

| Risk Assessment | | | |
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| Swansea University Cleaning and Provision of Sanitising Supplies – COVID 19 | | | |
| College/PSU | Swansea University | Assessment Date | 4 th June 2020 |
| Location | Singleton and Bay campuses | Assessor | Nanele Dendle Michelle Dene Tracey Hatherill |
| Activity | COVID Cleaning frequency. <ul style="list-style-type: none"> Cleaning Team User | Review Date (if applicable) | |
| Supporting documents | <ul style="list-style-type: none"> Swansea University existing Cleaning COSHH assessments Swansea University existing Cleaning risk assessments Swansea University H&S information and guidance Swansea University Adverse Event System for reporting of accidents and incidents | | <ul style="list-style-type: none"> SOP's for user cleaning requirements during COVID SOP's for Cleaning team cleaning during COVID Cleaning Staff return to work guidance and induction PPE guidance document |

Part 1: Risk Assessment

| What are the hazards? | Who might be harmed? | How could they be harmed? | Control measures |
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| Use of common areas, foyers, receptions corridors and stairways, lifts, libraries, undergraduate student welfare kitchens, staff kitchens, computer labs, learning environments. | | | |
| <p>Contaminated surfaces - Surfaces contaminated by a previous user.</p> <p>High touch points on building fabric:</p> <ul style="list-style-type: none"> • Door handles and door furniture • Lift controls inside and outside of the lift • Card access points • Stairway handrails • Barrier handrails • Light switches | <p>Staff, students visitors.</p> | <p>SU Staff contract the disease as a result of exposure to someone with no symptoms or contamination of surfaces.</p> <ul style="list-style-type: none"> • Worst case infection can be fatal. • Illness of varying degrees (mild flu symptoms to pneumonia and hospitalisation). <p>Increased risk of serious outcome for staff and students with pre-existing conditions/ immunocompromised/ pregnant.</p> | <p>Reinforce the Government and HSE guidance on handwashing and personal hygiene to be followed;</p> <ul style="list-style-type: none"> ○ Information sheet published and communicated to staff, students and visitors. ○ Handwashing video available, and posters displayed in all areas. ○ Clear bilingual signage on the importance of handwashing and sanitising. ○ Staff return to work information pack/ induction. ○ Student induction pack. ○ Provision of sanitiser stations at the entrance points to all buildings for staff, student and visitor use. ○ Individual hand sanitiser bottles issued to all staff and students and refill stations identified across the University. ○ Handwashing facilities available in all areas. ○ Use of sanitiser wipes for user to clean shared equipment, such as computer labs. Local arrangements for user cleaning will also be in place. <p>Sanitiser dispensers to be placed all building entrances. Monitored and refilled by cleaners daily. Staff and students to report issues such as damage and low supply via the estates help desk.</p> <p>Individual hand sanitiser bottles issued to all staff and students and refill stations identified across the University. All refill stations situated in manned spaces for monitoring.</p> |

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| <ul style="list-style-type: none"> • Plug sockets • Water dispensers and fountains • Fire alarm panels (Security and E&FM staff and contractors). <p>High touch points on shared equipment:</p> <ul style="list-style-type: none"> • Computers and associated equipment • Desks and surfaces • OHP/ electronic board/ TV controls • Chairs (arms and backs) • Telephones • Desk items • Books. | | | <p>Disposable sanitiser wipes for user to clean shared computers and equipment before and after use in PC Labs and PC spaces in libraries.</p> <p>Disposable sanitiser wipes in undergraduate student common kitchens for cleaning touchpoints, such as, taps and water dispensers before use:</p> <ul style="list-style-type: none"> ○ Signage and usage instructions. ○ Disposal instructions and waste points. <p>Common areas to be cleaned thoroughly by cleaning team daily.</p> <p>Cleaning team presence in high footfall common areas through the day to sanitise high touch points including; door handles, tables and desks, lift controls inside and outside of the lift, card access points, stairs way handrails and guard rails, light switches and plug sockets.</p> <p>Waste to be removed from common areas daily by the cleaning team in accordance with agreed procedures.</p> <p>Learning environments will be cleaned daily by the cleaning team and all waste will be removed daily in accordance with agreed procedures.</p> <p>Lecturers using shared computer and electronic equipment will be provided with sanitiser wipes to clean equipment before and after use.</p> <p>The E&FM teams are identifying the management and physical controls required in buildings, including where possible;</p> <ul style="list-style-type: none"> ○ Reduce the number of touch points - Increase the numbers of doors held open on approved devices (doors are not to be wedged open by users due to the fire risk). ○ Lighting to be switched on at the start of the day and turned off at the end of the day. |

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| | | | <ul style="list-style-type: none"> ○ Limit the shared facilities available during the phased return and open areas as the restrictions lift or there is an increase in demand. ○ Remove desk top equipment on shared desks and request users to bring their own. ○ Identify room capacity to maintain 2 metre social distancing and Identify whether it is possible to limit the use of equipment such as desks and chairs to comply with social distancing requirements and prevent widespread use. ○ Development of one way systems. ○ Limit access to books in the library and provide a manned book service for collection only. Library staff RA to be developed to manage the books. ○ Reducing the number of water dispensers available and restricting to kitchens and student welfare areas where sanitiser wipes will be made available (E&FM to identify any flushing requirements from isolated dispensers). ○ Increase the number of waste facilities as required (considering the more wide use of disposable PPE). |
| Spillages of hand sanitiser from dispensers and refill stations. | All staff, students and visitors | Slips trips and falls resulting in break in a major bone. | <p>The sanitiser dispensers placed at all building entrances are non-drip. These will be monitored and refilled by cleaning staff on a frequent basis. Any issues (such as dripping) to be reported back to the line manager.</p> <p>The sanitiser refill stations will be placed on drip mats to prevent spillages onto the floor and monitored as they will be placed in manned areas.</p> |
| Washrooms and toilet facilities. Changing rooms and showers. | | | |
| Contaminated surfaces: | Staff, students visitors. | SU Staff contract the disease as a result of | Reinforce the Government and HSE guidance on handwashing and personal hygiene to be followed; |

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| <ul style="list-style-type: none"> • Taps • Sinks • Door handles • Toilets (from flushing, seats, flush handles). | | <p>exposure to someone with no symptoms or contamination of surfaces.</p> <ul style="list-style-type: none"> • Worst case infection can be fatal. • Illness of varying degrees (mild flu symptoms to pneumonia and hospitalisation). <p>Increased risk of serious outcome for staff and students with pre-existing conditions/ immunocompromised/ pregnant.</p> | <ul style="list-style-type: none"> ○ Information sheet published and communicated to staff, students and visitors. ○ Handwashing video available, and posters displayed in all areas. ○ Clear bilingual signage on the importance of handwashing and sanitising. ○ Staff return to work information pack/ induction. ○ Student induction pack. ○ Provision of sanitiser stations at the entrance points to all buildings for staff, student and visitor use. ○ Individual hand sanitiser bottles issued to all staff and students and refill stations identified across the University. ○ Handwashing facilities available in all areas. <p>Cleaners to thoroughly clean washrooms, changing rooms and showers daily (including mopping floors) and remove waste.</p> <p>Cleaning team presence in high footfall washrooms and changing rooms throughout the day to thoroughly clean touch points.</p> <p>All staff and students will be reminded to remove or store (in lockers) all personal items for changing rooms after use.</p> <p>The cleaning of Sport Centre changing facilities to be determined in the sports centre RA.</p> |
| Workshops and laboratories. | | | |
| Contaminated surfaces - Surfaces | Staff, students visitors. | Contract the disease as a result of exposure to someone | Reinforce the Government and HSE guidance on handwashing and personal hygiene to be followed; |

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| <p>contaminated by a previous user:</p> <ul style="list-style-type: none"> • Door handles and door furniture • Shared equipment • Work benches and surfaces • Taps and sinks • Shared lab coats. | | <p>with no symptoms or contamination of surfaces.</p> <ul style="list-style-type: none"> • Worst case infection can be fatal. • Illness of varying degrees (mild flu symptoms to pneumonia and hospitalisation). <p>Increased risk of serious outcome for staff and students with pre-existing conditions/ immunocompromised/ pregnant.</p> | <ul style="list-style-type: none"> ○ Information sheet published and communicated to staff, students and visitors. ○ Handwashing video available, and posters displayed in all areas. ○ Clear bilingual signage on the importance of handwashing and sanitising. ○ Staff return to work information pack/ induction. ○ Student induction pack. ○ Provision of sanitiser stations at the entrance points to all buildings for staff, student and visitor use. ○ Individual hand sanitiser bottles issued to all staff and students and refill stations identified across the University. ○ Handwashing facilities available in all areas. ○ Use of sanitiser wipes for user to clean shared equipment such as computer labs. Local arrangements for user cleaning will also be in place. ○ All workshops and labs to have specific return to work risk assessment in place which will consider cleaning. <p>The workshop and laboratory users are responsible for additional cleaning. This is due to the specialist nature of equipment and materials in labs and workshops and the hazards that they present to the cleaning team.</p> <p>The use of appropriate sanitiser products to frequently clean high touch points within the lab or workshop throughout the day.</p> <p>Appropriate segregation and removal of waste on a daily basis (as per current arrangements).</p> <p>All shared equipment to be sanitised before and after use by the user.</p> |

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| | | | As per the PPE information sheet - Sharing of lab coats is not permitted. Users are not permitted to take lab coats home for washing. Appropriate local arrangements to be in place. |
| Shared Offices with over 4 occupants. | | | |
| <p>Contaminated surfaces - Surfaces contaminated by a previous user.</p> <p>High touch points on shared equipment:</p> <ul style="list-style-type: none"> • Computers and associated equipment • Desks and surfaces • OHP/ electronic board/ TV controls (meeting spaces) • Chairs (arms and backs) • Telephones • Desk items | Staff and visitors. | <p>Contract the disease as a result of exposure to someone with no symptoms or contamination of surfaces.</p> <ul style="list-style-type: none"> • Worst case infection can be fatal. • Illness of varying degrees (mild flu symptoms to pneumonia and hospitalisation) <p>Increased risk of serious outcome for staff and students with pre-existing conditions/ immunocompromised/ pregnant.</p> | <p>Reinforce the Government and HSE guidance on handwashing and personal hygiene to be followed;</p> <ul style="list-style-type: none"> ○ Information sheet published and communicated to staff, students and visitors. ○ Handwashing video available, and posters displayed in all areas. ○ Clear bilingual signage on the importance of handwashing and sanitising. ○ Staff return to work information pack/ induction. ○ Student induction pack. ○ Provision of sanitiser stations at the entrance points to all buildings for staff, student and visitor use. ○ Individual hand sanitiser bottles issued to all staff and students and refill stations identified across the University. ○ Handwashing facilities available in all areas. ○ Use of sanitiser wipes for user to clean shared equipment such as computer labs. Local arrangements for user cleaning will also be in place. <p>Office staff not returning to work as a priority and when they do social distancing arrangements and physical and management controls will be in place.</p> <p>Staff should arrange to meet visitors in shared/ open spaces and where social distancing can be achieved.</p> <p>Cleaning team with thoroughly clean shared offices on a daily basis.</p> |

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| <ul style="list-style-type: none"> Books Door handles and door furniture. | | | <p>Users will be expected to clean high touch points within the office throughout the day.</p> <p>Discourage hot-desking and using shared equipment, wherever possible.</p> <p>Cleaning of workspaces and work equipment by the user before and after use. Sanitiser supplies will be provided for users to clean spaces. The user will receive a simple guidance sheet on cleaning spaces and equipment.</p> <p>COSHH assessment to be completed for the sanitiser supplies and provided to users.</p> |
| Individual offices and offices with up to 4 occupants | | | |
| <p>Contaminated surfaces - Surfaces contaminated by a visitor.</p> | <p>Staff and visitors.</p> | | <p>Reinforce the Government and HSE guidance on handwashing and personal hygiene to be followed;</p> <ul style="list-style-type: none"> Information sheet published and communicated to staff, students and visitors. Handwashing video available, and posters displayed in all areas Clear bilingual signage on the importance of handwashing and sanitising. Staff return to work information pack/ induction. Student induction pack. Provision of sanitiser stations at the entrance points to all buildings for staff, student and visitor use. Individual hand sanitiser bottles issued to all staff and students and refill stations identified across the University. Handwashing facilities available in all areas. Use of sanitiser wipes for user to clean shared equipment such as computer labs. Local arrangements for user cleaning will also be in place. |

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| | | | <p>Office staff not returning to work as a priority and when they do social distancing arrangements and physical and management controls will be in place.</p> <p>Staff should arrange to meet visitors in shared/ open spaces and where social distancing can be achieved.</p> <p>Cleaning team with thoroughly clean individual and small occupancy offices weekly.</p> <p>Waste to be removed from the office by the user on a daily basis and placed into a shared/ communal bin which will be serviced by the cleaning team.</p> <p>Users will be expected to clean their own offices/ office spaces daily and in particular high touch points within the office throughout the day or after a visitor to the office. Sanitiser supplies will be provided for users to clean spaces. The user will receive a simple guidance sheet on cleaning spaces and equipment.</p> <p>COSHH assessment to be completed for the sanitiser supplies and provided to users.</p> <p>Discourage hot-desking and using shared equipment wherever possible.</p> |
| Coffee shops, dining areas, food outlets and licensed premises. | | | |
| | | | Specific RA to be completed for the areas to include cleaning. |
| Student Union spaces. | | | |

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| | | | Specific RA to be completed for the areas to include cleaning. |
| Sports Centre and sports facilities. | | | |
| | | | Specific RA to be completed for the areas to include cleaning. |

Part 2: Actions arising from changes in information and feedback during work activity

| Actions: This RA is dynamic and subject to change as the epidemic develops in Wales. Information from staff will be captured by the catering management team and this RA will be updated accordingly. | Lead | Target Date | Done Yes/ No |
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| | | | |

| Name | Signature | Date |
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