**Department/Club/Society: All**

**Event/Activity & Location: General Post-Covid-19, The HUBS Date of Risk Assessment: 09/07/20**

**Date of Event/Activity: Ongoing Completed by: Brian Pugh**

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| --- | --- | --- | --- | --- | --- | --- |
| **What are the hazards?** | **Who might be harmed** | **Controls Required** | **Additional Controls** | Action by who? | Action by when? | Done |
| Spread of Covid-19 Coronavirus | * Staff * Students * Visitors to The HUBS * Contractors * Drivers * Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions | **Hand Washing**   * Hand washing facilities with soap and water in place. * Stringent hand washing taking place. * See hand washing guidance. * <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/> * Drying of hands with disposable paper towels. * <https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/> * Staff encouraged to protect the skin by applying emollient cream regularly * <https://www.nhs.uk/conditions/emollients/> * Gel sanitisers in any area where washing facilities not readily available   **Social Distancing**  Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the Public Health Agency  <https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance>  Taking steps to review work schedules including start & finish times/shift patterns, working remotely etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.  Redesigning processes to ensure social distancing in place.  Conference calls to be used instead of face to face meetings.  Ensuring sufficient rest breaks for staff.  Social distancing also to be adhered to in canteen area and smoking area.  **Wearing of Gloves**  Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.  **Wearing of Face Coverings**  At pinch-points in the Hubs, where 2m distancing can't be maintained, staff to wear face coverings/masks.  **Symptoms of Covid-19**  If anyone becomes unwell with a new continuous cough, loss of taste or smell or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.  Line managers will maintain regular contact with staff members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>  **Ventilation**  Fresh air ventilation to be increased via HVAC system to reduce recirculated air | Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels. Also reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands. Tissues will be made available throughout the workplace.  Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme  <https://www.hse.gov.uk/skin/professional/health-surveillance.htm>  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice - <https://www.gov.uk/government/collections/coronavirus-covid-19-list-of-guidance>  Posters, leaflets and other materials are available for display.  <https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>  Regular cleaning of contact points e.g. door handles  2 metre distances to be marked on floors near desks that are student facing, screens to be added to helpdesk – Poster/notices to put up in appropriate areas to inform/remind staff, students and visitors  Crowding – A staff rota system is to be used, but if staff believe that the building is becoming too crowded to maintain social distancing they are to alert the duty manager who will take action to reduce crowding by asking those involved to disperse via appropriate exits and implement a queueing system for entry to the HUBS based on the event queueing system.  Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via posters, email & marketing screens.  Management checks to ensure this is adhered to.  Staff to be reminded that wearing of gloves is not a substitute for good hand washing  Face coverings to be issued and reminding signs in near pinch-points. Face masks to be worn in areas where 2m+ distance cannot be maintained and activity has been risk assessed to determine viability of task and whether a face covering/mask is required.  Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation.  Line managers will offer support to staff who are affected by Coronavirus or has a family member affected.  Staff/managers will also be directed to SHU guidance documentation for additional help.  See Track & Trace section below | Claire Judge & Managers  All staff  Facilities Manager  Brian Pugh  All staff & duty manager  Claire Judge  Managers  Cleaning Supervisor  Brian Pugh  Claire Judge  DST/HoS/ Line managers  Brian Pugh & SHU | To be put in place ready for re-opening  To be put in place ready for re-opening  To be put in place ready for re-opening  After reopening  After re-opening  To be put in place ready for re-opening  Before building deep clean begins  Before reopening  As necessary  As necessary |  |
| **Mental Health and Wellbeing** | | | | | | |
| Mental Health and Wellbeing | Staff   * Anxiety/stress around returning to work, * Anxiety/stress about infections * Bereavements | Management will promote mental health & wellbeing awareness to staff during the Coronavirus outbreak and will offer whatever support they can to help  Reference -  <https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/>  [www.hseni.gov.uk/stress](http://www.hseni.gov.uk/stress) | Regular communication of mental health information and open door policy for those who need additional support. | DST/Wellbeing Group/Managers | Weekly emails and as necessary |  |
| **Additional Social Distancing Measures for Helpdesk** | | | | | | |
| Helpdesks are the first point of interaction between staff and visitors and as such have more interactions with potential carriers | Main helpdesk and Advice Centre Helpdesk staff | * Transparent screens to prevent breath droplets being transmitted * Markings on the floor to indicate 2m distance | * New sign-in/out procedure to be introduced to prevent contact between staff (main helpdesk) and provide Track & Trace Facility (see below) | H&S Ops group/helpdesk staff | Before reopening |  |
| **Track & Trace** | | | | | | |
| An infected person could unwittingly spread the virus to multiple locations | Staff and students | * SHU will be providing a Track and Trace system for students on campus that the HUBS will be part of. * Staff will also have to take part in this outside of the HUBS, inside of the HUBS staff will be required to sign in/out * Contractors will also be required to sign in/out | * Details will be made available to the NHS Track and Trace scheme as necessary | SHU, H&S Ops group | To be put in place ready for reopening |  |
| **Additional Risks Associated with Reopening the HUBS** | | | | | | |
| Legionella | Staff   * Standing water being disturbed causing dispersal of water droplets containing legionella | * Toilets to be flushed and taps run by estates team before reopening to staff |  | Estates | Before reopening |  |
| **Cleaning** | | | | | | |
| A separate Risk Assessment has been completed for cleaning tasks associated with reopening |  | **Cleaning**  Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. | Rigorous checks will be carried out by Cleaning Supervisor & Facilities Manager to ensure that the necessary procedures are being followed. | Cleaning supervisor/Facilities Manager | After re-opening and on a daily basis there after |  |
| Vulnerable Workers | | | | | | |
| Staff with certain health conditions or family members with health conditions are more susceptible to Covid-19 | Staff | Staff members with health conditions (or family members) that may make them more vulnerable to covid-19 to discuss any additional controls required with managers, this may include but is not limited to:   * Longer period of working remotely * Reduced/different hours * Wearing PPE * Non-attendance at meetings | Regular checks should be made by the managers to ensure control measures put in place are effective and appropriate.  A list of conditions (obtained from Public Health England) will be communicated to staff that lists conditions known to make a person more susceptible so that staff can self identify if condition is not already known to managers.  Pregnant workers risk assessment forms will include Covid-19 as a risk and will be completed for each individual pregnant staff member. | Managers | Before return  Before return  As required |  |

This risk assessment is based on current UK government, Public Health England and HSE guidelines and is subject to change.