

# Teesside University Covid-19 Recovery

## Risk Assessment

We have carried out a comprehensive Risk Assessment as a key part of our preparation to move into restricted operations. The safety and wellbeing of our students, staff and university community remains our number one priority. This document is subject to a monthly review to ensure we continue to comply with all the latest government and sector guidance. Our hazard effect starting position for coronavirus will always be High due to the risk of fatality as this has the potential to be a life shortening virus.

This document highlights the potential hazards, the level of risk involved and the measures we are taking to keep you safe.

Safety and precautionary measures include:

- Development and distribution of specific Covid-19 guidance and procedures for all staff
- Reduced numbers of people allowed on Campus and controlled within specific buildings
- Staff who are able to work from home will continue to do so
- Enhanced cleaning focusing on high touch areas
- Teaching to operate by a hybrid delivery model, a combination of online and face to face where courses are approved for face to face teaching and this can be appropriately managed\*
- All teaching facilities will be risk assessed by the Schools/Departments to ensure social distancing is maintained and the University adheres to all current legislation and Government Guidance
- Social distancing signage, floor markings and guidance information displayed across Campus
- Online training to provide risk assessments and support for anyone working remotely
- Face to face meetings prohibited where telephone or Teams meetings are available
- handwashing/sanitiser must be used when entering a new building
- Protective screens to be provided at service points
- Appropriate support and preventative measures in place for potentially vulnerable groups adversely affected by Covid-19

**\*As a result of the National Lockdown (5/1/2021) and ongoing restrictions announced 22/2/2021 we have reviewed our General Workplace Risk Assessment and all Individual School Risk Assessments and we remain confident that our Restricted Hybrid Teaching Model provides assurance and that this model remains fit for purpose. From March 8<sup>th</sup> there are additional Face-to-Face learning and teaching sessions taking place on Campus.**

**Risk Assessment Record**  
As required by the Health and Safety at Work Regulations 1999

**Title of Risk Assessment: General Workplace Safety (Spread of Covid-19) Risk Assessment**  
**Department: All Schools and Departments**

**Date: 8th April 2021**

**Assessment carried out by: Steven Westcough, Health & Safety Manager & Lynn Smith, Health & Safety Advisor**

**Who is at risk? All staff, students and visitors to Campus**

HAZARD	RISK					CONTROL MEASURES	Residual Risk
Identified Hazards	Probability. V.L.L. M. H.	X	Hazard Effect L. M. H.	=	Risk Rating T. L. M. H. I.	Actions Taken to Reduce Risk	T. L. M. H. I.
General Covid-19 spread amongst people on Campus	<b>M</b>	X	<b>H</b>		<b>H</b>	<p>Development and distribution of specific Covid-19 guidance and procedures to all staff and managers including <b>Social Distancing Guidance</b> and a <b>Managers Health and Safety Pack</b>.</p> <p>Colleagues returning to campus must complete a mandatory <b>'Return to Work' online training module</b> before they begin work on campus.</p> <p>Access to campus restricted to those who are required to deliver or support delivery of teaching or research and the provision of appropriate university facilities including</p>	<b>L</b>

					<p>catering, cleaning and provision of study spaces including laboratories and the library.</p> <p>Work from Home required where possible.</p> <p>Face-to-face teaching is restricted to government approved subjects in areas where face to face teaching or placements are needed to deliver learning outcomes and subjects where practical sessions utilising essential facilities are required. Wherever possible, teaching and learning will be provided online.</p> <p>Foot fall counters installed in teaching buildings.</p> <p>Asymptomatic testing available on Campus and strongly encouraged for returning staff and students. Staff should endeavour to undertake weekly testing if they are on Campus regularly. Students advised that those choosing not to participate in testing should self-isolate for 10 days prior to their attendance on Campus.</p> <p>Students advised to remain at vacation accommodation until the resumption of their in-person teaching wherever possible.</p> <p>Staggering of arrival/leaving times and break times.</p> <p>Managers will ensure the minimum number of people needed on site to operate safely and effectively.</p> <p>A detailed <b>Health and Safety Checklist</b> was utilised to ensure all of the required arrangements were in place prior to reoccupying each building, all buildings receiving previous sign off remain a covid safe environment.</p>	
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					<p>Regular Covid compliance inspections are undertaken by members of the Health and Safety Team.</p> <p>Schools and Departments have individual Covid-19 risk assessments specific for their areas, these are regularly reviewed to ensure compliance and that a safe place of work is maintained.</p> <p>Enhanced cleaning focusing on high touch areas (e.g. library facilities, study spaces, door handles, light switches, accommodation, etc.).</p> <p>Provide Personal Protective Equipment (PPE) such as gloves, visors, masks and eye protection if required in individual risk assessments and method statements.</p> <p>Face Coverings have been provided to staff and students and it is a University requirement that staff and students must wear face coverings within circulation spaces inside buildings, in all learning environments, providing the use of face covering does not impact teaching and learning and at all times where social distancing of 2 metres cannot be observed.</p> <p>People advised they must not enter Campus if they have Covid-19 symptoms or anyone in household displaying symptoms or testing positive for Covid-19, or if they have been advised to isolate by Track and Trace or quarantine as a result of travel restrictions.</p> <p>Academic teaching now operates by a hybrid delivery model, a combination of online and face to face where this is approved and can be appropriately managed. Schools will</p>	
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					<p>review their teaching, learning and assessment to ensure that there is the required flexibility in place to deliver a high-quality experience and support students to achieve their learning outcomes in a safe manner.</p> <p>All use of campus teaching facilities including GPT's, Lecture Theatres, the Library, labs and workshops has been risk assessed by the Schools/Departments to ensure social distancing is maintained. Where social distancing cannot be maintained additional control measures have been implemented and a risk assessment submitted and approved by Health and Safety.</p> <p>Study spaces are available by advanced booking only.</p>		
<p>People becoming unwell whilst on Campus or a symptomatic person being on Campus</p>	<b>M</b>		<b>H</b>		<b>H</b>	<p>If a person becomes unwell with coronavirus symptoms they will be sent home and advised to follow government advice to self-isolate.</p> <p>Teesside University follow government guidance on the test and trace programme and have an internal reporting process. To assist with test and trace the University can utilise data from our G4 building access system, all building users scan their TUSC cards on building entry and building users should scan QR codes located at all building entrances using the NHS app when entering TU Buildings. All surfaces and areas the person has come into contact with must be disinfected and cleaned by staff wearing PPE. All waste from cleaning must be double-bagged and left in a secure area for 72 hours before being disposed of in general waste. Our staff/student pledge contains information on adherence to social</p>	<b>L</b>

					distancing and the University has information for staff and students on what to do/who to tell if you become unwell.		
People failing to follow social distancing	<b>L</b>		<b>H</b>		<b>M</b>	<p>All staff, students and visitors to Campus are made aware of safety protocols and social distancing procedures in advance of being allowed on Campus.</p> <p>Signage, floor markings and guidance information displayed across Campus.</p> <p>Wherever possible, the furniture in rooms has been laid out in line with social distancing guidelines.</p> <p>There will be regular monitoring of Social Distancing compliance among staff and students on-campus, for example by Student and Library Services supervising bookable study spaces, regular security patrols undertaken, and inspections carried out by the Health and Safety Team.</p> <p>Queue management at catering facilities or enquiry points/reception areas.</p> <p>Staff are advised that failing to adhere to Social Distancing Requirements may be treated as a disciplinary matter.</p> <p>A revised Student Code of Conduct contains information with regards to the standards of behaviour expected for students returning to Campus at the current time. Any breach of the Student Code of Conduct will be referred for action under the Student Disciplinary Regulations in the normal way.</p>	<b>L</b>

Remote working	<b>M</b>		<b>M</b>		<b>M</b>	<p>The University offers online training to provide Display Screen Equipment risk assessments and support for anyone working remotely.</p> <p>Working from home guidance is available for all staff.</p> <p>Provision for providing equipment for working at home for those with reasonable adjustments in place.</p>	<b>L</b>
Lack of ventilation in buildings/offices	<b>M</b>		<b>H</b>		<b>H</b>	<p>The University complies with REHVA (European Standard) guidance on Air Conditioning and Mechanical ventilation systems. The operation of all Air Conditioning and Mechanical ventilation systems has been reviewed to ensure appropriate air-flow is achieved at all times. In areas requiring natural ventilation windows are opened as part of the building opening process. Signage is provided advising <b>DO NOT CLOSE THE WINDOWS</b> and staff have also been informed of this requirement by their School Manager</p> <p>People have been advised to open windows or doors where this is not a fire door.</p> <p>Local risk assessments will identify any additional controls that may be considered such as wearing face coverings.</p>	<b>L</b>
People holding face to face meetings	<b>L</b>		<b>H</b>		<b>M</b>	<p>Face to face meetings prohibited where telephone or Teams meetings are available.</p> <p>If no alternative to a face to face meeting, chairs will be removed in meeting rooms to ensure social distancing takes place and the meeting will be kept to the shortest time possible.</p> <p>The room should be suitably ventilated through-out.</p>	<b>L</b>

					<p>Staying in same building that you work in for meetings is preferred to limit contact, however, it may be that 2 or more people are in different locations so handwashing/sanitiser must be used when entering a new building.</p> <p>Staff must wash hands/sanitise before entering meeting room if they are not moving buildings.</p> <p>Strictly no contact through-out meetings including hand-shaking upon meeting/concluding meeting.</p>		
Sharing equipment	<b>M</b>	H		H	<p>No hot-desking permitted amongst administrative staff.</p> <p>When academic staff are timetabled in a shared space such as Lecture Theatre or GPT, that requires sharing a workstation, cleaning of shared equipment using the cleaning wipes provided must take place before and after use.</p> <p>Sharing of equipment is prohibited as far as reasonably practicable. Separate <b>Safe Operating Procedures and/or risk assessments</b> are required for any items that are a shared resource.</p>	<b>L</b>	
Use of water dispensers, water fountains, water boilers and coffee machines	<b>M</b>		<b>H</b>		<b>H</b>	<p>Cleaners carry out thorough clean using solution to kill bacteria several times throughout the day Notices have been placed near machines advising employees on use.</p> <p>A <b>Safe Operating Procedure</b> has been shared with staff to advise on the process.</p>	<b>M</b>
Use of communal showers	<b>M</b>		<b>H</b>		<b>H</b>	<p>Use of communal showers is prohibited. Signage is in place to advise that they should not be used. Campus Services (maintenance) are treating all showers as little used water outlets and flush regularly to negate the legionella risk.</p>	<b>L</b>

Vehicle use (sharing vehicles and pool vehicles)	L		H		M	A <b>Safe Operating Procedure</b> for vehicle use has been shared with relevant members of staff.	L
Deliveries internal and external	M		H		H	Internal deliveries where reasonably practicable must be completed by one staff member only. Receipt of external deliveries must be made contactless to a single point of drop-off. A covid-19 specific <b>Safe Operating Procedure</b> for the use of mechanical transportation aides has been developed and shared with the relevant staff	L
Risk of spread of Covid-19 from aerosolisation due to smoking/vaping	M		H		H	Smoke Free Campus policy to be strictly adhered to. Notices around campus to raise awareness of this risk.	M
High contact with others for Reception/security/catering and enquiry staff	L		H		M	Protective screens are provided at service points. Only one person permitted to approach service area at a time. Queue management in place to ensure 2mtr distance whilst queuing. Hand sanitiser available at queuing area. <b>Catering and security staff have own procedures in place to manage queues.</b>	L
Virus spread on high touch areas	M		H		H	Enhanced cleaning regime is in place for all high touch areas using product specifically for killing bacteria. This includes swipe access buttons, door handles, door push pads, light switches, sinks, taps, toilet seats and handles, bannister rails, lift buttons. Staff informed to wipe their own DSE equipment before and after use.	L

					<p>Any equipment used for students is subject to cleaning regime.</p> <p>No sharing of common equipment.</p> <p>Handwashing reminders.</p> <p>Handwashing facility or sanitiser always available.</p>	
Adverse effects to mental health	<b>M</b>		<b>L</b>		<b>L</b> <p>Staff at increased risk of illness from Covid-19 to work from home as far as practicably possible.</p> <p>Staff classed as extremely clinically vulnerable who have been advised they must shield must work from home.</p> <p>Guidance for safe working in place. Access to Occupational Health Services to discuss fears. Managers regularly check-in with staff. Have plans in place for persons who have anxiety and do not want to return to work through welfare discussions.</p> <p>The University will regularly review the welfare and mental health needs of students and staff and take steps to ensure preventative measures and appropriate support are in place and well communicated as restrictions are eased.</p> <p>The University provides support services, especially mental health and wellbeing support, and implements procedures to cope with the increase in demand recognising the risk to mental health from an elongated period of remote working, including from students and staff not physically attending the University. This support includes information on <u><a href="#">Supporting Individuals and Teams</a></u>, <u><a href="#">Building an online office environment / staff community</a></u> and a <u><a href="#">Covid 19 Manager Toolkit (tees.ac.uk)</a></u></p>	<b>VL</b>

<p>People returning to work who are shielding and those with protected characteristics under the Equality Act 2010 (shielded due to medical conditions, pregnant staff, BAME)</p>	<b>L</b>		<b>H</b>		<b>M</b>	<p>Staff formally being shielded who are classified as clinically extremely vulnerable are advised to follow the Government guidelines in place and should work from home where possible. A <b>Coronavirus Risk Assessment for BAME, Vulnerable and Pregnant Staff</b> is available for members of staff in these groups.</p> <p>Staff who are classed as more at risk if they contract Covid but not classed as clinically extremely vulnerable should take extra care to follow all social distancing and hygiene guidance.</p> <p>PHE have categorised pregnant people as a moderate risk and these staff can return to work if the role cannot be carried out from home, a risk assessment process is carried out prior to a return to work and Occupational Health staff will assist with this.</p> <p>BAME – PHE have identified a potential for these ethnic groups to have a higher risk of complications, the University have a process to risk assess any staff in these categories who request this.</p> <p>‘Reasonable adjustments’ required for those staff with a disability under the Equality Act 2010 will be identified and implemented.</p>	<b>L</b>
<p>Emergency Incidents</p>	<b>M</b>		<b>H</b>		<b>H</b>	<p>Security staff/first aiders advised to practise social distancing as far as reasonably practicable when attending first aid or illness incidents. If treatment is required which would require close contact staff follow infection control protocols utilising the required PPE (gloves, masks, vent-</p>	<b>M</b>

					<p>aids for mouth to mouth) hand sanitising or handwashing to be carried out pre and post incident. Guidance has been provided to first aiders and refresher training will reinforce this.</p> <p>Emergency evacuation, as far as practicably possible people should follow exit route from buildings and attempt to maintain distance from other people. Once outside people are encouraged to spread out across assembly area by fire marshal, security and safety staff. Reduction in people allowed in buildings will facilitate smaller groups/crowds.</p>	
Commuting using public transport	<b>H</b>	<b>M</b>		<b>H</b>	<p>Work from Home used as preferred choice where possible. Development and distribution of specific Covid-19 training, guidance and procedures to all staff and managers including <b>guidance on the use of face coverings</b> that are currently legal requirement in certain areas.</p> <p>We have raised awareness on alternatives to the use of public transport including cycling and walking.</p>	<b>M</b>
International travel restrictions and international isolation requirements	<b>H</b>	<b>M</b>		<b>H</b>	<p>The University has developed effective processes to support international students and staff, including throughout any government required self-isolation period.</p>	<b>L</b>
Timetabling fails to avoid large numbers mixing	<b>M</b>	<b>H</b>		<b>H</b>	<p>Face-to-face teaching is restricted to government approved subjects in areas where face to face teaching or placements are needed to deliver learning outcomes. Wherever possible, teaching and learning will be provided online.</p>	<b>L</b>

					<p>Senior leadership teams provided information on when students are scheduled on campus, which cohorts are prioritised and which activity types are taught face to face. The teaching timetable has been extended until 9pm to provide a greater separation and to avoid unnecessary mixing between groups.</p> <p>Class sizes and timetables have been adapted to minimise numbers of students in University buildings at any one time.</p>		
Unfamiliarity with Campus causing confusion for students and visitors leading to a failure to follow procedures	<b>L</b>		<b>H</b>		<b>M</b>	<p>Restrictions in place for nonessential visitors to campus. Protocols have been established to manage visitors on Campus, these include guidelines on social distancing measures in operation on Campus. All visitors receive an appropriate induction and instruction to cover this information and are required to sign in at the TU Visitors centre to receive this information. Signage is prominently placed through-out Campus along with barriers to prevent people entering areas that are one-way or restricted.</p>	<b>L</b>
Contractors working on site	<b>L</b>		<b>H</b>		<b>M</b>	<p>All contractors on site are subject to their own risk assessment process. This covers the tasks they carry out and a separate Covid risk assessment detailing how they manage this risk. If this does not align with the University stance and procedures, they are asked to reassess based on the guidelines we provide and submit a further risk assessment. All risk assessments are approved by the Health &amp; Safety Team.</p>	<b>L</b>

