

**KU COVID - Secure Risk Assessment**

Status of this assessment: Draft, version 1.9 – draft, reflecting a dynamic situation and needing additional items to be added as situation develops. Additions in this version (1.9) reflects progress on signage and comments received from discussions and best practice advice from statutory and professional associations.

<b>Department / Faculty</b> Health, Safety, Risk and Business Continuity Dept.		<b>Location and type of any premises involved</b> All areas of Kingston University					
<b>Name and signature of person carrying out this assessment</b> Health and Safety Office		<b>Date completed</b> July 2020 (this draft version)			<b>Review date</b> Ongoing in line with Government and Public Health advice and guidance.		
<b>Activity/Situation description:</b>  Re-opening the University buildings from “Lockdown” which was introduced on March 24 2020 as a response to the Covid-19 Global Pandemic.  At the time of compiling this version of the risk assessment, all KU educational buildings are closed, but Halls of residence are open. Estimates of student numbers still on site across all halls are approx.1000. A dedicated <a href="#">Email address</a> to report issues, if needing to self-isolate and/or if they have been infected with the virus has been operating since February 2020. 6 staff / students have been confirmed as having the virus since monitoring began, but with no identifiable hotspots causing infection on the estate, which does not currently appear to be spreading the virus. Very few cases needing self-isolation have been notified since Easter, suggesting infection rates among the staff and student populations is low. Kingston, for those living near the Campus, is also reportedly one of the least Covid-19 affected boroughs in London.  All buildings apart from Halls of residence and facilities management support (Security, maintenance, campus support) are currently closed.  This assessment aims to consider the measures needed to re-open the buildings safely. There will be a pilot re-opening mid-July covering a limited number of buildings and staff/students by invitation, followed by progressively wider re-opening.					<b>Monitoring measures required</b>  <ul style="list-style-type: none"> <li>Any incidents occurring</li> <li>Any increase in numbers self-isolating reported</li> <li>Any situations where preparedness is called into question or if Government guidance in relation to operation of Universities is changed.</li> </ul> <p>This document is intended as a dynamic risk assessment identifying the measures needed to re-open, reflecting both the situation and guidance current at the time of writing produced by HM Government. It will be reviewed in the light of changes to published instructions and any changes to the R-rate, which may affect the risk ratings.</p> <p>At the time of writing, the requirements specified here are known and being actioned – orders may not have arrived or equipment may not have yet been installed, reflecting the dynamic nature of the assessment.</p>		
<b>Description of Activity/ Premises</b>	<b>Hazards</b> State whether Staff, Contractors or Public may be affected	<b>Overall risk <u>before</u> control measures applied</b>	<b><u>Control measures required</u></b>	<b>In place? (Y/N)</b>	<b>Overall Residual Risk</b>	<b><u>A</u>dequate or <u>I</u>nadequate</b>	<b>Comments or actions assigned</b>
Re-opening the University buildings for teaching following lockdown.	Staff, Students, contractors and visitors likely to be affected.  The Covid-19 virus passing between either a) students, b) members of staff, c) Contractors regularly on site, eg catering, transport providers d) visitors or suppliers	Medium	<b>General:</b> The University will continue to support all Government policies and stipulations for safety. A new post Covid-19 induction package (being finalised) to be sent to all students and members of staff explaining the need for:  <ul style="list-style-type: none"> <li>Good hygiene practice</li> <li>Social distancing and one-way systems</li> </ul>	N	Medium	Inadequate	Induction materials and checklists available: distribution to those areas and those entering the premises to be completed.

		<ul style="list-style-type: none"> <li>Monitoring arrangements</li> <li>Support arrangements</li> <li>Who shouldn't come onto site</li> </ul> <p>and why we need to take some of the measures now being introduced. The new induction package to provide information as to how and where to raise any concerns.</p> <p>Requirement to wash / sanitise hands frequently to be posted at all entrances, on intranet sites, on the KU App and in WCs</p> <p>Cleaning and sanitizing regime in place by facilities management company</p> <p>Hand sanitizer supplied to key areas such as reception desks and student offices</p> <p><b>Circulation spaces</b> to have signage and processes in place for maintaining social distancing – ie, floor markings, one-way systems or other circulation changes, spacing markings for queues and introducing limits on the numbers who can be present in buildings, lifts, refectories and waiting in corridors. Some areas may need to remain closed and/or have the numbers admitted reduced. Some fire doors to be held open electronically where safe to do so.</p> <p><b>Public-facing areas</b> adapted for safety, eg floor markings, one-way systems, installing screens at all desks where interaction takes place - reception desks, student offices, Library enquiry desks, Halls Offices, Union of Kingston Students to protect the staff from any infected droplets in the environment.</p> <p><b>Offices</b> to have appropriate capacity to reflect the need to maintain social distancing: work that can be undertaken at home should continue to be, staff sharing offices to work out rotas or extended hours</p>	Y	Low	Adequate	KUSCO / contractors to address before re-opening
			Y	Low	Adequate	
			Y	Low	Adequate	Now in place in buildings re-opening first and being installed in others on a priority basis.
			Y	Medium	Adequate	
			Y	Medium	Adequate	Now in place in buildings re-opening first and being installed in others on a priority basis.
			Y	Medium	Adequate	Plans showing capacities of offices and instructions as to which staff should return and which should be invited to return are now issued. The

			<p>for attendance and use of the facility. Desks to be re-arranged (spaces between them to be increased or separating screens added) and equipment such as keyboards not to be shared without prior sanitization. Office cleaning regime to be increased in frequency and coverage and a clear desk policy introduced to facilitate improved cleaning of the hard surfaces.</p> <p><b>Lecture Theatres</b> to be re-designed to reflect social distancing requirements: this is likely to see significantly reduced capacity introduced as a temporary measure, allowing the use of approximately one seat in either four or eight, depending on layout, and arrangements determined and publicised as to how to fill and empty lecture theatres to maintain social distancing. This includes queuing arrangements in corridors. Greater use made of remote feeds for lectures, thereby reducing the need for students to be on site to attend for lectures to be introduced.</p> <p><b>Laboratories</b> to be laid out to reflect social distancing: Laboratories with fume cupboards are considered sufficiently spaced already, but others may need to spread students out along workbenches or move equipment. Work involving microscopes to be planned to prevent close eye contact to eyepieces – eg projected images. Lab coats to be personal as far as practical, and stored accordingly. Locker locations to be reviewed to maintain social distancing when collecting or depositing items.</p> <p><b>Study areas:</b> to be re-designed to reflect social distancing requirements: this is likely to see desks either spaced further apart, taped off, signage prohibiting usage added or terminals removed / taken out of use. Seats may otherwise be removed rather than forcing people to work individually. Areas to be cleaned and sanitized before</p>	Y	Medium	Adequate	<p>requirement for local risk assessments to show how the central guidance will be adapted has been issued, local managers are therefore co-ordinating how they will ensure only a reduced number of staff to maintain social distancing return initially.</p> <p>Capacities of lecture theatres based on social distancing requirements have been calculated. Teaching Block 1 lectures will be a mixture of on-line lectures and small sessions to allow social distancing to operate. Ways to seat those using lecture theatres and allow them to leave safely are being finalised.</p> <p>Faculties concerned to be asked to advise and assess laboratory areas, and to establish specific practices for microscopes and other areas which involve close use. Capacities have been calculated, signage, etc is yet to be installed.</p> <p>KUSCO to space out lockers before re-opening</p> <p>Installed in the areas opening first, eg Town House.</p>
				N	Medium	Inadequate	
				N	Medium	Inadequate	
				Y	Medium	Adequate	
				Y	Medium	Adequate	

		<p>opening each morning.</p> <p><b>KUSCO Vehicles:</b> Instructed for these to be made single occupancy wherever possible, supplied with tissues and wipes for the controls and external touch points such as door handles and charging points. No personal items to be left in vehicles.</p> <p><b>Libraries:</b> as with lecture theatres and study areas, measures to introduce the social distancing assessed introduced are needed through marking and signage. Hand sanitizing facilities to be available on entering, numbers allowed in to be controlled to reflect reduced desk capacity, hours to be altered and a flexible approach requested to allow overnight closure and travel outside of “rush” hours for staff and facility users. One-way routes into and out of the buildings to be introduced, any queuing outside to be in line with the social distancing requirement. Enquiry desks to have screens installed, the number of printers to be reduced to accommodate social distancing requirement between printers and disposable gloves provided for those operating MFDs or collecting / returning loan laptops (if available). Wipes provided for those using fixed keyboards with the onus put on the user to wipe them before use. All libraries to operate on a cashless basis. Returned books to be quarantined for 72 hours before re-shelving using the specified book handling procedure Areas to be cleaned and sanitized before opening each morning.</p> <p><b>Studios:</b> Any desks to be spaced out to allow for social distancing and capacities of rooms reviewed to ensure social distancing can be maintained given non-desk based activities. Hand sanitizing facilities to be provided at building entrances. Areas to be</p>	Y	Medium	Adequate	Installed in the areas opening first, eg Town House.
			Y	Medium	Adequate	Installed in the areas opening first, eg Town House.
			N	Medium	Inadequate	Physical space and Estate group to address before re-opening
			N	Medium	Inadequate	

		<p>cleaned and sanitized before opening each morning.</p> <p>Dance studios (where forced exhalation is likely to be involved) to be treated in the same way as gyms, remaining closed at the time of writing.</p> <p><b>Catering facilities:</b> To be reviewed to ensure social distancing can be preserved: hand sanitizing facilities to be available on entering, numbers allowed in to be controlled to reflect reduced seating availability, one-way routes into and out of the buildings to be introduced, any queuing outside to be in line with social distancing requirements. "Grab and go" / click and collect may be introduced. Tills to be adjusted according to operator's specifications – may be cashless and involve screens. Increased frequency of cleaning hard surfaces to be introduced. Areas to be cleaned and sanitized before opening each morning. Local tea points and staff facilities to be open, but subject to the enhanced cleaning regime detailed.</p> <p><b>Pressure systems:</b> All to be checked by a competent person and certified as working correctly prior to re-use.</p> <p><b>Workshop equipment:</b> All to be checked by a competent person and certified as working correctly prior to re-use. Virucidal wipes to be provided for use before touching the control surfaces. Areas to be cleaned and sanitized before opening each morning.</p> <p><b>Laboratory Equipment:</b> as with workshop equipment, all to be checked by a competent person and certified as working correctly prior to re-use. Virucidal wipes to be provided for use before touching control surfaces on items used by more than one person. Areas to be cleaned and sanitized</p>	N	Medium	Inadequate	<p>Physical space and Estate group to address before re-opening when permitted.</p> <p>Physical space and Estate group to address before re-opening</p> <p>KUSCO to address with Elior before re-opening</p>
			N	Medium	Inadequate	
			N	Medium	Inadequate	<p>KUSCO to address before re-opening</p> <p>KUSCO to address before re-opening</p>
			N	Medium	Inadequate	<p>Faculty Deans and Directors of function to address before opening. Wipes are available.</p> <p>All events organisers to consider</p>

			<p>before opening each morning.</p> <p><b>Events:</b> events to be considered for practicality while social distancing remains a government requirement: transportation in typical coaches or mini-buses may not be practical for numbers, and although meeting at locations in the UK having travelled independently (observing any requirements for wearing face coverings on public transport) may allow some visits to go ahead, restrictions on numbers entering buildings or any special restrictions introduced as a result of the pandemic need to be discussed with the operators before confirming the arrangements. The measures needed should be reflected in the trip-specific risk assessment carried out by the organiser as required by the University safety policy.</p> <p><b>Travelling to / from or around the University:</b> The University provides a bus service through a contract: Staff and students using this service will be asked to follow the guidance provided by the bus service operators, likely to require face covering and social distancing at least in the short term, reducing bus capacity. Face coverings to be available on request, ideally at the proposed “help points”.</p> <p>For travel to the University, parking is available on all sites but demand may outstrip supply on at least two sites. Travel to University premises should be limited to essential staff, who will need to consider their own safety arrangements. If using the University bus service, face coverings and social distancing are likely to be required.</p> <p><b>WCs:</b> Increased cleaning regime, concentrating on touch points, such as handles, taps and any controls to be introduced.</p>	N	Medium	Inadequate	<p>as part of their risk assessment for the specific event.</p> <p>To be addressed in “re-induction” arrangements and in comms before re-opening, action on those travelling to ensure they can do so safely.</p>
				Y	Medium	Adequate	<p>Cleaning regime now stated, operational in Services Building (only building currently open) and will be operational as required in other buildings as they re-open.</p>
				N	Medium	Inadequate	<p>To be discussed at the Physical space and Estate group 13/7/20</p>

			<p>A separate point under consideration is whether or not to switch to paper towels instead of electric hand dryers.</p>	Y	Medium	Adequate	Seething Wells & 75PR have screens, Kingston Hill have distance barriers in place.
			<p><b>Halls of residence:</b> Halls Managers Offices to be fitted with screens to protect both staff and students. Limited numbers to be allowed into the office at any one time to maintain social distancing requirements. Areas to be cleaned and sanitized before opening each morning. Two of the main halls may be operated under contract when re-opening is allowed.</p>	Y	Medium	Adequate	First spaces to open (eg Town House) have the markings in place, others will be installed as buildings open.
			<p><b>Social spaces:</b> All social spaces to carry social distancing marks and be subject to observation by security: students are adults and can only be advised on behaviours: please see item 1 on this list of additional control measures.</p>	Y	Low	Adequate	
			<p><b>Lifts:</b> All lifts to have been subject to the inspection, checking and certification before the buildings are re-opened.</p> <p>Signs advocating lifts are for those not able to walk. Face coverings mandatory for those using lifts, available from help points. Most lifts reduced to single-person occupancy. Lifts to have floor markings indicating how many can be accommodated in the car and where they should be standing given the requirement for social distancing. Areas to be cleaned and sanitized before opening each morning. Lift furniture (buttons) to be subject to enhanced cleaning regimes throughout the day.</p>	Y	Medium	Adequate	First spaces to open (eg Town House) have the markings in place, others will be installed as buildings open.
			<p><b>Workshops:</b> as with laboratories, these need to be laid out allowing for social distancing requirements at all times. Numbers admitted into the KSA 3D Workshops to be limited to ensure that social distancing can be maintained. Floor markings introduced to help space out</p>	N	Medium	Inadequate	Capacities have been calculated, signage and facilities needed (eg wipes) have been procured: these remain to be installed.

			<p>queues. Improved cleanliness of machine controls (virucidal wipes) to be provided at central points for those intending to operate machines or equipment to be able to wipe down control surfaces before use, with onus on the user. Aprons to be personal issue and stored accordingly.</p> <p>Locker locations reviewed to maintain social distancing. Protective gloves to be available for use for any staff/students intending to use same. Instruction to be provided about the correct use, wearing and safe disposal of all PPE, including it not being worn outside lab/workshop setting.</p> <p><b>Faith and Spirituality spaces:</b> Signage to encourage all users to maintain social distancing while praying, and number limits in faith spaces to be affixed outside the rooms in question.</p> <p>WUDU facilities to be subject to enhanced cleaning regime.</p> <p>Approach Faith advisor to inquire about any ways to improve the hygiene of ritual cleaning areas.</p>	N	Medium	Inadequate	<p>KUSCO to address before re-opening</p> <p>KUSCO to instruct the enhanced cleaning regime be followed before reopening. Signage to be supplied by Estates and installed by contractors, not in place as at 7/7/20.</p>
The buildings services and facilities not being ready to re-open	<p>Staff, Students, contractors and visitors likely to be affected.</p> <p>Building systems not compliant for safety.</p>	Medium	<p><b>Fire Alarms</b> All fire alarms and associated reporting systems to have been checked prior to buildings re-opening (note: fire alarm systems have been maintained throughout the "lockdown" period and all alarms in Halls of Residence have been subject to weekly testing)</p> <p><b>Emergency Lighting:</b> Emergency lighting to be subject to full discharge tests and 24</p>	Y	Low	Adequate	<p>Facilities management company has organised regular flushing of water systems during the lockdown</p> <p>Basic maintenance response has been in place throughout the lockdown period</p> <p>Some maintenance tasks (observing social distancing) have also taken place</p>
				Y	Low	Adequate	

			<p>hour charging period subsequently and certification of correct operation before buildings are re-opened.</p> <p><b>Ventilation systems:</b> all mechanical systems checked, serviced or flow rates increased to ensure all are working efficiently to provide the level of extraction recommended by CIBSE.</p>	Y	Low	Adequate	Ventilation systems have been surveyed: some systems have now been upgraded, on others, remedial action is commissioned and being completed.
With the increased emphasis on continuing to work at home, musculo-skeletal injury or work-related upper limb disorder from home workstations	<p>Staff likely to be affected.</p> <p>Pain, discomfort, Musculo-skeletal problems or work-related upper limb disorders</p>	Medium	<p>Comprehensive guidance available (from the staff intranet site) for employees. A self-assessment system is available from <a href="#">StaffSpace</a> on request for assignment of the module.</p> <p>Arrangements have been made for staff to collect chairs, screens and docking stations from University premises in response to requests where possible.</p> <p>Line managers have discretion over the possible purchase of additional equipment if there is no alternative in order to prevent discomfort while working</p> <p>Much of the typical workload undertaken at this time of year (examinations, markings, assessment boards) has been either stopped or significantly reduced.</p> <p>Questionnaires issued to all staff to determine whether or not they are comfortable in their working arrangements where applicable, and if not, a process in place to follow up and assess their individual requirements</p>	Y	Low	Adequate	Survey sent out in June: results are being analysed.
			<p>Arrangements have been made for staff to collect chairs, screens and docking stations from University premises in response to requests where possible.</p>	Y	Low	Adequate	
			<p>Line managers have discretion over the possible purchase of additional equipment if there is no alternative in order to prevent discomfort while working</p>	Y	Low	Adequate	
			<p>Much of the typical workload undertaken at this time of year (examinations, markings, assessment boards) has been either stopped or significantly reduced.</p>	Y	Low	Adequate	
			<p>Questionnaires issued to all staff to determine whether or not they are comfortable in their working arrangements where applicable, and if not, a process in place to follow up and assess their individual requirements</p>	N	Medium	Inadequate	
Anxiety, stress, feelings of isolation or other mental health concerns as a result of the situation with the Covid-19 virus	<p>Staff likely to be affected.</p> <p>Anxiety, concern or work-related stress</p>	Medium	<p>Staff to have access to support and counselling services 24/7. (Provided through an <a href="#">Employee Assistance Programme</a>)</p> <p>Guidance and support available during lockdown and how such services are accessed (summarised and made available from <a href="#">StaffSpace</a>)</p>	Y	Low	Adequate	
			<p>Guidance and support available during lockdown and how such services are accessed (summarised and made available from <a href="#">StaffSpace</a>)</p>	Y	Low	Adequate	

			<p>A central notification point to be available to all staff and students, checked daily, to which staff and students may raise any concerns ("<a href="#">alert</a>" Email address provides this function</p> <p>Staff and students to continue to receive updates on the current situation and any changes in status for the University on the situation with the Pandemic.</p> <p>Mental health <a href="#">support packages</a> are available and enhancements have been promulgated during the lockdown</p> <p>A help point staffed by individuals fully briefed on all support packages, processes and facilities available, with PPE available for distribution, sited on each major campus, initially for (4) weeks once re-opened, to see what demand for help is like.</p>	Y	Low	Adequate	Request made to the People task and finish group for the creation of these points, possibly staff be OH contractors (or final year medical students?)
				Y	Low	Adequate	
				Y	Low	Adequate	
				N	Medium	Inadequate	
Individuals with concerns for their own safety based on their personal circumstances – this could be susceptibility to the virus given their medical history, pre-existing medical conditions, being a member of a group known to be at higher risk or being advised to shield or self-isolate.	Staff likely to be affected. Anxiety, fear, concern or work-related stress	Medium	<p>All staff surveyed to ascertain any concerns about returning.</p> <p>Any staff declaring a medical condition to have their declaration treated in accordance with GDPR and the process for assessment established.</p> <p>Any Individual member of staff's wishes for non-attendance to be considered according to the processes established in response to the Covid-19 situation.</p> <p>A process for investigating declarations to be established: Medical advice may need to be sought for measures needed if the member of staff's condition needs to be investigated in respect of susceptibility the Covid-19</p>	N	Medium	Inadequate	People task and finish group are designing questionnaires for distribution and creating flowcharts for resolution of the issues in conjunction with the Line Manager.