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| **SAFE OPERATING PROCEDURE**  **Use of Group work spaces on campus**  All students using group work spaces are expected to comply with the University H&S arrangements outlined in this Safe Operating Procedure and available via the [MyUni Health and Safety pages](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/). Students are required to complete the [Health and Safety COVID Recovery Induction](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/undergraduates/covid-19/) for students and sign the updated [student charter](https://myuni.swansea.ac.uk/student-voice/student-charter/).  The person booking the group work space must ensure that all H&S arrangements outlined in this document are in place and communicated to others involved in the group work. Staff are asked to remind students of specific requirements and control measures prior to group work, particularly where group work will be unsupervised. The checklist below should be utilised to facilitate this.  Where group work involves a specific activity, the use of shared equipment or the specific control measures outlined in this documented cannot be implemented, then a separate risk assessment must be completed identifying the risks and control measures in place. A range of existing documents and risk assessments are available on the H&S intranet page to assist with specific activity risk assessment and the H&S team are available to provide support as required.  **The person making the room booking must inform timetabling of any room changes to enable the effective management of incidents and assist Test and Trace**  **Please be aware that bookings are subject to random inspections to ensure that Covid requirements are being adhered to.**  **Preventing COVID transmission**  The following paragraphs identify the University control measures in place for preventing COVID transmission on campus and in group work spaces.  You are reminded **NOT** to come to campus if you are feeling unwell with identified COVID symptoms. The most common symptoms include; a high temperature, new or continuous cough or loss of taste or smell. Other symptoms can be identified on the [NHS website](https://www.nhs.uk/conditions/coronavirus-covid-19/) and advice should be always sought before attending University. Students are asked to report symptoms and absence via [MyUni Support](mailto:myunisupport@swansea.ac.uk) and follow Welsh Government guidelines for isolation and get a test as part of the national test, trace and protect strategy.  Where an individual starts to feel unwell whilst on campus, they are asked to comply with the following;   * Make arrangements to immediately leave campus and return home. Avoid public transport, maintain social distance of 2 metres at all times, wear a face covering and do not touch anything. * Inform Security on 333 stating which location you have been in, the time of arrival and leaving. Students are also required to inform MyUni support on leaving campus or returning to their accommodation. * Access the test, trace and protect service.   All group members, including the individual with symptoms must maintain 2 metre social distance at all times and ensure face coverings are worn.  In the unlikely event that the student is too unwell to leave the space and requires medical assistance, or the space is contaminated with bodily fluids, evacuate the room and contact security on 333 for support.  **Face coverings and PPE**  The University expect face coverings or masks to be worn on campus. This includes in communal areas within buildings such as entrances, corridors, toilets and learning environments, such as lecture theatres, seminar rooms and PC labs.    Some individuals may not be able to wear a face covering for medical reasons or a disability. In these instances, individuals may be anxious about being challenged for not wearing a face covering and are encouraged to wear a sunflower lanyard, carry an exemption card or [download a digital exemption](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/903452/Exemption_from_face_covering_badge_for_mobile_phone.pdf) on to a mobile phone. Wearing/ carrying the [Hidden Disabilities Sunflower](https://hiddendisabilitiesstore.com/) discreetly indicates to people around you including staff, colleagues and health professionals that you have a hidden disability and you are unable to wear a face covering, that you may need additional support, help or more time.  The use of face coverings will increase communication difficulty for many people, especially those who are Deaf/deaf or hearing impaired or those who rely on lip reading or facial expression to communicate. You may be asked to remove your face covering, or you may ask someone to remove their face covering to assist with communication. If this is the case, remove your face covering temporarily, ensuring that you maintain 2 metre distance and are in a well ventilated area.  Students are requested to inform the Disability Office and My Uni Support if they are Deaf/deaf, hearing impaired or rely on lip reading or facial expression to communicate and require appropriate support. Individual communication needs will be identified and appropriate measures implemented to support communication.  It is important to check individual communication needs with the people you are talking to and be mindful of different strategies for communicating in general.  Face coverings are not a substitute for social distancing, good hand sanitising or robust cleaning regimes.   * Students are expected to wear face coverings in all group work spaces except where exemptions have been identified as outlined above. * Students who are unable to wear a face covering have been asked to inform the [MyUni support team](mailto:myunisupport@swansea.ac.uk). * Students refusing to wear a face covering (apart from those carrying an exemption card/ displaying a hidden disabilities sunflower) could be politely challenged and reminded of the University student charter and reported to academic services.   Further information can be found in the face covering information sheet on the [MyUni Health and Safety pages](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/)  **Maintaining attendance registers and Test and trace**  The University has arrangements in place for test, trace and protect in line with Public Health Wales and Local Health Board guidance. The University supports the Government UK wide digital app and requires students to check in using the QR codes provided.  In addition to the Government app, and to assist with test, trace and protect all students are required to sign in to rooms via the existing TDS points. Students are also strongly encouraged to check in to the SafeZone app when attending campus.  The use of SafeZone is particularly important during out of hours activity and lone working.    **Social distancing**  All spaces, including those used for group work have been risk assessed in line with Government guidance. You must comply with the following when using these spaces;   * Ensure that you maintain 2 metre social distance from others at all times. * Use seating and furniture provided.   + Do not alter space / room layouts and do not add any additional seats or furniture to any study spaces under any circumstances, as it places all users of the space and the University at risk if social distancing capacities are exceeded.   + Do not sit together even if you are from the same household. * Where applicable, comply with maximum room capacities that have been identified. This information will be available on / near to the door to the space. * In computer suites, the ISS team have disabled the keyboard and mouse on the computers that should not be used. These computers will remain switched on and spaces will be used for remote dial in.   **Where it is not possible to maintain 2 metre social distancing** during group work activity then specific risk assessment is to be carried out and appropriate control measures implemented. The Health and safety team can support in the development of specific risk assessment. The risk assessment must be documented and further controls should include;   * + Minimising the time spent within 2 metres of others.   + Avoid working face to face. Instead work side by side or back to back.   + Ensure that you are both wearing a face covering.   + Arrange people into permanent groups/ bubbles and maintain these for all activity within 2 metres. Keep a record of the members in the group/ bubble and the duration of the time spent within 2 metres.   **Arrival at Group work spaces**  Currently group work spaces will be open to enable staff and students to enter the room and avoid queuing in corridors. Staff and students are empowered to challenge groups and request that social distancing is adhered to.   * Arrive on time (not early) for your group work booking * Enter and leave the space in an organised fashion and comply with the 2 metre distance requirements. For example;   + To enter the room, go to the furthest seat available and avoid passing others in the process.   + To leave the room, leave the seats nearest the door first * Avoid moving around the space and once seated do not move seats.   **Cleaning and Sanitising**  The University has arrangements in place for enhanced cleaning and sanitising of all areas.  In addition to cleaning by the Campus Services team, the following arrangements are in place;   * Sanitising wipes (Sanisafe 3) are available in all group work spaces for users. * The sanitising wipe dispenser buckets are fixed to a surface so please do not attempt to remove. * The sanitising wipes will be frequently checked and replenished. * All users of informal study spaces are required to wipe their immediate space. The following process is required;   + Collect a wipe from the wipe bucket/ dispenser when entering the space / room and proceed to work space/ seating area.   + Wipe the desk and other hard surfaces such as chair arms with a sanitiser wipe.   + Dispose of the wipes in the bins provided.   + Sanitise hands after wiping the equipment using the personal hand sanitiser provided to you by the University.   **Personal Hygiene**  Hand sanitiser stations are placed at every entrance to all buildings and students will be issued with a small personal bottle of sanitiser for their use. Refill stations are in place across the University.  Students are reminded to comply with the University requirements to wash and/ or sanitise hands frequently in accordance with the guidance and avoid touching their eyes and face.   * Students are required to wash or sanitise hands when;   + Entering and leaving buildings.   + When entering and leaving group work spaces   + After cleaning/ wiping shared equipment or touching a high frequency touch point.   **The use of shared equipment**    Always avoid sharing equipment and materials if possible. Where equipment is required as part of the group work, then the contamination and transmission risk is to be considered and controlled in a separate group work activity risk assessment. Ensure that arrangements are in place to clean shared equipment and always maintain good hand hygiene in accordance with the University guidance when handling shared equipment.  **Ventilation and Thermal discomfort**  It is foreseeable that individuals will experience a degree of thermal discomfort as a result of increased natural and mechanical ventilation in group work spaces. This is a balance of risk between minimising COVID transmission and individuals feeling cold. Where applicable, windows should be kept open. Students are advised that group work spaces may be colder than usual and suitable clothing should be worn.  **Emergency situations**  Download and check in to the SafeZone App when on campus.  **Fire**  In the event of a fire alarm activation, Students should immediately evacuate the building through the nearest safe exit.   * The one-way system and social distancing does **not** have to be adhered to in an emergency. * Once outside and a safe distance away from the building, students should gather near but not congregate at the muster point. * Social distancing is to be maintained once outside of the building.   If you require assistance to evacuate a building in the event of an emergency, please inform the disability office and [MyUni Support](mailto:myunisupport@swansea.ac.uk). A personal emergency evacuation plan (PEEP) will be developed with you.  During group work activity, the availability of fire wardens in buildings may be compromised. All group work activity should consider the availability of fire wardens. When booking group work, ensure that you read, understand and communicate the emergency information and that you are aware of how to safely access and egress the building.  **First aid**  Arrangements are in place for the provision of first aid and first aiders are aware of additional COVID control measures. If you require first aid;   * Inform a university staff member, contact a university reception desk or use the safe zone app to summon help * In the event of an emergency contact security (333 from a landline), use the SafeZone app or 999 for the emergency services.   **Reporting non compliance**  All student non-compliance with the University requirements will be reported to Academic Services. You are expected to comply with University requirements at all times, including when not accompanied by lecturing staff.  **Student Checklist**  Complete the checklist when booking group work spaces on campus. | **TREFN GWEITHIO’N DDIOGEL**  **Defnyddio gweithleoedd grŵp ar y campws**  Disgwylir i’r holl fyfyrwyr sy’n defnyddio gweithleoedd grŵp i gydymffurfio â threfniadau Iechyd a Diogelwch y Brifysgol yn y canllaw hwn am Weithio’n Ddiogel sydd ar gael ar [dudalennau Iechyd a Diogelwch MyUni](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/). Bydd gofyn i fyfyrwyr lenwi’r [Rhestr Wirio Iechyd a Diogelwch wrth ymateb i COVID](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/undergraduates/covid-19/) ar gyfer myfyrwyr a llofnodi’r [siarter myfyrwyr](https://myuni.swansea.ac.uk/student-voice/student-charter/) ar ei newydd wedd.  Mae’n rhaid i’r sawl sy’n archebu gweithle’r grŵp ofalu bod yr holl drefniadau Iechyd a Diogelwch yn y ddogfen hon yn eu lle a bod yr holl bobl eraill ynghlwm wrth y gwaith grŵp wedi cael gwybod amdanyn nhw. Gofynnir i’r staff atgoffa’r myfyrwyr o’r gofynion penodol a’r mesurau rheoli cyn i’r gwaith grŵp ddigwydd, yn enwedig pan fydd dim goruchwylio ar y gwaith grŵp. Dylech chi ddefnyddio’r rhestr wirio isod er mwyn gwneud hyn.  Pan fydd gwaith grŵp yn golygu gweithgaredd penodol, defnyddio cyfarpar sy’n cael ei rannu neu pan na fydd modd rhoi’r mesurau rheoli penodol yn y ddogfen hon ar waith, yna bydd rhaid gwneud asesiad risg ar wahân sy’n nodi’r risgiau a’r mesurau rheoli sydd yn eu lle. Mae ystod o ddogfennau ac asesiadau risg ar gael ar dudalen fewnrwyd Iechyd a Diogelwch a bydd y rhain yn gymorth wrth wneud asesiad risg o weithgaredd penodol. Bydd tîm Iechyd a Diogelwch ar gael i roi cymorth yn ôl yr angen.  **Mae’n rhaid i’r sawl sy’n archebu’r ystafell roi gwybod i’r tîm amserlennu os bydd newidiadau o ran ystafell fel y bydd modd rheoli digwyddiadau yn effeithiol a helpu gyda’r trefniadau tracio ac olrhain.**  **Cofiwch fod archebu ystafell yn ddarostyngedig i hapwiriadau er mwyn sicrhau bod y Brifysgol yn glynu wrth ofynion Covid.**  **Atal ymlediad COVID**  Mae’r paragraffau dilynol yn nodi’r mesurau rheoli y mae’r Brifysgol wedi’u rhoi yn eu lle i atal ymlediad COVID ar y campws ac mewn gweithleoedd grŵp.  Cofiwch **NA DDYLECH** ddod i’r campws os ydych chi’n teimlo’n anhwylus a bod y symptomau yn rhai a gysylltir â COVID. Ymhlith y symptomau mwyaf cyffredin y mae; tymheredd uchel, peswch newydd neu barhaus neu os byddwch yn colli blas neu synnwyr arogl. Gallwch weld symptomau eraill ar [wefan y GIG](https://www.nhs.uk/conditions/coronavirus-covid-19/) a dylech chwilio am gyngor bob amser cyn ichi ddod i’r Brifysgol. Mae gofyn i fyfyrwyr roi gwybod am symptomau ac absenoldeb drwy fynd i [cymorth MyUni](mailto:myunisupport@swansea.ac.uk) a dilyn canllawiau Llywodraeth Cymru o ran ynysu a chael prawf fel rhan o’r strategaeth genedlaethol ar brofi, olrhain a diogelu.  Os bydd rhywun yn dechrau teimlo’n anhwylus pan fydd ar y campws, gofynnir iddo gydymffurfio â’r canlynol:   * Gwneud trefniadau i ymadael â’r campws ar unwaith a mynd adref. Osgoi trafnidiaeth gyhoeddus, cadw pellter cymdeithasol o 2 fedr bob amser, gwisgo gorchudd wyneb a pheidio â chyffwrdd â dim byd. * Rhoi gwybod i’r Tîm Diogelwch ar 333 gan roi gwybod iddyn nhw ble rydych chi wedi bod, pryd gwnaethoch chi gyrraedd yno a phryd y gwnaethoch chi ymadael. Mae gofyn hefyd i fyfyrwyr roi gwybod i Gymorth MyUni eu bod yn ymadael â’r campws neu eu bod yn dychwelyd i’w llety. * Defnyddio’r gwasanaeth profi, olrhain a diogelu.   Mae’n rhaid i bob aelod o’r grŵp, gan gynnwys yr unigolyn â symptomau gadw pellter cymdeithasol o 2 fedr bob amser a gofalu bod gorchudd wyneb yn cael ei wisgo.  Os bydd y myfyriwr yn rhy wael i ymadael â’r ystafell a bydd angen cymorth meddygol arno, neu os bydd y lle wedi’i heintio â hylifau dynol, dylech ymadael â’r ystafell a rhoi gwybod i’r tîm diogelwch ar 333 i gael cymorth.  **Gorchuddion wyneb a chyfarpar diogelu personol (PPE)**  Mae’r Brifysgol yn disgwyl ichi wisgo gorchudd wyneb neu fasg ar y campws. Mae hyn yn cynnwys ardaloedd cyffredin mewn adeiladau megis mynedfeydd, coridorau, toiledau a mannau dysgu megis darlithfeydd, ystafelloedd seminar a labordai â chyfrifiaduron.  Hwyrach na fydd rhai pobl yn gallu gwisgo gorchudd wyneb am resymau meddygol neu anabledd. O dan yr amgylchiadau hyn, hwyrach bydd unigolion yn pryderu am gael eu herio os nad ydynt yn gwisgo gorchudd wyneb ac felly maen nhw’n cael eu hannog i wisgo laniard blodyn haul, bod â cherdyn eithrio neu lawrlwytho eithriad digidol i ffôn symudol. Mae gwisgo neu fod â’r Blodyn Haul Anableddau Cudd yn rhoi gwybod mewn ffordd gynnil i bobl o’ch amgylch chi gan gynnwys aelodau o staff, cydweithwyr a gweithwyr iechyd proffesiynol bod anabledd cudd arnoch ac nad ydych yn gallu gwisgo gorchudd wyneb. Byddan nhw’n gwybod ei bod hi’n bosibl y bydd angen rhagor o gymorth, help neu amser arnoch chi.  Bydd defnyddio gorchudd wyneb yn golygu ei bod hi’n anos i lawer o bobl gyfathrebu, yn enwedig y sawl sy’n fyddar neu â nam ar eu clyw neu’r rheiny sy’n dibynnu ar ddarllen gwefusau neu fynegiant ar yr wyneb i gyfathrebu. Hwyrach bydd rhywun yn gofyn ichi dynnu eich gorchudd wyneb neu eich bod yn gofyn i rywun dynnu ei orchudd wyneb er mwyn cyfathrebu. Mewn achos felly, tynnwch eich gorchudd wyneb am y tro, gan ofalu eich bod yn cadw pellter o 2 fedr a’ch bod mewn lle sydd wedi’i awyru’n dda.  Gofynnir i fyfyrwyr roi gwybod i’r Swyddfa Anableddau a Chymorth MyUni os ydyn nhw’n fyddar neu â nam ar eu clyw neu’n dibynnu ar ddarllen gwefusau neu fynegiant ar yr wyneb i gyfathrebu a bydd angen felly gymorth priodol arnyn nhw. Bydd anghenion cyfathrebu unigol yn cael eu hadnabod a mesurau priodol yn cael eu rhoi ar waith i gefnogi cyfathrebu.  Wrth siarad â phobl, mae’n bwysig gofyn iddyn nhw pa rai yw eu hanghenion cyfathrebu unigol a bod yn ymwybodol o’r strategaethau gwahanol o ran cyfathrebu yn gyffredinol.  Nid yw gorchuddion wyneb yn disodli pellter cymdeithasol, diheintio’r dwylo yn aml neu drefniadau glanhau cadarn.   * Mae disgwyl i fyfyrwyr wisgo gorchudd wyneb ym mhob gweithle grŵp oni fydd eithriadau wedi’u nodi fel y rhai uchod. * Gofynnwyd i’r myfyrwyr hynny nad ydyn nhw’n gallu gwisgo gorchudd wyneb i roi gwybod i [dîm cymorth MyUni](mailto:myunisupport@swansea.ac.uk). * Hwyrach bydd y myfyrwyr hynny sy’n gwrthod gwisgo gorchudd wyneb (ar wahân i’r rheiny â cherdyn eithrio neu’n dangos blodyn haul anableddau cudd) yn cael eu herio’n gwrtais ac yn cael eu hatgoffa o siarter myfyrwyr y Brifysgol. Mae’n bosibl hefyd y bydd gwasanaethau academaidd yn cael gwybod am hyn.   Cewch ragor o wybodaeth yn y daflen wybodaeth am orchuddion wyneb ar [dudalennau Iechyd a Diogelwch MyUni](https://myuni.swansea.ac.uk/living-in-swansea/health-and-safety/)  **Cynnal cofrestri presenoldeb a Phrofi ac Olrhain**  Mae gan y Brifysgol drefniadau yn eu lle i brofi, olrhain a diogelu yn unol ag arweiniad Iechyd Cyhoeddus Cymru a’r Bwrdd Iechyd Lleol. Mae’r Brifysgol yn cefnogi ap digidol y Llywodraeth ar gyfer y DU ar ei hyd ac mae gofyn i fyfyrwyr fewngofnodi gan ddefnyddio’r codau QR yno.  Yn ogystal ag ap y Llywodraeth, ac i helpu o ran profi, olrhain a diogelu mae gofyn i bob myfyriwr fewngofnodi i ystafelloedd yn y mannau TDS sy’n bodoli eisoes. Rydyn ni’n cynghori myfyrwyr yn gryf hefyd i fewngofnodi i ap SafeZone pan fyddan nhw ar y campws.  Mae defnyddio SafeZone yn arbennig o bwysig pan gynhelir gweithgaredd y tu allan i oriau neu pan fyddwch yn gweithio ar eich pen eich hun.  **Pellter cymdeithasol**  Mae pob man, gan gynnwys y rheiny a ddefnyddir ar gyfer gwaith grŵp wedi derbyn asesiad risg yn unol ag arweiniad y Llywodraeth. Mae’n rhaid ichi gydymffurfio â’r canlynol pan fyddwch chi’n defnyddio’r mannau hyn;   * Gofalu eich bod yn cadw pellter cymdeithasol o 2 fedr oddi wrth bobl eraill bob amser. * Defnyddio’r seddi a’r dodrefn a ddarperir.   + Peidiwch â newid diwyg y man / ystafell a pheidiwch ag ychwanegu seddi neu ddodrefn ychwanegol at fannau astudio o dan unrhyw amgylchiadau gan fod hyn yn peryglu holl ddefnyddwyr y man a’r Brifysgol os na fydd modd cadw at bellter cymdeithasol.   + Peidiwch ag eistedd gyda’ch gilydd hyd yn oed os ydych chi’n byw yn yr un aelwyd. * Lle y bo’n bosibl, cydymffurfio ag uchafswm y bobl sydd wedi’i nodi ar gyfer pob ystafell. Bydd yr wybodaeth yma ar gael ar ddrws y man/ystafell neu’n agos ato. * Yn yr ystafelloedd cyfrifiadura, mae tîm Gwasanaethau Gwybodaeth a Systemau wedi diffodd y bysellfwrdd a’r llygoden ar y cyfrifiaduron hynny na ddylech chi eu defnyddio. Bydd y cyfrifiaduron hyn ymlaen o hyd a bydd y mannau hyn yn cael eu defnyddio er mwyn deialu i mewn o hirbell.   **Os na fydd modd cadw 2 fedr o bellter cymdeithasol** pan gynhelir gweithgaredd mewn gwaith grŵp yna dylid gwneud asesiad risg penodol a rhoi mesurau rheoli priodol ar waith. Gall y tîm Iechyd a Diogelwch helpu wrth ddatblygu asesiadau risg penodol. Rhaid bod dogfennau ynghlwm wrth yr asesiad risg a dylai rhagor o fesurau rheoli gynnwys;   * + Lleihau’r amser a dreulir o fewn 2 fedr oddi wrth bobl eraill.   + Osgoi gweithio wyneb yn wyneb. Yn lle hynny, dylech weithio ochr yn ochr neu gefn wrth gefn.   + Gofalu bod y ddau neu’r ddwy ohonoch yn gwisgo gorchudd wyneb.   + Trefnu pobl mewn grwpiau/swigod parhaol gan gadw’r rhain ar gyfer pob gweithgaredd o fewn 2 fedr. Cadwch gofnod o aelodau’r grŵp/swigen a faint o amser a dreulir o fewn 2 fedr.   **Cyrraedd gweithleoedd grŵp**  Ar hyn o bryd bydd gweithleoedd grŵp ar agor fel y gall staff a myfyrwyr fynd i mewn i’r ystafell heb orfod ciwio mewn coridorau. Gall staff a myfyrwyr herio grwpiau a gofyn iddyn nhw lynu wrth bellter cymdeithasol.   * Dylech chi gyrraedd mewn pryd (ddim yn rhy gynnar) ar gyfer y sesiwn gwaith grŵp rydych wedi’i harchebu * Ewch i mewn i’r ystafell ac ewch oddi yno mewn ffordd drefnus gan gydymffurfio â’r gofynion o ran pellter o 2 fedr. Er enghraifft;   + Wrth fynd i mewn i’r ystafell, ewch i’r sedd bellaf sydd ar gael gan osgoi cerdded heibio i bobl eraill wrth wneud hynny.   + Wrth ymadael â’r ystafell, dylai’r bobl sydd yn y seddi agosaf at y drws wneud hynny cyn y lleill * Dylech chi osgoi symud o gwmpas yr ystafell ac unwaith rydych chi’n eistedd peidiwch â symud y seddi.   **Glanhau a Diheintio**  Mae gan y Brifysgol drefniadau penodol yn eu lle i lanhau a diheintio'r holl ardaloedd.  Ar ben y gwaith glanhau y bydd tîm Gwasanaethau Campws yn ei wneud, mae’r trefniadau canlynol yn eu lle;   * Mae clytiau diheintio (Sanisafe 3) ar gael ym mhob un o’r gweithleoedd grŵp ar gyfer defnyddwyr. * Mae bwcedi’r clytiau diheintio yn sownd wrth arwyneb felly peidiwch â cheisio eu symud oddi yno. * Byddwn yn cadw golwg ar fwcedi’r clytiau diheintio ac yn eu hadlenwi’n aml. * Bydd gofyn i bob defnyddiwr man astudio anffurfiol lanhau o’i gwmpas drwy wneud y canlynol;   + Casglu clwtyn o’r bwced clytiau wrth fynd i mewn i’r man / ystafell a mynd i’r gweithle / ardal ble mae seddi.   + Gan ddefnyddio clwtyn diheintio, glanhau’r ddesg a’r arwynebau caled eraill megis breichiau cadair.   + Taflu’r clwtyn neu glytiau yn y biniau sydd yno.   + Golchi eich dwylo ar ôl ichi lanhau’r cyfarpar gan ddefnyddio’r diheintydd dwylo personol a gawsoch gan y Brifysgol.   **Hylendid Personol**  Mae gorsafoedd diheintio dwylo wrth fynedfa pob adeilad a bydd myfyrwyr yn cael potel ddiheintio fach bersonol i’w defnyddio. Ceir gorsafoedd adlenwi ledled y Brifysgol.  Rydyn ni’n atgoffa’r myfyrwyr i gydymffurfio â gofynion y Brifysgol o ran golchi a/neu ddiheintio eu dwylo yn aml yn unol â’r arweiniad ac i beidio â chyffwrdd â’r llygaid neu’r wyneb.   * Mae gofyn i fyfyrwyr olchi neu ddiheintio eu dwylo pan fyddan nhw’n;   + Mynd i mewn i adeiladau ac yn mynd oddi yno.   + Mynd i mewn i weithleoedd grŵp ac yn mynd oddi yno   + Glanhau cyfarpar a rennir â chlwt neu’n cyffwrdd â man y bydd llawer o bobl yn cyffwrdd ag ef.   **Defnyddio cyfarpar a rennir**    Dylech osgoi bob amser rannu cyfarpar a deunyddiau os yw hyn yn bosibl. Os bydd angen cyfarpar fel rhan o’r gwaith grŵp, yna dylech ystyried y risg o ran heintio a lledaenu a’i rheoli mewn asesiad risg ar wahân sy’n ymdrin â gweithgaredd y gwaith grŵp. Gofalwch fod trefniadau yn eu lle i lanhau cyfarpar a rennir a chofiwch bob amser am hylendid drwy olchi eich dwylo yn aml yn unol ag arweiniad y Brifysgol wrth ddefnyddio cyfarpar a rennir.  **Awyru ac anesmwythder thermol**  Rydyn ni’n rhagweld y bydd rhai pobl yn teimlo rhywfaint o anesmwythder thermol o ganlyniad i ragor o awyr naturiol yn ogystal ag awyru peiriant mewn gweithleoedd grŵp. Cydbwysedd yw hyn rhwng lleihau ymlediad COVID a bod unigolion yn teimlo’n oer. Lle y bo’n bosibl, dylid cadw ffenestri ar agor. Bydd myfyrwyr yn cael gwybod y bydd gweithleoedd hwyrach yn oerach na fel arfer ac felly dylen nhw wisgo dillad priodol.  **Argyfyngau**  Lawrlwythwch yr Ap SafeZone a mewngofnodwch iddo pan fyddwch ar y campws.  **Tân**  Os bydd larwm tân, dylai myfyrwyr ymadael â’r adeilad ar unwaith gan ddefnyddio’r allanfa agosaf sy’n ddiogel.   * Os bydd argyfwng, **nid** oes rhaid glynu wrth y system un ffordd na phellter cymdeithasol. * Unwaith y byddan nhw y tu allan i’r adeilad ac yn ddigon pell i fod yn ddiogel, dylai myfyrwyr ymgasglu wrth y man ymgynnull ond ddim mewn grwpiau. * Dylid cadw pellter cymdeithasol unwaith bod y myfyrwyr wedi gadael yr adeilad.   Os bydd argyfwng a bydd angen cymorth arnoch i wacáu adeilad, rhowch wybod i’r swyddfa anableddau ac i [Cymorth MyUni](mailto:myunisupport@swansea.ac.uk). Byddwn yn llunio Cynllun Personol Gadael mewn Argyfwng (PEEP) gyda chi.  Pan geir gweithgaredd mewn gwaith grŵp, hwyrach bydd llai o wardeniaid tân yn yr adeiladau. Dylech chi ystyried i ba raddau bydd wardeniaid tân ar gael ar gyfer pob gweithgaredd grŵp. Pan fyddwch yn archebu gwaith grŵp, gofalwch eich bod yn darllen, yn deall ac yn rhoi gwybod i bobl eraill yn y grŵp am yr wybodaeth am argyfyngau a’ch bod yn gwybod sut i fynd i mewn i’r adeilad a mynd oddi yno yn ddiogel.  **Cymorth cyntaf**  Mae trefniadau yn eu lle i roi cymorth cyntaf a bydd pobl cymorth cyntaf yn gwybod am y mesurau rheoli ychwanegol yn sgil COVID. Os bydd angen cymorth cyntaf arnoch;   * Rhowch wybod i aelod o staff y brifysgol, cysylltwch ag un o dderbynfeydd y brifysgol neu defnyddiwch yr ap SafeZone i ofyn am gymorth * Os bydd argyfwng cysylltwch â’r tîm diogelwch (333 o ffôn llinell dir), defnyddiwch yr ap SafeZone neu ffoniwch 999 ar gyfer y gwasanaethau brys.   **Rhoi gwybod am achosion o beidio â chydymffurfio**  Bydd yr holl achosion hynny o beidio â chydymffurfio â gofynion y Brifysgol yn cael eu hanfon ’'r Gwasanaethau Academaidd. Mae disgwyl ichi gydymffurfio â gofynion y Brifysgol bob amser, gan gynnwys pan na fyddwch yng nghwmni staff darlithio.  **Rhestr Wirio ar gyfer myfyrwyr**  Llenwch y rhestr wirio pan fyddwch chi’n archebu gweithleoedd grŵp ar y campws. |

| **Iechyd a Diogelwch Dysgu ac Addysgu** | | **Ie** | **Na** |
| --- | --- | --- | --- |
| **Gwybodaeth gyffredinol**  **Ydych chi’n ymwybodol o’r canlynol? Os byddwch yn ateb ‘Na’ i unrhyw un o’r cwestiynau, cysylltwch â Swyddfa Gwybodaeth eich Coleg neu Ysgol.** | |  |  |
| 1. | Trefniadau’r Brifysgol i ddychwelyd i’r campws, gan gynnwys;   * Rhestr Wirio Iechyd a Diogelwch wrth ymateb i Covid ar gyfer myfyrwyr * Gwybodaeth Iechyd a Diogelwch ar gyfer Myfyrwyr yn MyUniHub * Cyflwyniad Diogelwch Tân ar gyfer Myfyrwyr |  |  |
| 2. | * Y gofyniad i ddefnyddio system Salto y Brifysgol neu system TDS mynediad i ystafelloedd ym mhob lle ar y campws. * Y gofyniad i ddefnyddio ap digidol y Llywodraeth (a ddefnyddir ledled y DU) a mewngofnodi gan ddefnyddio’r codau QR at y diben hwnnw. * Defnyddio SafeZone – rydyn ni’n eich cynghori’n gryf i lawrlwytho ap SafeZone a mewngofnodi iddo tra y byddwch chi ar y campws. Bydd hyn o gymorth wrth reoli pobl sy’n gweithio ar eu pennau eu hunain, argyfyngau ac achosion o Brofi, Olrhain a Diogelu. |  |  |
| 3. | Beth i’w wneud os oes symptomau COVID gennych chi   * Cael prawf * Pryd i hunanynysu * Sut i roi gwybod am symptomau COVID ac achosion sydd wedi’u cadarnhau |  |  |
| 4. | Cadw pellter cymdeithasol (2m) pan fyddwch chi yn adeiladau’r Brifysgol. |  |  |
| 5. | Pwysigrwydd hylendid cyson, gan gynnwys golchi dwylo a thechnegau diheintio. |  |  |
| 6. | Osgoi gweithgaredd wyneb yn wyneb lle y bo modd. |  |  |
| 7. | Newidiadau o ran diwyg lloriau a chyfeiriad cerdded ym mhob adeilad. |  |  |
| 8. | Y gofyniad i wisgo gorchudd wyneb ar y campws. |  |  |
| 9. | Sut i godi pryderon megis achosion o beidio â chydymffurfio â gofynion COVID y Brifysgol. |  |  |
| 10. | Sut a phryd i roi gwybod am ddigwyddiad niweidiol. |  |  |
| 11. | Trefniadau gadael mewn argyfwng yn sgil tân, llwybrau gadael mewn argyfwng a mannau ymgynnull. |  |  |
| 12. | Trefniadau cymorth cyntaf. |  |  |
| **Eich gweithgaredd mewn gwaith grŵp** | | | |
| 13. | Ydych ch’n gyfarwydd â’r gweithleoedd grŵp y byddwch chi’n eu defnyddio? |  |  |
| 14. | Bydd disgwyl ichi gadw’r ffenestri sydd ar gael ichi ar agor. Hwyrach bydd hyn yn arwain at achosion o anesmwythder thermol ac felly dylech chi wisgo dillad priodol. |  |  |
| 15. | Ydych chi’n gyfarwydd â’r gofynion glanhau os ydych chi’n defnyddio mannau ac ystafelloedd ar gyfer gwaith grŵp? |  |  |
| 16. | Ydych chi’n gyfarwydd â’r gofyniad i olchi a diheintio’ch dwylo’n aml? |  |  |
| 17. | Ydych chi wedi ystyried y risgiau Iechyd a Diogelwch ynghlwm wrth y gweithgaredd mewn gwaith grŵp?   * Oes gweithgaredd a fwriedir fel rhan o’r gwaith grŵp na fydd y mesurau rheoli a amlinellir yn y ddogfen hon yn gallu cael eu gweithredu ar ei gyfer?   + Os ‘oes’, ydych chi wedi gwneud asesiad risg penodol ar gyfer y gweithgaredd? |  |  |
| 18. | Ydych chi’n gallu sicrhau pellter cymdeithasol o 2 fedr ar gyfer yr holl weithgareddau sy’n gysylltiedig â’r gwaith grŵp? |  |  |
| 19. | Oes gyda chi drefniadau yn eu lle i roi, rhannu a glanhau cyfarpar y byddwch chi’n ei ddefnyddio ar gyfer gwaith grŵp? |  |  |
| 20. | Ydych chi’n ymwybodol o’r camau y dylid eu cymryd os bydd rhywun yn eich gweithle yn rhoi gwybod bod symptomau COVID ganddo? |  |  |
| 21. | Oes angen cymorth ar unrhyw un yn eich grŵp i wacáu adeilad os bydd argyfwng?   * Os oes, pa drefniadau sydd yn eu lle? |  |  |
| 22. | Ydych chi’n gwybod am unrhyw un yn eich grŵp sydd wedi’i eithrio rhag gwisgo gorchudd wyneb neu y gallai fod angen trefniadau cyfathrebu unigol arno?   * Oes trefniadau priodol yn eu lle ac ydy’r bobl fydd yn cymryd rhan wedi cytuno arnyn nhw? * Trefnwch fod adborth yn digwydd yn rheolaidd yn dilyn adolygiadau er mwyn gofalu bod y trefniadau’n briodol |  |  |

| **Learning and Teaching Health and Safety** | | **Yes** | **No** |
| --- | --- | --- | --- |
| **General information**  **Are you aware of the following? If answering No to any questions, please contact your College/School Information Office.** | |  |  |
| 1. | University arrangements for returning to campus, including;   * H&S COVID Recovery Induction for students * Student Health and Safety information on My Uni Hub * Student Fire Safety Presentation |  |  |
| 2. | * The requirement to use the University Salto system or the room access TDS system in all spaces on campus. * The requirement to use the Government UK wide digital app and check in using the QR codes provided. * The use of safe zone - You are strongly encouraged to download the SafeZone app and check in to SafeZone whilst on campus to assist with managing lone working and emergencies and Test, Trace and Protect. |  |  |
| 3. | What to do if you have COVID symptoms   * Accessing a test * When to self–isolate * How to report COVID Symptoms and confirmed cases |  |  |
| 4. | Maintaining social distancing (2m) whilst in University buildings. |  |  |
| 5. | Importance of good hygiene, including hand washing/ sanitising techniques. |  |  |
| 6. | Avoiding face-to-face activity where possible. |  |  |
| 7. | Changes to floor/ directional layout in all buildings. |  |  |
| 8. | The requirement for face coverings on campus. |  |  |
| 9. | How to raise concerns such as non-compliance with University COVID requirements. |  |  |
| 10. | How and when to report an adverse event. |  |  |
| 11. | Fire evacuation arrangements, evacuation routes and assembly points. |  |  |
| 12. | First aid arrangements. |  |  |
| **Your Group work activity** | | | |
| 13. | Are you familiar with the group work spaces that you will be using? |  |  |
| 14. | You are expected to keep available windows open which may result in thermal discomfort and should dress appropriately. |  |  |
| 15. | Are you familiar with the user cleaning requirements for the group work environments? |  |  |
| 16. | Are you familiar with the requirement to wash and sanitise your hands frequently? |  |  |
| 17. | Have you considered the H&S risks associated with the group work activity?   * Is there any activity planned as part of the group work where the control measures outlined in this documented cannot be implemented?   + If yes, have you completed specific activity risk assessment? |  |  |
| 18. | Are you able to ensure 2 metre social distancing for all group work activity? |  |  |
| 19. | Do you have arrangements in place for issuing, sharing and cleaning equipment used for group work? |  |  |
| 20. | Are you aware of the action to take if someone in your group work space presents with COVID symptoms? |  |  |
| 21. | Does anyone in your group require assistance to evacuate a building in the event of an emergency?   * If so, what arrangements are in place? |  |  |
| 22. | Are you aware of anyone in your group who are exempt from wearing a face covering or may require individual communication arrangements?   * Are appropriate arrangements in place and agreed? * Arrange for regular review feedback to ensure that the arrangements are appropriate |  |  |