**COVID-19 site specific risk assessment – ASSL Building.**

**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 securesite-specific risk assessment for **ASSL Building** 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’** and **‘Building Re-Occupation and Re-use Pre-requiste Requirements and Assurance Checklist’** documents which set out operational detail.

A schematic representation of the management of the movement of people per floor of the ASSL Building 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** |
| --- | --- | --- | --- | --- | --- | --- |
| 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. | PAC control of building access in place managed by Security. Only authorised staff, students and Contractors are able to work onsite.Access requests are managed by the Department * **Core hours**: All staff must use the designated entry and exit points. [**Entry**](#Appendix1) for staff by rear staff only entrance. Staff may exit by front entrance or designated rear staff entrance.
* Entrance and exit for other users via main front entrance.
* Sanitising gel will be available for use upon entry.
* Internal doors may be 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).
* Essential Staff will continue to have extended access provided in accordance with School / Department requirements and local risk assessments.
* All occupants to display their University ID card.
* **NB:** Children not allowed into University buildings.
 | All staff returning to site will receive a full induction, covering related significant risk and understand the necessary critical/building specific control measuresNew students will receive an online induction which will cover building protocols. All students will also receive an information film produced by the Students Union. | Line managers | August 2020 | Completed |
| **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.
* Due to issues with maintaining social distancing, each multiple cubicle Ladies, Gents and Accessible toilet will be classed as gender neutral toilet facilities.
* Locks will be fitted to each outer toilet facility door to secure the whole toilet facility for a single user.
* Sanitising stations will be provided at entrances and key areas.
* Specific risk assessments and protocols where ULS staff are involved for cleaning processes will be in place.
* Where it is not possible for cleaning staff to clean shared desks between uses, sanitising wipes will be made available.
* Maximum occupancy limits for offices and other work areas established and publicised.
* All meetings will be remote online meetings.
 | COVID-19 building risk assessments communicated / available to all occupants. All risk assessments will be made available on the ULS shared drive and Return to On Campus Library Services Team place.Task and Finish 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. Task specific risk assessments drafted and communicated. | Line managersT & F GroupsLine managers | End September 2020 | CompletedClick & collect RA completed. Completed |
| **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 etc.), floors will be marked at two-metre intervals.
* All occupants to follow new route signs stipulating up, down, Keep Left, etc.
* The click and collect service is located on the ground floor with ramp access to the building. Study spaces on the ground floor will be reserved for users with mobility issues.
* Lift priority will be given to disabled people, where necessary, or for the transport of large heavy materials, such as trollies, where use of stairs is not possible or safe.
* The lift will normally be designated for staff use only (study spaces on ground floor will be reserved for users with mobility issues). Staff are advised to avoid touching lift call buttons, instead use pen, elbows, etc, to operate, and limit occupancy to single use only.
* 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. | Estates | August 2020 | Completed |
| **Managing meetings** |
| Staff, students | * Digital solutions will be the default method for all meetings.
* 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.
* 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 enquiry desks.
 | Line managers of staff using offices will ensure physical distancing measures are implemented and adhered to.Statutory maintenance requirements identified for each building. Task specific risk assessments drafted and communicated. | Line managers | August 2020 | Completed |
| **Washroom facilities** |
| Staff, students, visitors | * 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  | Estates | August 2020 | Completed |
| **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.
* Face Shields are provided for staff when working in circulation areas where it may be difficult to maintain social distancing e.g. students may try to interact with staff to answer queries.
* To reduce the spread of COVID-19 remind everyone of the public health advice – <https://gov.wales/coronavirus>;

<https://gov.wales/keep-wales-safe-work>Posters, leaflets and other materials are available for display.<https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19>* A full examination of the mechanical ventilation system will be undertaken to ensure it draws fresh air from outside and CO2 levels will be regularly monitored.
 | 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>Estates to action and report  | Line managersEstates | August 2020August 2020 | CompletedCompleted |
| **Catering and communal areas** |
| Staff, students, visitors | * Staff and students encouraged to bring their own water bottle.
* Students and other users will not be allowed to bring or consume food in the building.
* Due to size of staff kitchen it will be designated single use only, operating a ‘one out one in’ system.

  | Notices provided throughout building to ensure measures are communicated.Staff will be informed at induction. Notices displayed and line managers to ensure adherence.  | Library StaffLine managers |  | CompletedCompleted |
| **Working onsite – Deliveries and drivers** |
| Visitors, staff, students. | * Will be coordinated by the Department. Deliveries will have a designated delivery and collection point on the lower ground floor.
* Delivery of personal items will not be permitted.

  | Staff organising deliveries to ensure delivery companies know where to drop off and collect. | Library staff. |  | Completed |
| **Emergency preparedness** |
| Staff, students | * Fire risk assessments completed before reoccupying the building.
* 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 or other users feel unwell with potential COVID-19 symptoms whilst in the building, they should contact a first aider, isolate in a designated isolation and, if staff member, contact a supervisor.
* 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. | Safety and Staff Wellbeing | End of July | Completed |
|  | **Mental health and wellbeing affected through isolation** **or anxiety abo**u**t coronavirus** |
| Staff | * Follow HSE guidance on stress and mental health.
* Line Managers will undertake keep in touch meetings/calls with people working at home to talk about any work issues.
* Line Managers will talk openly with staff about the possibility that they may be affected and tell them what to do to raise concerns or who to go to so they can talk things through.
* Line Managers will keep staff updated on what is happening, so they feel involved and reassured.
* Line Managers will discuss the issue of fatigue with staff and make sure they take regular breaks, are encouraged to take leave, set working hours to ensure that they are not working long hours.
 | Line Managers will consider an occupational health referral if personal stress and anxiety issues are identifiedLine Managers will encourage workers to talk through supportive strategies and signpost staff to the employee assistance scheme <https://intranet.cardiff.ac.uk/staff/wellbeing-and-support/wellbeing-support-for-staff/care-first> |  |  |  |

**Appendix 1**

S:\ULS\Safety, Health, Environment & Wellbeing (SHEW)\Risk Assessments & Hazard Map\Arts & Social Studies Library-Floor Plan-One Way System – Aug 20



**Appendix 2**

**Building Reoccupation Proposal for Social Distancing**

**Arts and Social Sciences Library (ASSL) Building, Colum Drive.**

**Movement through the Building:**

It is proposed to introduce a one-way system of movement to and along each floor of the building to provide the users with the ability to maintain the required 2m social distancing by not having to return past other users.

**Entry & Exit:**

There is only one main entrance/exit to ASSL, from the Corbett Road side. The main entrance/exit route will require some means of separation at the sliding doors so that entry would be on the right side of the doorway and exit would be on the left (as seen from the outside).

There is an additional 24-hour access door at the rear of the building on the lower ground floor opposite the railway for staff use only. This will be a 2-way entry and exit which will require social distancing measures to be observed by stopping and letting other users pass before users enter or exit.

Once in the building all users must follow the one-way system as indicated by the signage.

**Access to other floors:**

Access to the other floors can be gained by using the main staircase to the West side of the building as an “UP ONLY” stairs and each floor has an indicated one-way system around the building leading to the “DOWN ONLY” stairs at the North East of the building. The staircase at the South East of the building will be designates STAFF ONLY and users will use social distancing and give other users sufficient space by giving way wherever possible.

**Main Reception Desk:**

The Reception area will require acrylic screens to the front for segregation. This will be a standing height screen mounted from the countertop and a slot for passing items back & forth. Openings can be cut on site to meet the user’s individual requirements. The library operate a “click and collect” service, so the screen will be used to pass books to users.

**First and Second Floor Reception Desks:**

There are small reception desks at the entrance to each floor for staff to answer queries and guide students. These will also require a standing height Perspex screen mounted on the desk-top with suitable holes for passing items.

**Study Areas:**

There are several private and group study areas on each floor of ASSL. To enable social distancing only designated seats can be used. Access to and from each study area will be co-ordinated by Library staff via 2-hour slots previously allocated to users and all users must follow the one way system to access these areas even if it means travelling in the opposite direction.

**Lifts:**

Lifts will be designated as use for accessible access or movement of items only, with one user only, and fitted with a hand sanitiser dispenser.

**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.

If required, a floor standing screen will be fitted in the vicinity of the toilets to enable queuing while still maintaining a route for passing users on the one-way route along the corridor.

**Additional External Toilets (for compliance, dependent on staff/student numbers. See Note at end of document):**

If required, we will need to check drainage runs, power and water supplies to decide on the most suitable external position for the additional toilet facilities.

**Cellular offices:**

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

**Open Plan Areas**: Consider designating a one-way route within the open plan areas, with appropriate distance between desks for social distancing.

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

**(different requirement for employees and student/public)**

Water fountain/bottle filling points - All

Hot water points - Staff

Food heating points - Staff

Vending - TBC

Seating to consume food & drinks - Staff

All the above welfare points will require further discussion as to the requirement.

**Hand Sanitiser:**

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

Dispensers to entrance of lifts.

Dispensers in food/drink preparation areas.

All areas will have an even distribution of alcohol and non-alcohol based 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.

**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 masks: Could make face mask wearing mandatory when moving through the building or around the office, Laboratory/classroom areas and removal is optional when sat at your workstation/lab bench.

**Display Monitors:**

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

**Peak Access Periods:**

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

Lunch times: Encourage staggered lunch breaks.

**Staff with Mobility Issues:**

Designate space on ground floor for staff with mobility needs/PEEP’s to avoid use of stairs or lifts and mitigate against difficulties during fire evacuation.

**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.