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| **University of Suffolk** | | | | |
| **Institutional Risk Assessment** | | | | |
| **Primary purpose of risk assessment** | To put in place all reasonably practicable measures to safeguard University of Suffolk students, staff  and visitors whilst attending campus | | **Effective Date** | 24/February/2022 |
| **School/Directorate** | All Schools/Directorates of the University | **Assessor** | Chief Operating Officer/H&S Manager | |
| **Line Manager/Supervisor** | N/A | **Primary site/location** | Ipswich Campus | |
| **Task/activity/travel frequency** | On-campus activities identified as necessary to  conduct the University’s essential business | **Task/activity/travel duration** | For the duration of the COVID-19 pandemic and subsequent recovery period | |
| **Brief details/comments** | To assist in the safe management of campus operations for staff, students and visitors, in accordance with government guidance, as updated from time to time | | | |

**The following assessment has been carried out in relation to all activities on campus. The risk hierarchy is applicable to determining measures to control all risks (see Assessment Guidance below).. Risk management steps are therefore largely focussed on measures of Physical Controls, Admin Controls and Personal Protection due to elimination and substitution rarely being practical options.**

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| **(1) Risk identification** | | **(2) Risk assessment** | **(3) Risk management** |
| **Hazard** | **Potential Consequences** | **Control measures (use the risk hierarchy)** | **Further controls (use the risk hierarchy)** |
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| Entry to and exit from buildings | High risk contact spots can spread the infection quickly to anyone who touches them. | * Hand sanitiser is available at all access and egress areas and main travel routes through the buildings, as well as common touch points. * Advisory hand washing signage displayed throughout the buildings, especially at entrances and exits and where people congregate. * Signs displayed, reviewed and replaced as necessary. * Protective acrylic screens will remain in place in public facing areas such as Reception, Student Centre and Library reception. * Outside spaces inspected on a monthly basis to ensure they are free from trip hazards and pot holes. * Staff and students are encouraged to report any hazards or potential hazards to the FM Helpdesk or directly to the H&S Team. |  |
| Employees working in the same area | Spread of communicable diseases amongst employees | * Hand sanitiser is available in all common areas and on access and exit routes. * Face coverings are no longer required by law by the University will support student and staff who chose to continue to wear them. | * Where PPE has been identified as necessary, it will be provided by the University free of charge to the user with appropriate instruction and training from the relevant departments, who will also be responsible for training, storage and disposal. |

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|  |  | * Physical controls to prevent the spread of infection, such as screens where identified in local risk assessments. * Ensure staff have access to sanitising wipes to clean any shared equipment before use to supplement scheduled daily cleaning by contractors. * Remind employees about good practice in not sharing equipment, food, peripherals. If unavoidable, use wipes provided. * Meetings should still be by digital platforms whenever possible. * Request that companies who attend University premises eg. contractors provide updated health and   safety policy/arrangements or RAMS (risk assessment and method statement) regarding COVID-19. | .  The University is implementing the principles of agile working which will reduce the total number of staff on campus at one time, thus allowing more space to be socially distant whilst on campus. |
| Use of communal spaces/Teaching areas | General illness  Ergonomic issues | * We aim to deliver face-to-face teaching without restrictions were possible. * We have implemented sensible and proportionate control measures that include: - * Remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area or other communal areas * Face coverings are no longer required by law but the University supports individuals right to continue to wear them. Some areas may still require them to be worn- further information can be found in the individual Schools risk assessments. * Adjustable DSE stations provided in many breakout spaces * Areas covered by monthly H&S inspections. * Hand sanitiser will continue to be provided for you to use as necessary. |  |

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| Student Health and Wellbeing |  | * Students with specific concerns over returning to campus can contact Student Services for an individual   risk assessment or receive information on this risk assessment. |  |
| Fire/emergency evacuation under agile working conditions | Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.  Increased risk that not everyone will evacuate safely because of a lack of fire wardens. | * General checks on buildings undertaken by university staff:   + Emergency lighting suitable, sufficient and maintained.   + Suitable number fire extinguishers available in required locations.   + Dry / wet risers inspected and maintained (if installed).   + Fire blankets available in required location.   + Fire alarm and detection system for the building tested, inspected and maintained.   + Means of escape clear.   + Fire doors provided and maintained in good working order.   + Building has suitable lightening conductors / protection.   + The fire risk assessment suitable & sufficient   / Current.   * Ensure high risk areas are sufficiently supported on site with technical expertise. * Line managers to ensure employees and students in high-risk areas are supervised and that Health & Safety policy and housekeeping is adhered to. | * Review fire / emergency evacuation procedures in light of agile working. |

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| Cleanliness of campus | Ill-health due to viral spread. Sickness absence.  Spread of infection to others. Productivity loss. | * The ongoing cleaning frequency is sufficient such that cleaning can be undertaken when building is occupied. * Appropriate cleaning products are used during daily preventative clean regime. * The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use. * Correct PPE is provided for the use of cleaning materials. * Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day. * Staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. |  |
| Working environment | Poor employee wellbeing.  Increased risk of viral spread if infection present.  Risk if supply chain failure.  Musculo-skeletal issues  Ergonomic related issues | * First aid provision across campus will continue to be monitored. A single first aid number should be used to summon a first aider – 01473 338881 * Workplace temperatures are not too hot or too cold (at least 16 degrees Celsius). * Measures can be taken to control temperature extremes and/or humidity levels. * Ventilation and air exchange is monitored for maximum effectiveness. Posters are displayed advising windows to be opened where possible. Spot checks on CO2 levels can be requested via FM Helpdesk or H&S. * Ventilation systems have been adequately maintained and serviced. * Maintain sufficient stocks of hand sanitiser and other cleaning materials and monitor the robustness of the supply chain. * Suitable DSE workstations provided on campus * All staff required to carry out DSE self assessment. |  |