

COVID-19 BUILDING RISK ASSESSMENT – SOUTHGATE HOUSE (OFFICE AREAS).

Covid-19 is a new viral illness that can affect your lungs and airways. Symptoms vary and can be mild, moderate, severe or fatal.

This is a COVID-19 secure building risk assessment for Southgate House for dealing with the current Covid-19 situation in the workplace. Using the principles identified in the Cardiff University [Organisational COVID-19 risk assessment](#), this assessment highlights the hazards linked to COVID in this building and identifies local appropriate control measures to ensure, as far as practicable, a COVID-secure workplace is maintained.

This assessment is supported by the overarching '**Building Reoccupation Proposal for Social Distancing**' document which set out operational detail.

A schematic representation of the management of the movement of people per floor of Southgate House can be found in [Appendix 1. \(Internal access routes\)](#)

The Building re-occupation Proposal for Social distancing can be found in [Appendix 2.](#)

What are the hazards?	Who might be harmed	Controls Required	Additional Controls	Action by who?	Action by when?	Done
<p>Contraction and spread of Covid-19 Coronavirus.</p> <p>Staff health and wellbeing related issues associated with working remotely.</p>	<p>Staff, students, visitors.</p>	<p>The following sections outline the current controls.</p>	<p>The following sections outline additional controls.</p>			
Control of building access and movement of people						
	<p>Staff, students, visitors.</p>	<p>Buildings are secured by traditional locks which require a key or have electronic access control (PAC) in place which is managed by Security-</p> <p>Access requests are managed by the Department.</p> <ul style="list-style-type: none"> • Core hours: All staff must use the designated entry and exit points. • Entry - Southgate House single door beside Reception with access from rear staff carpark. Alternative entrance available to pedestrians via single door beside security office at opposite end of Southgate House. Staff working on the 2nd Floor of Southgate House are encouraged to use the latter when entering to reduce the traffic flow in the ground and first floors. • Exit - Southgate House single door beside Reception with access from rear staff carpark. Alternative exit available to pedestrians via single door beside security office at opposite 	<p>Local management to ensure that staff, students and visitors receive a building induction covering related significant risk, and understand the necessary critical/building-specific control measures.</p>			

		<p>end of Southgate House. Staff working on the 2nd Floor of Southgate House are encouraged to use the latter when exiting to reduce the traffic flow in the ground and first floors.</p> <ul style="list-style-type: none"> • Other times: Out of hours/periods of minimal occupation use the same entry and exit points as detailed above. • Sanitising gel will be available for use upon entry. • The building is alarmed between 18.00-06.00 Monday-Friday and all weekend. Staff should only enter outside of these times when approved by line manager or if attending as designated staff member via the “on-call rota”. • Internal doors may be removed or held open only when formally identified through fire risk assessment process, and only where safe to do so. • All occupants to display their University ID card. • NB: Children not allowed into University buildings. 				
Physical distancing in the workplace – Cleaning and hygiene						
	Staff	<ul style="list-style-type: none"> • For building security reasons, Cleaning staff will be on site between 06.00-09.00 Monday to Friday. Staff should give way to Cleaning staff to enable them to conduct their duties. • Touch points and heavily used areas will be prioritised for repeat cleaning. • Toilets/kitchenettes will close for short periods during working hours for additional cleans to be carried out. • Sanitising stations will be provided at entrances and key areas <ul style="list-style-type: none"> ○ Disinfectant spray and paper towels will be replenished locally for the purposes of sanitising shared workspaces, kitchens, and communal equipment. Separate waste bins have been made available for the disposal of paper towels. • Specific risk assessments and protocols for cleaning processes in place. • Where it is not possible for cleaning staff to clean shared/hot desks between uses, cleaning will be carried out locally. 	<p>COVID-19 building risk assessments communicated / available to all occupants.</p> <p>Work groups to draft task specific risk assessment taking account of, and in support of, the building risk assessment.</p> <p>Staff to be reminded through briefings and posters of the importance of physical distancing both in the workplace and outside of it.</p> <p>Management checks to ensure the above controls are adhered to.</p> <p>Statutory maintenance requirements identified for each building. Task specific risk assessments drafted and communicated.</p>			

	<ul style="list-style-type: none"> • Maximum occupancy limits for offices, other work areas and refectories established and publicised. • Where face to face meetings cannot be avoided, consideration should be given to them being held outdoors with appropriate physical distancing in place. Where this is not possible meetings should be held in well ventilated rooms. The number of staff physically present will be limited to essential members only. 				
Physical distancing in the workplace – Defined routes/ lift access					
Staff, students, visitors	<ul style="list-style-type: none"> • Signage in buildings placed at strategic points reminding of two metre social-distancing requirement. • In corridors where queues are likely to form (e.g. outside kitchen areas, toilets etc.), floors will be marked at two-metre intervals. • All occupants to follow new route signs stipulating up, down, Keep Left, etc. (please see 'Appendix 2 - Building Reoccupation Proposal for Social Distancing'). • Staff with accessibility requirements should contact their line manager about suitable working arrangements ahead of return and discuss updating their Personal Emergency Evacuation Plan (PEEP). 	Estates mark out the travel routes throughout the buildings and put up information posters.			
Offices					
Staff, students	<ul style="list-style-type: none"> • Local task-based risk assessments reviewed in line with current government guidance and sector good practice. • Face coverings are a mandatory requirement when moving through and around the building, removal is optional when sat at your workstation, desk, or bench where 2m social distancing cannot be achieved. • Windows can be opened for additional ventilation. • Where office space is shared, staff will take responsibility for cleaning the desk, keyboard, mouse etc at the end of their shift and operate a 'clear desk policy' so staff use their own office stationery. 				

	<ul style="list-style-type: none"> • Staff will liaise with other office occupants/staff and agree working processes to eliminate or reduce contact time and to undertake regular cleaning of shared surfaces and equipment after use e.g. drawers, printer etc • Regular hand washing/hand hygiene to be undertaken. 				
Other Shared occupancy rooms (i.e. workshops, storage)					
	<ul style="list-style-type: none"> • Local task-based risk assessments reviewed in line with current government guidance and sector good practice • Face coverings are a mandatory requirement when moving through and around the building, and in a shared occupancy space. • Staff will take responsibility for wiping down work surfaces and shared equipment after use. • Items in quarantine e.g. PPE will be clearly marked with date they were placed in quarantine. • Regular hand washing/hand hygiene to be undertaken 				
Managing meetings					
Staff, students	<ul style="list-style-type: none"> • Digital solutions will be the default method of meeting to limit face to face meetings and maintain two metres distance from colleagues. • Where Face to Face meetings are taking place large meeting rooms should be used to allow social distancing. • Local directional signage in place to ensure safe routes are indicated. • Staff are expected to take responsibility for any workstation they use including wiping down surfaces and shared equipment after use. • Workstations and desks will be arranged with a minimum separation between them – where necessary screens will be fitted including reception desks. 				
Welfare facilities					

Staff, students, visitors	<ul style="list-style-type: none"> Multiple cubicle Ladies, Gents, Accessible toilet will be classed as one gender neutral toilet facility. Locks will be fitted to outer toilet facility door to secure any multiple facility that is now only suitable for a single user. 	Estates to action.			
Infection control					
Staff, students, visitors	<ul style="list-style-type: none"> Notices will be displayed reminding staff and students of the key infection prevention requirements. Respiratory hygiene: Staff and students are required to wear face covering whilst inside the buildings where this does not contravene the local risk assessment. 	<p>Employees reminded on regular basis to wash hands for 20 seconds with soap/water, and dry with disposable towels. Also to catch coughs and sneezes in tissues, ('Catch it, Bin it, Kill it'), and avoid touching face, eyes, nose or mouth with unclean hands. Tissues made available throughout the workplace.</p> <p>Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme</p> <p>https://www.hse.gov.uk/skin/professional/health-surveillance.htm</p> <p>To reduce the spread of COVID-19 remind everyone of the public health advice -</p> <p>https://www.publichealth.hscni.net/news/covid-19-coronavirus</p> <p>Posters, leaflets and other materials are available for display or via staff Intranet.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</p>			
Catering and communal areas					
Staff, students, visitors	<ul style="list-style-type: none"> Staff encouraged to bring their own water bottle and eat food outside if the weather permits. Arrangements for use of communal kitchens will be made on an individual basis dependent on size, location, 				

	<p>accessibility with clear occupancy levels indicated operating a 'one out one in system'.</p> <ul style="list-style-type: none"> • Kitchen facilities - One person at a time and staff to use D10 and blue roll provided to spray and wipe all surfaces after use e.g. tap, kettle, microwave, fridge. • Communal eating or sharing of items is not permitted among staff. 				
Working onsite – Deliveries and drivers					
Visitors, staff, students	<ul style="list-style-type: none"> • Will be coordinated by the Department. The designated delivery point will be to Southgate main reception unless deliveries arrive for storage elsewhere. • Students collecting deliveries will be required to follow all Covid safe measures in place within reception areas. 				
Emergency preparedness					
Staff, students	<ul style="list-style-type: none"> • Fire risk assessments completed before reoccupying the building. • Campus Patrol Officers are onsite (but in reduced numbers). • In the event of an emergency building evacuation, occupants must use their nearest safe exit point, regardless of any COVID-19 specific signage or routes. Prompt evacuation will take priority over social distancing considerations. At assembly points, staff should take every care to maintain physical distancing whilst being within visual sight of any Fire Wardens. (Please note: Initially few trained Fire Wardens are likely to be present, so evacuate immediately, do not await instruction). • Under no circumstances should fire doors be propped open. • Should staff feel unwell with potential COVID-19 symptoms whilst at work they should contact your line manager, go home and follow the government advice. <p>If it is not possible for you to go home, you should:</p> <ul style="list-style-type: none"> • isolate in an office in the building 	Fire risk assessment completed and communicated prior to occupancy.	Safety and Staff Wellbeing		

		<ul style="list-style-type: none">• contact your line manager or supervisor who will be able to advise and support in line with Public Health Wales guidance. <p>You should only drive yourself home if you feel fit to do so and should avoid going home on public transport.</p> <ul style="list-style-type: none">• Guidance for first aiders can be found here. For minor injuries such as small cuts, staff may be asked to self-administer if advised by a first aider.				
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Appendix 1: Internal access routes



Legend

- Door (with or without panic alarm)
- Panic alarm (with or without panic alarm)
- W.C. (with or without single user)
- Lift (with or without single user)
- Exit (with or without panic alarm)
- Building Entrance
- Up Only Stairs
- Access Route
- No Entry
- Exit & Core Way
- Exit
- Down Only Stairs
- Exit Route
- Two-way Route with Shared Circulation
- One-way Route
- Door (with or without panic alarm)
- Panic alarm (with or without panic alarm)
- W.C. (with or without single user)
- Lift (with or without single user)
- Exit (with or without panic alarm)
- Building Entrance
- Up Only Stairs
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- Exit & Core Way
- Exit
- Down Only Stairs
- Exit Route
- Two-way Route with Shared Circulation
- One-way Route

REVISIONS
 Rev. Description Date

NOTE
 Only written dimensions must be used. All scaled measurements, any discrepancies must be reported to the Project Officer.
 All sites must be checked on site before materials are ordered.

ESTATES
 TITLE
 Talybont Campus Southgate House Plans
 Building Reoccupation Protocols
 SCALE 1:150 on A3
 DATE November 2020
 PROJECT OFFICER Peter Bourne
PROJECT DRAWING
 THIS DRAWING BRP / AJ16868 / 01



Appendix 2 - Building Reoccupation Proposal for Social Distancing

AJ16 Southgate House Offices (first & second floors)

(AJ68 Southgate House Residential Accommodation covered by generic Residences' access protocol)

Movement through the Building

Corridors within this building are narrow so it is not feasible to adopt a one-way system. We are therefore proposing to maintain all corridors as two-way routes with priority being given to outward moving traffic.

Upper floors will be accessed via existing staircases to all levels, which will be managed via a give-way system, with priority being given to UPWARD moving traffic.

(Note: Current University procedure dictates use of face coverings as mandatory when moving through & around the building; removal is optional when sat at your workstation or desk unless you are in a shared-occupancy space. Within non-airconditioned spaces, adequate ventilation is to be maintained)

ENTRY & EXIT (NORMAL HOURS):

Entrance & egress to the building for all staff will be via the South Entrance, with swipe cards; students visiting Reception & deliveries will be made via the North Entrance double doors & exiting through the adjacent single door.

(Note: Swipe Card Access Permissions may need to be reviewed by the school to control access / egress arrangements. Existing doors need to be checked to ensure self-close devices are fitted & working to ensure the building remains secure).

ENTRY & EXIT (OUT OF HOURS)

Students living in the Ground Floor accommodation will enter & exit via the North Entrance single door, with swipe cards; priority will be given to those leaving the building, with those entering giving-way.

LIFTS:

Not applicable.

TOILET FACILITIES

Due to issues with maintaining social distancing, each multiple cubicle Ladies, Gents & Accessible toilet will be classed as a gender-neutral single occupancy toilet facility.

Locks will be fitted to each outer toilet facility door to secure the whole toilet facility for a single user.

CELLULAR OFFICES:

Introduction of social distancing measures will be required, by restricting to sole use or moving desks apart or fitting desks screens as appropriate.

SEMINAR/MEETING ROOMS:

Procedures required for use of seminar/meeting rooms or reserve for over-flow office space/visitor use.

(Would anticipate that meetings would continue to be held virtually)

WATER & FOOD HEATING/WELFARE SPACE:

It is proposed that existing facilities for tea/ coffee making and food heating remain operational with social distancing measures, by single occupancy (within each room) being always maintained.

RECEPTION:

External & internal socially distanced queuing measures, with barriers to facilitate direction of travel.

DELIVERIES:

Porters and Couriers will bring deliveries to Reception via the North Entrance.

(Consider only accepting deliveries at pre-arranged times.)

HAND SANITISERS:

Pairs of sanitiser dispensers at each entrance (one alcohol-based, one non-alcohol-based side by side), & dispensers in all food/drink preparation areas.

SIGNAGE:

Policy & operational use of building will include emergency evacuation procedures. Directional wall & floor signs to clearly show routes & permitted directions of travel. Floor hatching at pinch-points to remind users to social distance.

Queuing/social distance signs on floor at reception, toilet facilities, lifts, staff kitchens & outside main entrance.

PRINTERS:

Queuing points at printers with codes set to data protect/retrieve printing.

DOOR OPERATION:

The external North Entrance double doors are automatic; all other exit doors are manual operation. It is not anticipated that fire exits will be required to facilitate safe movement into & out of or around this building.

GENERAL INTERNAL DOORS:

Hold open devices where appropriate and either foot operation to open or handle extension for use of a forearm device.

OTHER CONSIDERATIONS:

Current procedure dictates use of face coverings as a mandatory requirement when moving through & around the building; removal is optional when sat at your workstation or desk unless you are in a shared-occupancy space. Within non-airconditioned spaces, adequate ventilation is to be maintained.

PEAK ACCESS PERIODS:

Start & end: set staggered start & finish times where possible. Lunch times: staggered lunch breaks are to be encouraged.

STAFF WITH MOBILITY ISSUES:

Space on Ground Floor to be designated for staff with mobility needs/PEEPs to avoid use of stairs or lifts & mitigate against difficulties during fire evacuation.

Building Reoccupation Proposal for Social Distancing

Halls of Residence – General Protocols

Movement through the Building

In the majority of situations as there is a single entrance / exit door to the building; we are proposing to maintain a two-way system of movement to stairs and along corridors to each floor with priority being given to outgoing or upward moving traffic. This provides users with the ability to maintain the required 2m social distancing by not having to return past other users in narrow corridor spaces. Where there is more than one entrance, a sanitising station is provided at each entrance.

Upper floors will be accessed via the existing staircases to all levels, which will be managed via a give way system, with priority being given to UPWARD moving traffic.

(Note: current CU procedure dictates face coverings as a mandatory requirement when moving through and around all public spaces within CU buildings; removal is optional within the confines of a residents' 'household')

Defined Households:

"... students who live in halls of residence have a reasonable excuse to socialise with those in the hall they share facilities such as kitchens or bathrooms with ...", Welsh Government Guidance, 28 September 2020.

Shared facilities will be allocated to specific 'contact' groups in order, in effect, to replicate the kind of 'household' that exists in 'flat' style accommodation. For example in a shared kitchens in a hall of residence, it should be made clear for example that kitchen 'A' is allocated to students on floor 1, rooms 1 to 12, kitchen B is for students on floor 2 rooms 13 to 24 and so on. It will be clearly communicated that facilities are for the exclusive use of those allocated to them and that no other student should be using those facilities.

Lifts:

Where provided, lifts will operate in the same way as the building entrance with priority being given to people exiting the lift. There is to be a single occupant within the lift at any one time. Residents will be encouraged to use stairs.

Toilet Facilities

Where toilets are provided in public spaces (i.e. those provided outside a 'household'), each multiple cubicle Ladies, Gents, Accessible toilets will be classed as single-user gender-neutral toilet facilities.

Locks will be fitted to each outer toilet facility door to secure the whole toilet facility for a single user.

Hand Sanitiser:

Dispensers x2 are provided at each entrance and within lift lobbies (one alcohol based, one non-alcohol-based, side by side). The sanitisers are to be used by each individual upon entrance or exit of the building or lift

Signage:

Policy and operational use of building include emergency evacuation procedures. It should be noted that fire-safety requirements override COVID-19 precautions in the event of an alarm or emergency evacuation.

Door Operation:

The external main entrance and exit doors are all manual operation; it is not anticipated that any additional fire exits will be required to facilitate safe movement into, out of or around this building.

Other Considerations:

Face Coverings: current procedure dictates face coverings as a mandatory requirement when moving through and around public spaces in the building, removal is possible within each individuals 'household' i.e. where there is a shared kitchen, living space or shower room/WC.

Government Guidance:

Government guidance on COVID-19 isolation for residential educational settings can be found on this website: <https://www.gov.uk/government/publications/coronavirus-covid-19-guidance-on-isolation-for-residential-educational-settings>.