**COVID-19 building risk assessment – WISERD – 37 & 38 Park Place**

**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 aCOVID-19 securebuilding risk assessment for WISERD – 37 & 38 Park Place for dealing with the current Covid-19 situation in the workplace. Using the principles identified in the Cardiff University [Organisational COVID-19 risk assessment](https://intranet.cardiff.ac.uk/staff/supporting-your-work/coronavirus-outbreak/coronavirus-covid-19-organisational-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 the WISERD – 37 & 38 Park Place can be found in Appendix 1. (Internal access routes)

The Building re-occupation Proposal for Social distancing can be found in Appendix 2.

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| **What are the hazards?** | **Who might be harmed**  | **Controls Required** | **Additional Controls** | **Action by who?** | **Action by when?** | **Done** |
| Contraction and spread of Covid-19 Coronavirus.Staff health and wellbeing related issues associated with working remotely. | Staff, students, visitors. | The following sections outline the current controls. | The following sections outline additional controls. |  |  |  |
|  | **Control of building access and movement of people** |
| Staff, students, visitors. | Buildings are secured by traditional locks which require a key or have electronic access control (PAC) in place which is managed by Security. The video door entry system for visitors usually managed from the Hub Office will **not** be in use during the controlled period.Access requests are managed by the School. * **Core hours**: All staff must use the designated entry and exit points.
* **Entry** Usual Front Entry door at 38PP
* **Exit** Side exit door at 37PP, adjacent to room 0.14
	+ **Other times**: Out of hours/periods of minimal occupation enter via Out of hours access is the same as that for CORE hours. .
* Sanitising gel will be available for use upon entry.
* The number of staff on site will be limited to those with a status of “campus” or “blended campus” and these will be controlled via locally established rotas.  They will use the safezone app to record their presence on campus as no security/reception staff will be present in the building.  Any staff requiring access with a different working designation will have to request permission to do so in line with the current procedures for limiting/restricting access.  Additionally ALL staff coming on site must call/email Glamorgan Building Reception (GlamorganReception@ardiff.ac.uk, xt 75179) to confirm their attendance.
* Staff will be required to comply with all social-distancing measures put in place within the building.
* Visitors and students should not require access to the building. Where this is necessary it will need to be approved on a case by case basis in line with the School policy.
* Internal doors may be removed or held open **only** when formally identified through fire risk assessment process, and **only** where safe to do so.
* Building access no earlier than 8am Monday to Friday in line with cleaning and hygiene protocols below).
* All occupants to carry their University ID card.
* Members of the public, including persons under the age of 18, are not permitted entry to the building unless prior permission is granted
* **As this building has a tenant (the Surgery) on the ground floor, the University will only control the areas it occupies, including any shared spaces.**
 | 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.Inductions would typically consist of:* Communication of the COVID -19 building and institutional risk assessments.
* Communication of the Building User Guide
* Share with staff the intranet pages developed by SSWEL [(link to pages)](https://intranet.cardiff.ac.uk/staff/supporting-your-work/coronavirus-outbreak/access-to-campus/guidance-for-staff-working-in-campus-buildings)
* Anything more specific to the school or building will be developed locally.

A record of induction will be maintainedWhere an individual is the last to leave a classroom, office or communal area they will be instructed to wipe down the door handle on exit | HOS/Centre DirectorSchool | Prior to any staff members attending site Will form part of the building induction |  |
| **Physical distancing in the workplace – Cleaning and hygiene** |
| Staff | * Staff access begins at **8am** to give cleaning staff time to clean and sanitise key areas *before* staff enter
* Touch points and heavily used areas will be prioritised for repeat cleaning throughout the day.
* 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 This will be managed by Estates.
* Disinfectant spray and paper towels will be replenished locally for the purposes of sanitising office areas, individual workspaces, and communal equipment . This will be managed by the School/Designated Centre contact.
* Specific risk assessments and protocols for cleaning processes in place (see attached).
* Where it is not possible for cleaning staff to clean shared/hot desks between uses, cleaning will be carried out locally. Cleaning materials will be provided and the users will be asked to wipe down their own area before/after use.
* Maximum occupancy limits for offices, other work areas and refectories established and publicise on each room.
* Meetings between staff, including where external stakeholders are involved, should be conducted virtually but 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.
 | COVID-19 building risk assessments communicated / available to all occupants.Work groups to draft task specific risk assessment taking account of, and in support of, the building risk assessment. Staff to be reminded through briefings and posters of the importance of physical distancing both in the workplace and outside of it.Management checks to ensure the above controls are adhered to.Statutory maintenance requirements identified for each building.  | HOS/Centre Director located in the BuildingSchool/Dept. designated person | Prior to HoS/Dept. Lead signing off building for reopeningPrior to the activity commencing onsite and then at regular intervals. |  |
| **Physical distancing in the workplace – Defined routes/ lift access** |
| Staff, students, visitors | * 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 etcsignage should be made available to remind persons to keep a 2M distance All occupants to follow new route signs stipulating up, down, Keep Left, etc. (please see ‘Appendix 2 - ***Building Reoccupation Proposal for Social Distancing’*** ). This will be checked by Safety during a walk through prior to the building being signed off for reopening.
* The stair lift will not be recommissioned unless a need for this is identified at a future date
* 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).
* Multi occupancy offices will be limited to a capacity of 1 at any given time and occupants will need to communicate with one another to ensure the capacity is not exceeded where permission has been granted to work onsite
 | Estates mark out the travel routes throughout the buildings and put up information posters. | Estates | Before access granted | this will all need to be done before the building is signed off. |
| **Lecture theatres, seminar rooms and managing meetings** |
| Staff,  | * The WISERD Boardroom will not be in use during this period
* Digital solutions will be the preferred method of meeting.to limit face to face meetings and maintain two metres distance from colleagues.
* Not every desk will be able to be used every day therefore office occupancy capacity will be assessed after physical distancing rules are implemented. Office occupancy has been set to 1 with the exception of the Secure Data room where maximum occupancy is 2 as indicated by a pre-arranged schedule (see photos, proposed usage attached).
* Local directional signage in place to ensure safe routes are indicated. (one-way system exit routes and emergency exit routs). In the case of an emergency evacuation, all occupants of the building should use the nearest exit as denoted by the fire evacuation signs.
* Staff are expected to take responsibility for any workstation they use including wiping down surfaces and shared equipment after use (e.g. keyboards) before and after use. The last user of any office, communal room or teaching room will be responsible for wiping down the door handles on exit.
* Where possible staff should avoid touching door handles by using their feet or shoulder.
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| **Welfare facilities** |
| Staff, students, visitors | * Hot water points in Kitchens are only available for staff
* Food heating points in Kitchens are only available for Staff
* All toilets in the building are set up for multi gender use and have one cubicle with an external lock
* Facility by floor level are as follows:
	+ Ground Floor Single disabled accessible toilet next to exit (usage would mean leaving the building was required afterwards)
	+ First Floor Single toilet located on 2 way landing on the 37PP side
	+ Second floor x1 single toilet with an outer door and x1 shower/toilet – both located on 2 way landing on the 37PP side
* Staff to maintain social distancing in corridors and give way to other users if necessary. Please check before exiting offices that the way is clear.
* Seating to consume food & drinks will be available in Staff Common Rooms where social distancing requirements are met.
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| **Infection control** |
| Staff, students, visitors | * 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.
 | 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.Encourage staff to report any problems and carry out skin checks as part of a skin surveillance programme<https://www.hse.gov.uk/skin/professional/health-surveillance.htm>To reduce the spread of COVID-19 remind everyone of the public health advice - <https://www.publichealth.hscni.net/news/covid-19-coronavirus> Posters, leaflets and other materials are available for display.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19> Where possible, local task risk assessment to consider how good ventilation could be maintained in the work environment. For example, opening windows and doors frequently. |  |  |  |
| **Catering and communal areas** |
| Staff, students, visitors | * Staff and students encouraged to bring their own water bottle and eat food outside if the weather permits.
* Communal kitchen access will be enabled with a clear occupancy level indicated and operating a ‘one out one in’ system.
* Clear policy for staff to be required to use cleaning products, which are to be provided, thoroughly on the areas they have used both before and after using shared kitchen facilities
* Communal areas such as archives or photocopying rooms will operate a ‘one in one out system.’

Glamorgan Building Coffee Shop will open from Monday to Friday 8.30 am to 3 pm. |  |  |  |  |
| **Working onsite – Deliveries and drivers** |
| Visitors, staff, students. | * Delivery information will be added to requisitions advising companies of the new delivery requirements i.e. deliveries to be made to Glamorgan Building.
* Delivery drivers will be instructed to ring on arrival at the building. This will enable a member of the reception staff to direct them to and meet them at the 24-hour access door. The staff member will safely route the delivery personnel to the delivery point.
* Delivery of personal items will not be permitted.

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| **Emergency preparedness** |
| Staff, students | * 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).
* All staff should complete the online Fire Safety Awareness module on Learning Central at the start of term (required annually) and prior to coming onto site for the first time following introduction of the COVID secure measures
* Under no circumstances should fire doors be propped open.
* Should staff feel unwell with potential COVID-19 symptoms whilst at work they should:
	+ contact their line manager
	+ go home and follow the government advice.

If it is not possible for you to go home, they should:* + isolate in an office in the building
	+ contact your line manager or supervisor who will be able to advise and support in line with Public Health Wales guidance.

You should only drive yourself home if you feel fit to do so and should avoid going home on public transport.* Guidance for first aiders can be found [here](https://www.hse.gov.uk/news/first-aid-certificate-coronavirus.htm#non-healthcare). For minor injuries such as small cuts, staff may be asked to self-administer if advised by a first aider.
 | Fire risk assessment completed and communicated prior to occupancy. First aider needs assessment will be completed and contact details will be displayed at key points in building | Safety and Staff WellbeingSOCSI/WISERD |  |  |
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**Appendix 1: Internal access routes**



 **Appendix 2 - Building Reoccupation Proposal for Social Distancing**

**AO26 37 & 38 Park Place**

**Movement through the Building**

We are proposing to install a one-way access route into and out of the building via entrances described below. As corridors are narrow, access to all rooms on first and second floors will need to be managed via a two-way system of movement with priority being given to inward coming traffic.

*(Note: It should be noted that current CU procedure dictates face coverings as a mandatory requirement when moving through and around all CU buildings, removal is optional when sat at your workstation/lab /desk or bench unless you are in a shared occupancy space).*

**Entry (Normal Hours):**

We are proposing to utilise the existing entrance door and UP only staircase to access all upper floors of the building via a one-way system.

**Exit (Normal Hours):**

Egress from the upper floors will be via the DOWN only staircase exiting via the existing side exit door.

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

**Entry & Exit (Out of Hours/Minimal Occupancy Levels)**

All as above.

**Lifts:**

N/A

**Toilet Facilities**

Due to issues with maintaining social distancing, each multiple cubicle Ladies, Gents, Accessible toilet will be classed as one gender neutral toilet facility.

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

**Cellular offices:**

Introduce social distancing measures by restricting to sole use, moving desks apart or fitting desks screens as appropriate.

**Water & Food Heating/Welfare Space:**

It is proposed that existing facilities for tea/ coffee making and food heating remain operational with social distancing measures being maintained at all times.

**Deliveries:**

Porters and Couriers to deliver to the Main Reception point in the Glamorgan building for internal sorting and school distribution to Staff.

**Hand Sanitiser:**

Dispensers x2 to each entrance (One alcohol based, one non-alcohol-based side by side)

Dispensers in all food/drink preparation areas.

All areas will have an even distribution of hand sanitising stations.

**Signage:**

Policy and operational use of building to include emergency evacuation procedure.

Directional wall and floor signs to clearly show routes and permitted direction 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 and outside main entrance.

Printers: Queuing points at printers with code set to data protect/retrieve printing.

**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.

**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:**

Face Coverings: Current procedure dictates face coverings as a mandatory requirement when moving through and around the building, removal is optional when sat at your workstation/lab /desk or benchunless you are in a shared occupancy space).

**Display Monitors:**

Could be used to display latest information and Covid -19 reminders such as the do’s & don’ts

*(Touch screens are not to be used).*

**Peak Access Periods:**

Start and end: Set staggered start & finish times where possible

Lunch times: Encourage staggered lunch breaks.

**Staff with Mobility Issues:**

There are no lifts in this building currently so any such provisions should be arranged at Ground Floor or within an alternative venue.

**Note, for Information:**

Toilet facilities for employees

Staff 1-5 = 1 Toilet

Staff 6-25 = 2 Toilets

Staff 26-50 = 3 Toilets

Staff 51-75 = 4 Toilets

Staff 76-100 = 5 Toilets

Students/public 20 users = 1 Toilet.