doors</b></p> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p>



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			<ul style="list-style-type: none"> <li>Opening internal doors (unless fire doors) and managing the flow of natural ventilation to avoid pockets of stagnant air in rooms.</li> </ul> <p>Risk assessment of individual spaces as required - Identify limitations with existing systems and identify spaces that require additional controls (including identify those not suitable for use) in consultation with the user and timetabling teams.</p>	
Thermal discomfort as a result of increased natural ventilation.		Cold discomfort <ul style="list-style-type: none"> <li>Lack of concentration / not conducive to teaching / learning.</li> </ul>	<p><b>Increased ventilation is an essential control measure in preventing COVID transmission.</b></p> <p>Staff and students advised teaching and learning spaces may be cooler than usual and suitable clothing should be worn.</p> <p>Reports of thermal discomfort will be managed on a case by case basis in accordance with legislative compliance and risk assessment.</p>	<p>Be aware of the likelihood of thermal discomfort and wear appropriate clothing</p> <p>If thermal discomfort is excessive, report to the H&amp;S team and the E&amp;FM help desk</p> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance</b></p>
Contamination of surfaces from an infected individual	L&T staff and students.	Contact with contaminated surfaces and	<p><b>COVID Cleaning</b></p> <ul style="list-style-type: none"> <li>The University Cleaning and Sanitising risk assessment identifies the COVID-19</li> </ul>	Reduce touch points by considering the following;

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<p>- symptomatic and/ or asymptomatic. Surfaces include;</p> <ul style="list-style-type: none"> <li>• Door handles</li> <li>• Light switches</li> <li>• Plug sockets</li> <li>• Desks and hard/ plastic chairs</li> </ul>		<p>transmission through handling face, mouth and eyes.</p>	<p>cleaning regime that is in place across the University.</p> <ul style="list-style-type: none"> <li>• High frequency touch points in common areas will be cleaned throughout the day by the cleaning team janitorial service.</li> <li>• Learning environments will be cleaned thoroughly daily by the cleaning team and all waste will be removed daily in accordance with agreed procedures (<a href="#">Cleaning and Sanitising Risk Assessment</a>)</li> <li>• Sanitising wipes will be provided in all centrally timetabled L&amp;T spaces (excluding specialist spaces) for staff and student users to clean equipment, desks and surfaces before and after use.</li> <li>• Other labs and practice spaces - will be cleaned by staff. Sanitising spray and disposable paper towels can be ordered via a Works Order.</li> <li>• All sanitising equipment provided by the Campus Services team will be fit for purpose and suitable for enveloped viruses.</li> <li>• Lecture theatres and seminar rooms – Sanitising wipes will be provided for staff &amp;</li> </ul>	<ul style="list-style-type: none"> <li>• Switch lights on at the start of the day and switch off at the end of the day.</li> <li>• Opening internal doors. <b>Do not</b> prop open fire doors. Contact the H&amp;S team for advice.</li> <li>• L&amp;T staff and students to clean desks and frequently touched surfaces before and after use using the sanitising equipment provided by the University.</li> </ul> <p>Maintain good hand hygiene in accordance with the <a href="#">University guidance</a>.</p> <p>Refer to: <a href="#">SOP Surface wiping</a></p> <p><b>See list of timetabled spaces and the sanitising solution in place.</b></p> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance</b></p>

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			students to clean their immediate space before use.	
<p>Contamination of surfaces from an infected individual - Symptomatic and or asymptomatic.</p> <p>Using shared equipment, including;</p> <ul style="list-style-type: none"> <li>• Stationary</li> <li>• Books, dictionaries, handouts, desk top items, such as calculators</li> <li>• Workshop and lab tools, etc.</li> <li>• Practical/ clinical</li> </ul>	L&T staff and students.	Contact with contaminated shared equipment and transmission through handling face, mouth and eyes.	<p>All shared equipment to be cleaned before and after use by the user using the sanitising equipment provided by the University.</p> <p>Some L&amp;T spaces will have ceiling microphones installed. The AV team are putting together a spread sheet to identify spaces with ceiling microphones.</p> <p>Colleges and ISS to identify where shared AV equipment such as, goose neck microphones are used and investigate the use of pop shields (shields will require cleaning between users).</p> <p>See the AV support RA for teaching spaces.</p> <p>See also the risk assessment and Safe Operating Procedure for recording booths and studios in Keir Hardie.</p> <p>Specific risk assessment completed for clinical</p>	<p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p> <p>Colleges and ISS to identify where shared AV equipment such as, goose neck microphones are used and investigate the use of pop shields (shields will require cleaning between users).</p> <p>L&amp;T staff to identify any specific equipment to be used/ shared in L&amp;T activity i.e. practical/ clinical practice sessions and specific risk assessment to be completed.</p> <p>Following the risk assessment, develop safe operating procedures and cleaning arrangements for the safe use of shared equipment, examples include;</p> <ul style="list-style-type: none"> <li>• Always avoid sharing equipment if possible. Identify new ways of working</li> </ul>

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<p>practice equipment</p> <ul style="list-style-type: none"> <li>• Specific equipment that requires close contact and increases the risk of COVID surface contamination and transmission between users, such as microscopes, microphones, headsets (not exhaustive list).</li> </ul>			<p>practice activity and laboratory activity.</p>	<p>such as demonstrating practical activity and the use of large screens.</p> <ul style="list-style-type: none"> <li>• Minimize the frequency of sharing and the numbers of people sharing at a time.</li> <li>• Purchase additional equipment, provide electronic books and handouts.</li> <li>• Staff to avoid collecting in hand outs and request student work submission electronically.</li> <li>• Where equipment is required then it should be allocated to one individual for the duration of the session.</li> <li>• Inform all users of the procedures for cleaning and use and monitor compliance.</li> <li>• Develop a process for collecting in equipment, handouts and student work. If possible, quarantine collected items for 72 hours before cleaning and reissue.</li> <li>• Arrangements for using and cleaning shared equipment must consider the use of PPE and disposal of waste.</li> </ul>
<p>Contamination of surfaces from an infected individual symptomatic and</p>	<p>L&amp;T staff and ISS staff.</p>			

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<p>or asymptomatic</p> <p>Using shared compute / AV equipment, including;</p> <ul style="list-style-type: none"> <li>• Touch screens</li> <li>• Control Panels</li> <li>• Keyboards/ mice/ monitors</li> <li>• Lectern</li> <li>• Document cameras</li> <li>• Microphones</li> </ul>				<p>Maintain good hand hygiene in accordance with the University guidance when handling shared equipment, issuing hand outs and collecting student work.</p>
<p>Lack of personal hygiene and hand sanitising.</p>		<p>Contamination on hands, clothing resulting in;</p> <ul style="list-style-type: none"> <li>• Personal transmission through handling face, mouth and</li> </ul>	<p><b>Maintaining High Levels of personal Hygiene:</b></p> <ul style="list-style-type: none"> <li>• Hand sanitiser will be available in the main entrance of all University buildings. All persons entering the building will be encouraged to sanitise their hands.</li> </ul>	<p>All staff and students to comply with University requirements for hygiene and infection control:</p> <ul style="list-style-type: none"> <li>• Washing hands with soap and water often for at least 20 seconds, and avoidance of touching eyes, nose and mouth with unwashed hands.</li> </ul>

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		<p>eyes.</p> <ul style="list-style-type: none"> <li>Onward transmission to others through contamination of surfaces and shared equipment.</li> </ul>	<ul style="list-style-type: none"> <li>All staff and students will be issued with a bottle of hand sanitiser and refill stations will be located at various points across the University.</li> <li>H&amp;S info sheets in place on infection control, hand hygiene and sanitising and transmission of COVID-19.</li> </ul> <p><a href="https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf">https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf</a></p> <p><a href="https://staff.swansea.ac.uk/media/information-sheet-covid-19-infection-control.pdf">https://staff.swansea.ac.uk/media/information-sheet-covid-19-infection-control.pdf</a></p> <ul style="list-style-type: none"> <li>Hand shaking is not permitted.</li> <li>The University is providing a washable face covering for staff and students.</li> </ul> <ul style="list-style-type: none"> <li>The University expect face coverings or masks to be worn by staff and students on campus, particularly when moving around or in spaces where social distancing may be more difficult. This includes in communal areas within buildings such as entrances, corridors, toilets and learning</li> </ul>	<ul style="list-style-type: none"> <li>Staff and students to catch sneezes and coughs in tissues/ crook of arm. Then wash hands for 20 seconds.</li> <li>Do not shake hands and always maintain 2 metre distance from others.</li> <li>Comply with the University requirements on the use of face coverings. Staff/ students to be aware of how they should be used, their benefits and limitations (see University information sheet on <a href="#">face coverings</a>).</li> </ul> <p>See the latest advice in the L&amp;T SOP for people who cannot wear face coverings:</p> <ul style="list-style-type: none"> <li>Activities that present an increased risk as a result of wearing a face covering should be identified and risk assessed in advance and appropriate controls implemented.</li> <li>Students unable to wear a face covering to inform MyUni Support.</li> <li>Take action in accordance with University guidance on students refusing to conform to requirements.</li> </ul>

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			<p>environments such as, lecture theatres and PC labs.</p> <p>It is not feasible to wear a face covering in all situations, particularly where there is a risk associated with wearing a face covering, for example, in some laboratories or where physical hazards may be present e.g. use of a bunsen burner. It is essential that all relevant risk assessments are reviewed to take into account wearing face coverings i.e. to consider whether it is appropriate to wear them or whether they create an additional risk. The default position is that face coverings must be worn unless the risk assessment identifies they should not. In laboratories, where face coverings are deemed appropriate to be worn, consideration must be given as to whether personal face coverings are suitable or disposable face coverings must be provided.</p> <p>Where personal protective equipment (PPE) must be worn, PPE takes precedence and compatibility of wearing a face covering with other PPE must be</p>	<p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p>

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			<p>reviewed.</p> <ul style="list-style-type: none"> <li>Staff are advised to change and wash clothes daily.</li> </ul>	
<p>Staff and students not complying with COVID control measures.</p>	<p>All staff and students.</p>	<p>Increased risk of contamination and airborne transmission.</p>	<p><a href="#">H&amp;S intranet pages</a> with details of risk assessments, Info sheets, webinars, etc. Staff and PGRs required to complete H&amp;S COVID Recovery Induction prior to returning to campus.</p> <p>Student information and communication to be issued prior to returning to campus. MyUni hub used as a portal for student information.</p> <ul style="list-style-type: none"> <li>Student COVID Induction presentation.</li> <li>Student charter has been updated to reflect discipline arrangements in place for COVID contraventions: <a href="https://myuni.swansea.ac.uk/student-voice/student-charter/">https://myuni.swansea.ac.uk/student-voice/student-charter/</a></li> </ul> <p>SMT Message – all staff and students to politely challenge others when necessary. It's okay to challenge and be challenged.</p>	<ul style="list-style-type: none"> <li>Staff to reiterate COVID prevention controls and any specific instructions at the start of lectures – see the L&amp;T COVID reminder presentation.</li> <li>Report staff contraventions to line managers.</li> <li>Report student contraventions to Academic Services.</li> <li>Politely challenging others as necessary.</li> </ul> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p>



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			Signs, notices and information identifying COVID controls in all buildings.	
Use of shared spaces and welfare facilities increasing the risk of COVID transmission.	All staff and students.	Contaminated shared equipment and welfare facilities. Contamination on hands, clothing resulting in; <ul style="list-style-type: none"> <li>Personal transmission through handling face, mouth and eyes.</li> <li>Onward transmission to others through contamination of surfaces and shared equipment.</li> </ul>	Building risk assessments completed and high risk contamination routes identified.  COVID-19 cleaning and user cleaning arrangements in place as per the Cleaning and Sanitising risk assessment.  Kitchens and welfare areas – <ul style="list-style-type: none"> <li>Advise all staff and students to bring in their own mugs, crockery and cutlery for personal use. Wash thoroughly and dry with a personal tea towel/ blue roll following use and store where they cannot be used by others.</li> <li>Staff advised not to share tea bags, coffee, drinks or food.</li> <li>Any food placed in cupboards and fridges should be packaged and placed in plastic containers and labelled.</li> <li>Food is to be brought in to work daily and not to be stored in cupboards or fridges.</li> </ul>	Comply with University requirements for the use of shared spaces.  <b>Kitchens and welfare areas</b> – The touch points on shared equipment in kitchens and welfare facilities such as taps, hydroboils, kettles, fridge door handles, drawer handles etc. must be cleaned by the user before and after use using the sanitizing equipment provided by the University.  Sanitising spray and disposable towels to be requested via Works Order.  <b>Water dispensers</b> – Users are required to clean touch points on water dispensers before and after use in accordance with University guidance for taps and drinking water outlets:

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			<ul style="list-style-type: none"> <li>The touch points on shared equipment such as taps, hydroboils, kettles, fridge door handles, drawer handles etc. must be cleaned by the user before and after use using the sanitising equipment provided by the University. Sanitising spray and disposable towels to be requested via Works Order.</li> <li>Sanitising wipes will be provided in the undergraduate common kitchens.</li> </ul> <p>Water dispensers - E&amp;FM has reduced the number of water dispensers available to areas where sanitiser equipment is available to the user of the dispenser. Water dispensers will be available in staff kitchens and student welfare areas.</p> <p>Toilet, shower and bathroom facilities – Refer to Health &amp; Safety Information Sheet – Social Distancing and Shared Spaces. Refer to Health &amp; Safety information sheet – Hand Washing and Sanitising.</p>	<p><a href="https://staff.swansea.ac.uk/media/informati-on-sheet-taps-and-drinking-water-outlets.pdf">https://staff.swansea.ac.uk/media/informati-on-sheet-taps-and-drinking-water-outlets.pdf</a></p> <p><b>Toilet, shower and bathroom facilities –</b></p> <ul style="list-style-type: none"> <li>Staff and students reminded to flush toilets with lids down (where lids are present on toilets).</li> <li>Always wash and thoroughly dry hands before leaving the bathroom.</li> <li>Do not store or leave equipment in bathrooms or shower facilities.</li> </ul> <p>Staff and students to comply with social distancing measures in place for the use of toilet and bathroom facilities.</p>

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Activities that increase the risk of generating aerosol i.e. shouting, raised voices, voice projection, singing, etc.	L&T staff and students.	Increased risk of surface contamination and airborne transmission.	Aerosol generating activity to be identified and risk assessed on a case by case basis.	<p>L&amp;T staff to identify activities that are aerosol generating and complete activity specific risk assessment – contact the H&amp;S team for support.</p> <p>Limit student participation activity that could be aerosol generating activity.</p> <p>Identify appropriate PPE required including face shields, etc.</p>
Suspected COVID-19 case within the workplace i.e. lecture.	L&T Staff, support staff and students.	<p>Within 2 metres of symptomatic individual - increased risk of transmission of COVID-19 via airborne droplet inhalation.</p> <p>Contact with contaminated shared equipment and transmission through handling face, mouth and eyes.</p>	<p>Symptomatic individual to follow the University guidance and go home/ return to accommodation.</p> <p>COVID specific cleaning arrangements in place as per the Cleaning and Sanitising risk assessment.</p> <ul style="list-style-type: none"> <li>• Thorough daily cleaning of building common areas and L&amp;T environments.</li> <li>• Regular cleaning of high frequency touch points throughout the day by janitorial cleaners.</li> </ul>	<p>Follow the isolation/ stay at home guidance from the Welsh Government and access the NHS Test and trace service.</p> <p>Reporting of suspected student cases to <a href="#">MyUni support</a>.</p> <p>Telephone E&amp;FM Help Desk to request immediate cleaning of area.</p> <p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p>

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			<p>Arrangements in place for cleaning and sanitising areas where a symptomatic individual has been.</p>	
<p>Individuals with COVID-19 symptoms attending campus.</p>	<p>All staff and students.</p>	<p>Increased risk of transmission.</p>	<p>University guidelines and arrangements are in place and communicated to all staff and students.</p> <p>Staff/ students who experience symptoms of COVID-19 must follow PHW guidelines and not travel to or attend campus.</p>	<p><b>Ill-health -</b> Staff/ students who experience symptoms of COVID-19 must follow PHW guidelines and not travel to or attend campus. They must self-isolate at home:</p> <ul style="list-style-type: none"> <li>• Staff must inform their supervisor/ manager that they have coronavirus symptoms; then follow NHS Wales Test, Trace and Protect.</li> <li>• Student must inform <a href="#">MyUni Support</a>.</li> </ul> <p><b>Self-Isolating -</b> If staff/ student lives with others <i>and someone in the household has symptoms of coronavirus or if you have been asked to self-isolate by the NHS (Test, Trace and Protect)</i>, they must not travel to or attend campus. They must self-isolate at home/ within their accommodation and follow PHW guidance. Staff to inform HR and students to inform <a href="#">MyUni Support</a>.</p>

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				<p><b>Please see the L&amp;T Safe Operating Procedure for further guidance.</b></p>
<p>Individual ill health and preexisting conditions.</p>	<p>Staff and students at increased risk on COVID-19</p>	<p>Increased risk of ill health effects for individuals;</p> <ul style="list-style-type: none"> <li>• Clinically extremely vulnerable</li> <li>• Clinically vulnerable</li> <li>• Increased risk groups</li> </ul>	<p><b>Vulnerable groups –</b> Health declaration and assessment process (attending campus checklist) in place and communicated with all staff.</p> <p>Students have been asked to declare health vulnerabilities to Academic Services on enrolment.</p>	<p>Staff to complete the Occupational Health Attending Campus Checklist if categorised as Clinically extremely vulnerable or clinically vulnerable on Public Health Wales/ NHS guidelines: <a href="https://staff.swansea.ac.uk/professional-services/strategic-communications/covid19-staff-information/">https://staff.swansea.ac.uk/professional-services/strategic-communications/covid19-staff-information/</a></p> <p>Colleagues who live with someone who is Clinically Extremely Vulnerable or Clinically Vulnerable should contact their line manager or HR Business partner who will discuss options available.</p>
<p>Emergency situations.  First aid incidents</p>	<p>Staff/ Students Visitors and contractors</p>	<p>Lack of first aiders available due to reduced staff numbers, delaying emergency first aid treatment.</p>	<p><b>First Aid</b></p> <ul style="list-style-type: none"> <li>• All first aiders to refer to guidance for first aiders which identifies the new arrangements for carrying out first aid during the pandemic.</li> </ul>	<p><b>First Aid</b> - Colleges to ensure that arrangements for first aid to be in place in all buildings and activities. Arrangements to include provision of first aiders, first aid equipment and first aid PPE: <a href="https://staff.swansea.ac.uk/media/informati">https://staff.swansea.ac.uk/media/informati</a></p>

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Fire and emergency evacuation.		<p>Difficulty social distancing when administering first aid.</p> <p>Staff not evacuating the building quickly due to COVID directional signs.</p> <p>Staff/ Students may congregate at fire assembly points without social distancing.</p>	<ul style="list-style-type: none"> <li>Staff should be aware of who their first aider is and where they are located/ how to contact them.</li> <li>In the event of an emergency contact security (333 from a landline), use the SafeZone app or 999 for the emergency services.</li> </ul> <p><b>Fire</b></p> <ul style="list-style-type: none"> <li>In the event of a fire alarm, staff and students should evacuate the building through nearest safe exit. The one-way system and social distancing does not have to be adhered to in an emergency.</li> <li>Complete PEEPS as per the existing process.</li> <li>Once outside and a safe distance away from the building staff/ students should gather near but not congregate at the muster point. Social distancing should be maintained once outside of the building.</li> </ul>	<p><a href="#">on-sheet-covid-19-information-for-first-aiders.pdf</a></p> <p><b>Fire and emergency evacuation</b> – Staff to be familiar with evacuation procedures and routes from their workplace.</p> <p>Staff to be familiar with the fire wardens in their area.</p> <p>Colleges to identify training needs – contact the H&amp;S team to arrange.</p>
Extended teaching day.	L&T staff	<b>Lone working</b> personal security on campus and	The University Lone Working Policy Arrangements are in place and lone working	Complete activity risk assessments and include lone working arrangements.

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Monday, Tuesday and Thursday 6-8pm (primarily student-led study on campus and for online activity, although in some instances there could be in-person teaching during this period).		walking back and forth to cars, etc.	<p>risk assessment to be carried out as applicable.</p> <p>Security presence on campus 24/7.</p> <p>Encourage and promote the use of SafeZone.</p> <p>In the event of an emergency contact Security (333 from a landline), use the SafeZone app or 999 for the emergency services.</p>	<p>Low risk activity only permitted during out of hours working.</p> <p>All staff/ students should login to SafeZone app when working/ studying on campus.</p> <p>In the event of an emergency contact Security (333 from a landline), use the SafeZone app or 999 for the emergency services.</p>
Individual anxiety and concerns related to COVID-19.	All staff and students.	Decreased staff and student wellbeing and ill health resulting in absence.	Arrangements in place to support staff and students presenting with anxiety and mental ill health.	<p><b>Staff –</b></p> <p>Report to line manager and or HR at the earliest opportunity and referral to Occupational Health department for mental health assistance and professional mental health services should they require them. Staff to refer to H&amp;S info sheet on managing your wellbeing for useful advice and links to internal and external resources:</p> <p><a href="https://staff.swansea.ac.uk/media/information-sheet-managing-your-wellbeing.pdf">https://staff.swansea.ac.uk/media/information-sheet-managing-your-wellbeing.pdf</a></p>

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				<p><b>Line managers -</b> Refer to the H&amp;S info sheet for line managers <a href="#">Managing wellbeing</a>.</p> <p>Seek advice from the H&amp;S team, Occupational Health and HR.</p> <p>Be familiar with University support networks.</p> <p><b>Students –</b> Refer to Student Wellbeing Services.</p>