

## Risk Assessment: Adaptions to the University Physical Environment in connection with COVID-19 Recovery Plan

<b>College/ PSU</b>	Applicable to Swansea University buildings	<b>Assessment Date</b>	May 2020
<b>Location</b>		<b>Assessor</b>	Philip Moremon - Fire & Premises Safety Manager
<b>Activity</b>		<b>Review Date</b>	
<b>Associated documents</b>	<ul style="list-style-type: none"> <li><a href="#">Swansea University Health and Safety Intranet pages</a></li> <li><a href="#">Coronavirus (COVID-19): what you need to do</a></li> <li><a href="#">Coronavirus (COVID-19): guidance for employers and businesses</a></li> </ul>		

### Part 1: Risk Assessment

The scope of this risk assessment covers the adaptations and staff working practices required to enable safe operation of buildings, whilst abiding by 2 meter social distancing rules and increased hygiene practices (including hand washing and sanitising, and safe disposal of soiled waste).

This risk assessment will be reviewed in accordance with changes relating to COVID-19 Statutory legislation and Government guidelines.

What are the hazards?	Who might be harmed?	How could they be harmed?	What are you already doing?	Do you need to do anything else to manage this risk?	Action by whom?	Action by when?	Complete Yes/ No
College/ PSU not engaging with Estates & Facilities Management (E&FM) Projects team for technical support.	Staff, students, visitors, tenants and contractors.	2m social distancing may not be achieved Safe fire/ emergency evacuation may be compromised.	The University Registrar and PSPU have appointed the E&FM Projects Section with analysing the University's physical estate to identify and implement	It is recognised that Welsh Government advice can change dependant on COVID-19 related factors. Regularly consult with the Health & Safety team.	E&FM Projects team  Head of College/ PSU or nominated	In line with Universities strategy for phased return & prior to re-occupation	

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			<p>adaptations where necessary to enable a safe phased return of Staff and Students to the University.</p> <p>Layout plans are being prepared detailing the main access routes plus room occupancy numbers are being estimated. Individual teaching space layouts will need to be determined by the individual Colleges/ PSUs.</p>		Responsible Person		
Temporary barriers/ furniture used to achieve internal one way systems for staff.	Staff, students, visitors, tenants and contractors.	Direct access to fire evacuation routes and access to disabled refuges may be compromised.	<p>E&amp;FM to prepare design proposals for any adaptations required to achieve one-way systems.</p> <p>The design must take into account maintaining access for the disabled in particular persons in wheelchairs and</p>	Emergency fire exit routes are not to be compromised. Compliance have CAD mapped principal evacuation routes in buildings. The emergency routes and exits must remain clear of obstructions at all times.	E&FM Projects team		

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			complying with DDA requirements at all times.				
Conflicting signage.	Staff, students, visitors, tenants and contractors.	Any temporary signage installed must not conflict with existing fire escape route signage or cause confusion.	All buildings currently have fire signage in place with any modifications picked up in building FRA's reviews carried out in 2019/ 2020.	E&FM to liaise with H&S compliance for advice on signage if required.	E&FM Projects team		
Fire extinguishers locations not accessible due to room/ furniture changes.	Staff, students, visitors, tenants and contractors.	The ability for a trained person to access an extinguisher to fight a small fire is compromised.	The location of all extinguishers are CAD mapped and signage is in place in all buildings.	E&FM to consult with H&S team to seek advice if fire extinguisher locations need to be changed. Prepare design to ensure fire extinguisher locations are not affected by the work.	E&FM Projects team		
Self-closing fire doors being held open to reduce contact areas.	Staff, students, visitors, tenants and contractors.	Rapid spread of smoke in an initial stage of a fire compromising escape routes.	E&FM Projects are to ensure that fire doors are not incorporated into a one-way system requiring the door to be left open.	The location of fire doors are recorded on layout plans. This information should be consulted by E&FM. Should a separate COVID-19 RA require fire doors to be open, for example in heavily trafficked routes such	Fire & Premises Manager and E&FM Projects team		

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				as corridors, then consideration will be given to allowing an automatic hold open device to be installed. Approval for this must be obtained via E&FM Technical Services.			
Storage of surplus furniture and equipment. The introduction of social distancing measures may produce surplus office furniture which will need to be stored to await future use.	Staff, students, visitors, tenants and contractors.	Stored material could block fire escape routes.	E&FM Projects to take into consideration the issue of storage/ disposal of surplus equipment at design stage.	College/ PSU and Fire Wardens to be instructed to be vigilant on this matter and report any issues to the H&S team	E&FM to liaise with College/ PSU responsible person regarding storage. Fire wardens to report any issues.		
Reduction in fire warden coverage during initial occupation.	Staff, students, persons with disabilities and visitors.	Increased time to evacuate a building, general confusion, disabled refuges not being checked, full building sweep not carried out.	Trained Fire Wardens are located in all buildings. The Head of College/ PSU holds the responsibility to ensure there are adequate numbers of fire wardens to ensure the timely	Carry out a review of numbers of fire wardens available prior to re-occupation. Seek volunteers for new fire wardens, ensure staff/ students are aware of Personal Emergency Evacuation Plan ( <a href="#">PEEP</a> ) process.	Head of College/ PSU  Fire warden training provided by H&S team via Zoom		

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			evacuation of a building if a fire alarm activation occurs.				
Lone working during initial stages of re-occupation.	Staff and students.	Medical issues affecting lone worker and work accidents. Security team not notified of the staff working.	Refer to <a href="#">H&amp;S Lone Working Guidance</a> and carry out <a href="#">lone working risk assessment</a> .	Promote use of 'Safezone 'App'.	Head of College/ PSU or nominated Responsible Person		
Unwanted fire alarm activations due to smoke detectors being activated by: food preparation (toasters/ microwaves), steam from kettles.	Staff, students, persons with disabilities, visitors and contractors.	Lack of social distancing during evacuation. Attendance by Security team & Fire Service. Disabled persons required to evacuate. Increased stress & anxiety.	The current fire risk assessments for the buildings have indicated issues with toasters, microwaves, fridges, kettles and personal fan convector heaters located in office areas. This information has been shared with Colleges/ PSU to enable them to resolve the issue.	Prior to occupation all toasters, microwaves, kettles plus fan heaters are to be removed from <b>general office areas. Only</b> designated staff kitchen areas are to be used to heat food. Kettles can be used in office space with the proviso that the kettle is not located under or close proximity to a smoke detector.	Head of College/ PSU or nominated Responsible Person  Consult H&S if further advice is required.		
Change of use/ operation of building may require fire risk assessment to	Non-compliance issue for University.	Enforcement action: Statutory Regulatory Reform Fire Safety Order non-compliance.	All buildings have current FRAs.	When adaptations are finalised the Fire & Premises Safety Manager to carry out an appraisal to	Fire & Premises Safety Manager		

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be reviewed.				determine if existing FRA requires a formal review.			
Staff assembly point following a fire alarm activation.	Staff, students, visitors, tenants and contractors.	Social distancing will not be achieved if staff report to existing single assembly point.	Assembly point information is indicated on fire action notices within building.	Staff to be informed that upon exiting a building they should not gather at assembly point and move a safe distance away from the building and await further instruction from Security whilst maintaining a 2 meter social distance. Staff to be advised to use 'SafeZone' App to receive text information regarding fire activation.	Head of College/ PSU or nominated Responsible Person		
Building users not aware of one-way systems in operation.	Staff, students and visitors.	Confusion on escape routes in an emergency situation particularly a fire alarm could delay time taken to exit the building.	The Head of College/ PSU to make arrangements for building users to receive suitable local induction detailing any changes to the building as required by COVID-19 working.	Building tenants to be advised of any changes to access routes or change of working practices.	Head of College/ PSU or nominated Responsible Person  Tenants to be advised by E&FM Asset		

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					Manager		
Phased return to full occupation resulting in low use of water systems.	Staff, students, visitors, tenants and contractors.	Increased risk of legionella bacteria in water systems.	<p>During lockdown period buildings are being weekly flushed by the water hygiene contractor Acorn.</p> <p>Colleges/ PSUs to take over the responsibility of flushing infrequently used outlets to rooms being occupied.</p>	Colleges/ PSUs to co-ordinate with H&S compliance for occupancy to ensure all areas are being flushed within their offices and laboratories. For communal areas, including toilet areas, H&S compliance will make the necessary arrangements for flushing.	<p>Head of College/ PSU or nominated Responsible Person</p> <p>H&amp;S compliance</p>		
Modified internal access routes with users unfamiliar with fire escape routes.	Staff, students, visitors, tenants and contractors.	Failure to evacuate the building in a timely manner.	Practice fire drill to be carried out with staff informed of drill to prevent 'panic' but practice will be achieved in an orderly manner whilst exercising social distancing.		Fire & Premises Safety Manager in consultation with Head of College/ PSU		
Passenger and goods lifts.	Staff, students, visitors, tenants and	Lack of social distancing within lifts.	The E&FM Projects team will in consultation with the H&S team determine	Appropriate warning signage to indicate lift capacity to be provided and hand washing	E&FM Projects and H&S team		

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	contractors.		<p>the number of persons who can use a lift to maintain social distancing and applying floor graphics to indicate where persons should stand which is not to face each other.</p> <p>The lift foyer areas will be similarly marked to allow users to exit the lift with social distancing controls.</p> <p>Hand sanitiser dispensers will be provided at all lift exit point and within lift cars.</p>	signage.			
Legionella in water systems due to shut down of buildings.	Staff, students, visitors, tenants and contractors.	Standing water in pipework increasing risk of legionella.	The University engaged Acorn the University's water consultant to carry out weekly flushing of all buildings during the shutdown period.		H&S team		



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			This action is in line with the HSE's current guidance.				

**Part 2: Actions arising from Risk Assessment**

Actions	Lead	Target Date	Complete Yes/ No