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Document Ref.	Health and Safety Plan for re-opening

Health and Safety Plan for reopening.

Kingston University is committed to safeguarding the health, safety and wellbeing of its students, staff, contractors and visitors. This plan is informed by both Government and Public Health England guidance, the Covid-Secure campus re-opening risk assessment, information from HSE, OfS, UUK and other professional bodies and networks such as IOSH, IIRSM and HEBCoN.

The current situation is outlined in the following table.

Current situation – lockdown	Phased re-opening, expected from mid-July	Fully open, no date yet known
Teaching suspended or possible only by on-line delivery methods.	Specified buildings only to re-open for postgraduate studies, research and preparation for the new academic year in the initial phase.	Buildings re-opened, subject to any Government stipulations on social distancing, maximum numbers permitted in gatherings and in compliance with protective equipment measures.
All staff able to work at home asked to do so.	Some buildings will be open subject to social distancing requirements: this will reduce the capacity of offices, lecture theatres, laboratories and workshops. Those able to work at home will be asked to either continue to do so or to make local arrangements through their Line Managers with regards to their return to campus. This may be through alternating the days or weeks they are on-site, split shifts or alternative office space.	Offices and teaching facilities opened, working at home where possible encouraged where appropriate and facilitated by equipment provided by the University.
All buildings closed apart from essential or preventive maintenance, security checks and construction work - subject to a	Specified buildings will be open, but subject to restrictions on the total numbers allowed to enter the buildings in order to maintain	All buildings open, subject to any revised calculations of reduced capacity based on social distancing requirements.

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satisfactory individual risk assessment showing how the hazard from Covid-19 will be managed.	social distancing. Some facilities will be closed, others, e.g. WCs and lifts will have reduced capacity in order to maintain social distancing. Enhanced cleaning and sanitisation will be provided.	
Halls of Residence open, social distancing required.	Halls of Residence will be open for international students, summer schools. All other uses having been cancelled for summer 2020.	Halls of Residence open, all occupants of a flat considered a household for social purposes.

Key components supporting re-opening:

1. Phased re-opening of facilities across the estate
2. Enhanced cleaning and sanitisation regime
3. Supporting Government requirements for social distancing in all University facilities
4. "Re-induction" of all staff and students coming onto the University premises
5. Monitoring of any reported cases of students, staff or regular contractors needing to self-isolate or reporting contracting the Covid-19 virus
6. Plans for responding to any reported cases of students or other users of the Halls of residence report symptoms of the virus or needing to self-isolate while staying in halls
7. Plans for responding to any situations where students or staff may have symptoms whilst in a University building
8. Alterations to transport around and travel to/from the University and encouragement of use of personal vehicles to and from the workplace
9. Alterations to arrangements for events
10. Alterations to arrangements for visitors
11. Communication strategy
12. Hygiene and use of personal protective equipment (PPE)

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1. Phased re-opening of facilities across the estate – safety plan	
Measures to be taken	Responsibilities
<p>Buildings opened where deemed essential for restoring facilities for students and where it is assessed that the building can be operated safely</p> <p>Measures likely to be taken will include:</p> <p>Restricting numbers allowed into buildings in order to maintain numbers assessed as safe to maintain social distancing requirements</p> <p>Increased (temporary) signage indicating required behaviours</p> <p>Restricted doors for access</p> <p>One-way systems to support social distancing measures</p> <p>Hand sanitiser provided at building entrances</p> <p>Screens around areas where there is constant interaction –e.g. reception desks, help desks, student offices</p> <p>Enhanced cleaning regime</p> <p>Reduced number of touch points – fire doors held open on sound-activated closers</p>	<p>Estates to calculate numbers, KUSCO to provide means to count those entering / leaving and enforce maximums</p> <p>Estates to procure appropriate signage, contractors to install and maintain</p> <p>Security to ensure routes to final exits are available and signed should an emergency situation occur</p> <p>KUSCO will co-ordinate supply and maintain provision of hand sanitiser stations and supplies of disinfectant wipes for keyboards, etc.</p> <p>Physical space and estate group to arrange to procure screens, KUSCO to install and maintain screens</p> <p>KUSCO to provide enhanced cleaning regime</p> <p>Estates to procure sound-activated holders and nominate doors on which they will be installed.</p>

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Equipment, such as keyboards, not to be shared. In the case of open-access computers in libraries, the user is responsible for wiping any surface before use using disinfectant wipes expected to be available from all typical use points.

2. Enhanced cleaning and sanitisation regime – Safety plan

Measures to be taken	Responsibilities
Daily cleaning of offices between 05.30 – 08.00hrs	KUSCO to organise cleaning to rota agreed with the Physical space and estate group
Use of specific cleaning compounds aimed at controlling the spread of the Covid-19 virus	KUSCO to procure and maintain supplies of “virakill” in liquid form and to apply to surfaces according to manufacturer’s instruction for best effect
Provision of hand sanitising stations at building entrances and at key points in buildings	The agreed sanitiser dispensers to be deployed according to the plan overseen by the physical space and estates group. KUSCO to check and refill all dispensers as needed.
Cleaning of principle “touch points” throughout the day	KUSCO to provide additional cleaning resources to allow for additional cleaning of the main “touch points” throughout the day
Use of a sanitising spray in offices, laboratories (where considered safe) circulation areas and WCs.	KUSCO to procure, train staff to use and deploy sanitising spray.

3. Supporting Government requirements for social distancing in all University facilities – safety plan

Measures to be taken	Responsibilities
All buildings to have a calculation of maximum occupancy	Estates to calculate maximum capacities of buildings and rooms
Counters, whether electronic or operated by staff required to ensure compliance with the maximum allowed in the building at any one time.	KUSCO to staff to count numbers using the buildings to ensure that maximum numbers assessed are not breached

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<p>“Queue lines” and temporary signage to be installed to indicate the spacing required under current social distancing: special attention paid to areas where less structured queues form – locker areas, changing areas and any typically used social spaces</p> <p>One-way systems and dedicated entry and exit points / routes to be identified and signed for easy identification.</p>	<p>Estates to procure signage and to design the scheme and routes to be identified by the additional signage being installed</p> <p>KUSCO to reduce or spread out locker areas, Estates to provide poster campaigns to highlight the need for distancing while using locker banks</p> <p>Estates and KUSCO to identify the most suitable building entry and exit points to allow one-way systems to be introduced.</p>
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4. “Re-induction” of all staff and students coming onto the University premises – safety plan	
Measures to be taken	Responsibilities
<p>Accessible materials setting out the “new” expected behaviours in respect of self-isolating if showing any symptoms, social distancing, queueing, reduced capacity of buildings, the need for good hygiene practice, to be made available through a variety of media outlets – typically StaffSpace, MyKingston and the KU App, highlighting KU’s commitment to ensuring the safety of all site users.</p> <p>A checklist to be available to managers covering all aspects of members of staff returning to work on any site addressing expected behaviours to be observed to maintain everyone’s safety and the location of and how to access all support services and functions needed while in the reopening phase.</p>	<p>Agreed by the “People” task and finish group, health and safety and HR to collaborate on the finished materials to be used and distributed, covering students, staff and contractors.</p> <p>HR to draft and agree with the people task and finish group the coverage and content of the checklist used.</p>

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5. Monitoring of any reported cases of students, staff or regular contractors needing to self-isolate or reporting contracting the Covid-19 virus – safety plan	
Measures to be taken	Responsibilities
<p>The existing alert@kingston.ac.uk mailbox created to allow students and staff a single point to report any situations involving self-isolation or a confirmed case of the virus to be retained and promoted as the single reporting point used by all areas of the University.</p> <p>The reporting point to be used to support any “track and trace” activities undertaken by the NHS involving University students or staff.</p>	<p>H&S to continue to monitor any new cases of self-isolation, identify any “hotspots” and report to the appropriate SLT lead through any co-ordination group retained to manage the re-opening of the University.</p>

6. Plans for responding to any reported cases of students (or other users of the Halls of residence) reporting symptoms of the virus or needing to self-isolate while staying in halls – safety plan	
Measures to be taken	Responsibilities
<p>Protocols to be established and agreed with all halls managers needing to be followed in the event of a resident needing to self-isolate or reporting having contracted the virus and needing to remain in halls.</p> <p>The protocol is likely to include;</p> <p>How self-isolation is to be operated</p> <p>Agreed communication processes – how, and in what circumstances any other residents are informed of someone needing to self-isolate in a flat or a block</p>	<p>KUSCO Halls Management to draft the protocols covering;</p> <ul style="list-style-type: none"> • Definition of self-isolation while staying in halls • How it is to be achieved • What behaviours are expected of anyone needing to self-isolate in a hall, and any behaviours expected from other residents of the same property • What support will be provided and how it will be accessed

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<p>Protocols for communications with parents of anyone needing to self-isolate or suffering from the virus</p> <p>Support arrangements needed for anyone infected with the virus including provision of food and medicine</p> <p>Protocols for protecting staff needing to access the flat where there may be a case of Covid-19 – circumstances in which they may need to enter the premises, protective equipment required and its location should it be necessary</p> <p>Any enhanced cleaning provision or support required (e.g. sanitisation of the common part or any communal areas)</p>	<ul style="list-style-type: none"> • How everything reasonably practical will be done to keep everyone involved safe <p>The finished protocol to be agreed with the Physical space task and finish group</p>
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7. Plans for responding to any situations where students or staff may have symptoms while in a University building – safety plan	
Measures to be taken	Responsibilities
<p>A plan for responding to anyone reporting that they have symptoms of the Covid-19 virus while being present on University premises to be used in conjunction with the KU Infectious Disease Plan. The plan will cover:</p> <p>First response measures: who is advised, who is asked to attend, what protection they should use, where it is available from and where the patient should be taken or directed to.</p> <p>What measures should be taken by (or for) anyone coming into contact with an infected person</p>	<p>Health and Safety to draft the plan and agree the content with the Estates task and finish group, setting out:</p> <p>Security response protocols in response to receiving notification of an emergency situation on the 66666 emergency line</p> <p>First aider response and briefing in the event of a case on site, including security staff</p> <p>Availability of protective equipment</p> <p>Location, access to and use of first aid rooms and their subsequent cleaning and sanitisation</p>

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<p>How any building, or part of a building, should be isolated in response to someone suspected of being infected with the Covid-19 virus having been present in it.</p> <p>The response required (e.g. cleaning and sanitisation) in response to anyone known, or suspected to have had, the Covid-19 virus and having been present in a University building</p> <p>Communication protocols covering the closure and sanitisation of any part of the building</p>	<p>Isolation of a building or part of a building: how it is to be achieved support and materials available and their location, including what response is to be made (and how) outside normal working hours</p> <p>How any situation occurring on University premises is to be treated, who informed and the chain of command to be followed</p> <p>In what circumstances access can be allowed back into an area closed in response to a case of, or suspected case, of Covid-19 infection</p> <p>(The on-site enquiry points requested to be installed on each main campus site to be the initial response and co-ordination point for any case reported.</p>
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8. Alterations to transport around and travel to/from the University – safety plan	
Measures to be taken	Responsibilities
<p>Contained within the “re induction” material for students and staff the alterations to travel arrangements expected in response to the re-opening of University premises. This is likely to cover:</p> <p>Travel to and from the University: if using public transport, avoiding the use of peak times to travel on public transport</p> <p>Means of transport and arrangements for parking while on site Protocols for use of the University inter-site bus service: the use of face coverings, queueing for services, social distancing while travelling on the bus.</p>	<p>KUSCO Commercial services to devise and develop a protocol explaining the changes and expectations of the bus service operator for those using the service while in the reopening phase: this protocol is likely to cover:</p> <ul style="list-style-type: none"> • Capacity of buses while in the re-opening phase • Social distancing while using the inter-site bus service • Protective equipment to be used while using the inter-site bus service • Communication of the requirements and how they will be enforced.

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9. Alterations to arrangements for events – safety plan	
Measures to be taken	Responsibilities
<p>A protocol showing what type of events can be held on University premises, and if being held off-site, what arrangements organisers arranging events under University auspices need to follow: this is likely to cover:</p> <p>Approval of events to be held on University premises: how an event proposed will be approved and by who and in what circumstances Events to be held online wherever possible, until social distancing requirements are either relaxed or removed</p> <p>Social distancing requirements to be observed at any event held</p>	<p>Agree with the physical space and estate group and publish the protocols to be followed in response to anyone proposing to hold an event on University premises. This is likely to be cross-referenced to the re-induction material and cover:</p> <p>Stringent approval processes for any event being held on University premises</p> <p>The need to observe social distancing in all situations</p> <p>The undesirability of holding social events on University premises, particularly in halls, while the threat of the virus being transmitted and the requirement for social distancing exists</p> <p>What emergency arrangements are to be followed in the event of anyone attending an event on site should report symptoms of the Covid-19 virus</p>

10. Alterations to arrangements for visitors – safety plan	
Measures to be taken	Responsibilities
<p>A requirement, contained in the “re-induction” materials, stating that visitors to site are to be discouraged from attending in person while social distancing requirements exist</p>	<p>Health and safety to initiate and agree with the People task and finish group the statement that visitors should be encouraged to make use of the online facilities while in the re-opening phase.</p>

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11. Communication arrangements – safety plan	
Measures to be taken	Responsibilities
<p>All communications to continue to be co-ordinated centrally to ensure consistency of messaging</p> <p>A variety of communication methods and channels to be used, encouraging the involvement of Heads of Departments and Line Managers to cascade briefings</p> <p>A proposal to the people task and finish group to establish a central “help point” on each major campus to provide assistance, support, information and guidance.</p>	<p>Task and finish groups to inform communications in respect of the re-opening phase. Communications to then be signed off by the Oversight Group.</p> <p>Communications published to include:</p> <p>Which buildings will be the first to re-open</p> <p>Who will be invited to attend in the first tranche of opening</p> <p>What capacity each building will have</p> <p>What courses will re-start first</p> <p>Identify what facilities will be open and how the booking system will operate.</p>

12. Hygiene and use of personal protective equipment (PPE) – safety plan	
Measures to be taken	Responsibilities
<p>Hygiene, hand washing and sanitisation of touch points to be recognised as a key measure to be taken to prevent the spread of the virus and encouraged amongst all students, staff, contractors and visitors.</p>	<p>Physical space and estates group to procure and site appropriate hand sanitising stations in the entrances to all major buildings: KUSCO to check and fill all sanitising points continually.</p> <p>People task and finish group to oversee emphasising in the “re-induction” materials published the importance of good hygiene</p>

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Personal Protective Equipment (PPE) - gloves, visors, respirators, e.g. to be recognised as the “last line of defence” to control the spread of the Covid-19 virus

A Government stipulation is that equipment should not be shared: in the case of PPE this may apply to items such as face shields and lab coats, which need to remain as a personal item in order to minimise the likelihood of the Covid-19 virus spreading

A supply of PPE to be available to those who need it: this will be groups of staff including:

- Academic staff
- Security
- Campus and halls support
- Library
- Halls
- Technical staff

In this case, the PPE required is likely to be needed for normal work in respect of cleaning and sanitisation, but also in case of response to emergency situations where students or staff may have reported suffering, (or suspected to be suffering) from Covid-19 symptoms either in halls or other University buildings and staff in these groups may be involved in the initial response to the situation

“Normal” PPE supplies needed for uses including laboratory work, which may have been donated during the peak of the Pandemic will need to be available for any practical work being undertaken in laboratories or workshops.

practice – hand sanitising on entering buildings, regular hand washing and not sharing equipment in order to minimise transmission of the Covid-19 virus

KUSCO to train staff in the use of, acquire and maintain supplies of:

Hand sanitiser

Nitrile gloves

Respirators: both face coverings and FFP3 specification items to be used in response to emergency situations

Faculties to acquire PPE required for laboratory and workshop tasks and not to re-start teaching needing them until adequate supplies are on-site and available for use.

Disinfectant wipes (while not PPE, part of the hygiene requirements)