**COVID-19 building risk assessment – 50 and 51 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 **50 and 51 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.

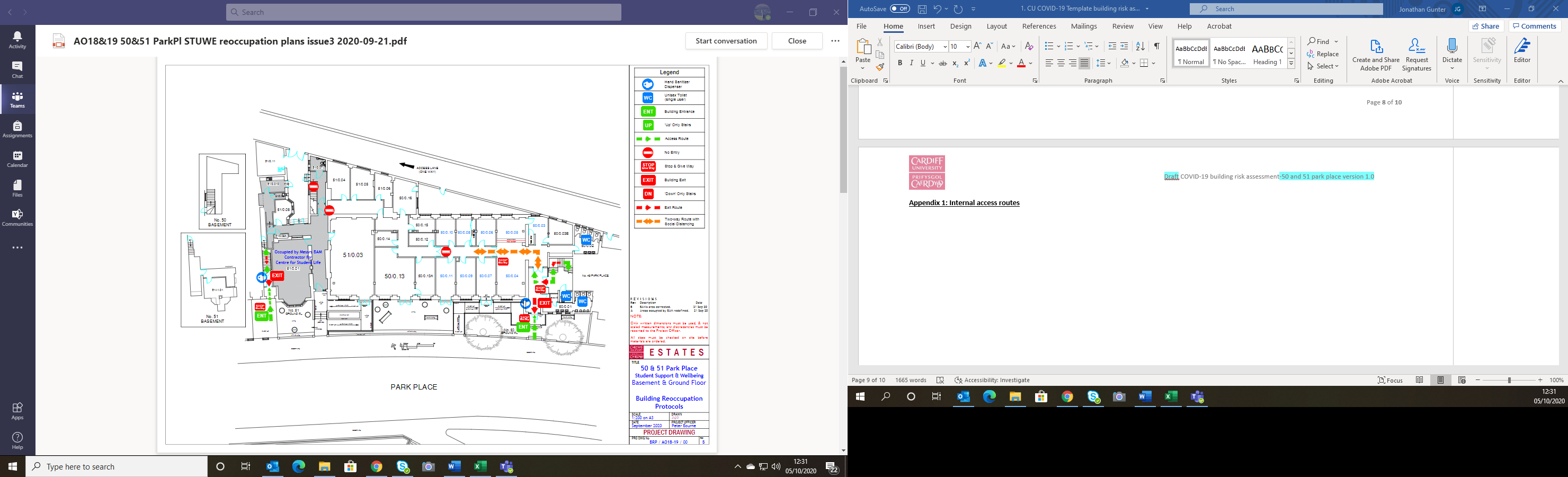
This assessment is supported by the overarching ‘**Building Reoccupation Proposal for Social Distancing’** document which set out operational detail.

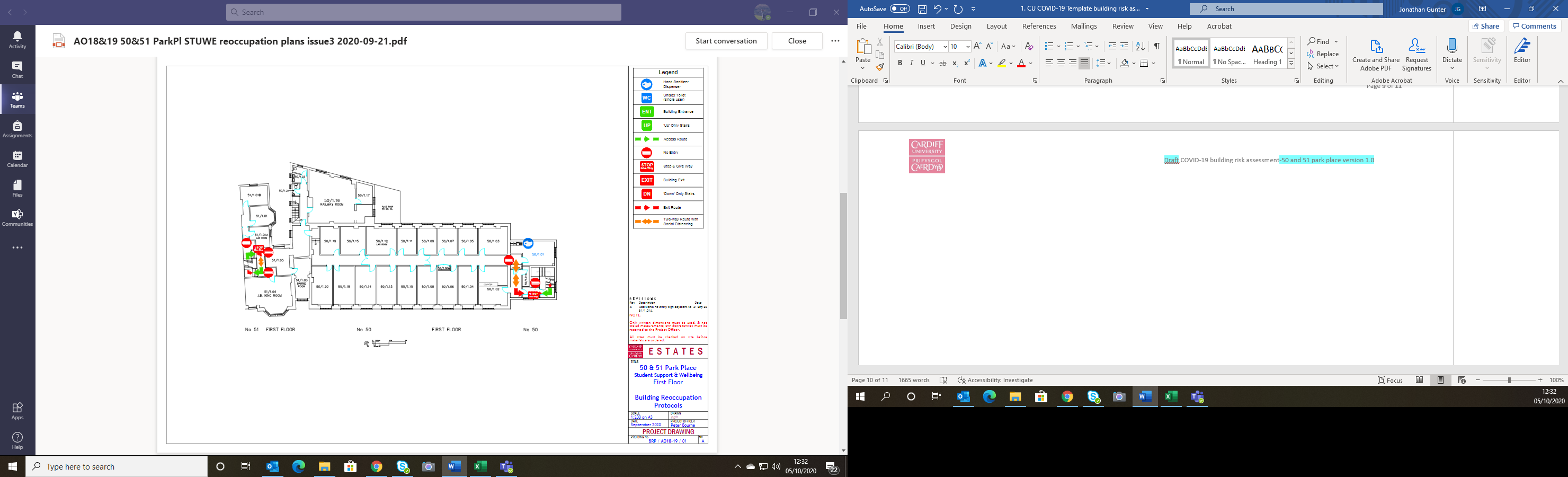
A schematic representation of the management of the movement of people per floor of the **50 and 51 park place** can be found in Appendix 1. (Internal access routes)

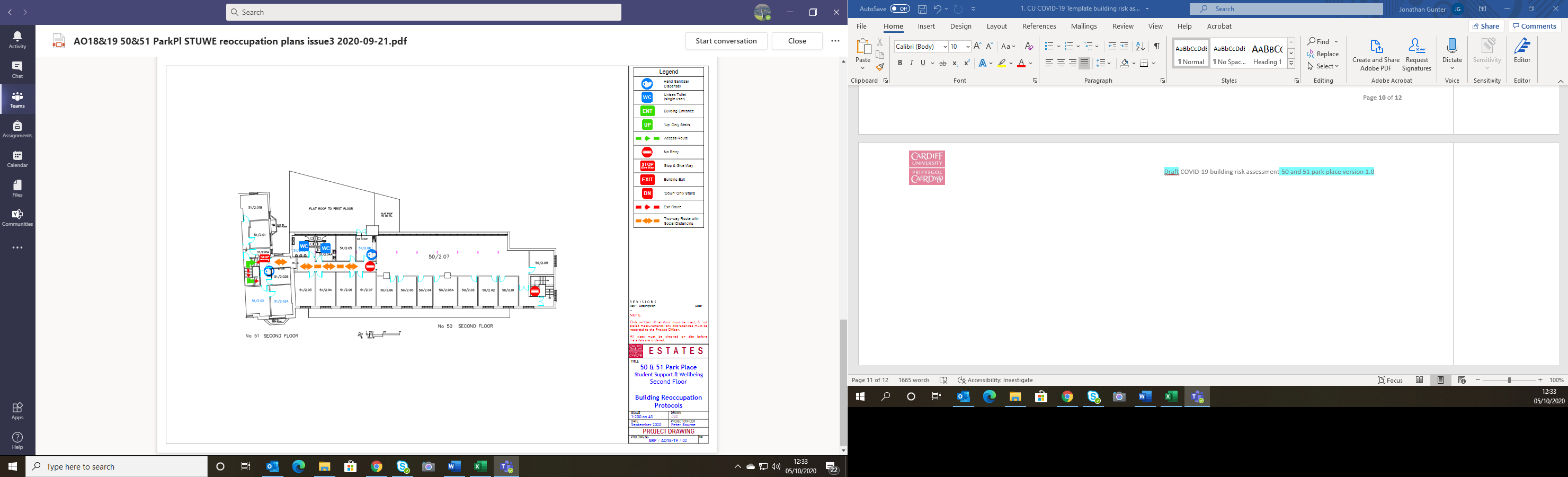
The Building re-occupation Proposal for Social distancing can be found in Appendix 2.

| **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.  Access requests are managed by the School.   * **Core hours**: All staff must use the designated entry and exit points. * **Entry** -50 and 51 park place (see STUWE reoccupation plans) * **Exit** – 50 and 51 park place (see STUWE reoccupation plans) * **Other times**: Out of hours/periods of minimal occupation enter via out of hours will be before 08.45am and after 17.00pm. * Sanitising gel will be available for use upon entry. * Security services will be available to contact should any issues arise. They will be based in the security lodge.   + E.g. Security staff on site Monday to Friday on rotas to ensure social distancing and hygiene requirements are met within the reception /security lodge. * 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 (Monday to Friday) should not be so early as to interfere with cleaning and hygiene protocols below. * All occupants to display their University ID card. * **NB:** Children not allowed into University buildings. | 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. | Kelsey Coward | 05/10/20 | ONGOING |
| **Physical distancing in the workplace – Cleaning and hygiene** | | | | | |
| Staff | * Morning access should begin at a reasonable time, as to allow the nightshift cleaning staff sufficient 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   + Disinfectant spray and paper towels will be replenished locally for the purposes of sanitising office areas, individual workspaces, and communal equipment * 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. * 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. | 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. Task specific risk assessments drafted and communicated. | All staff on site managed by Kelsey Coward | 05/10/20 | ONGOING |
| **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. (please see ‘Appendix 2 - ***Building Reoccupation Proposal for Social Distancing’*** ). * Lifts will be recommissioned, but occupants asked to use stairs where possible. Lift priority given to disabled people, or for the transport of large/heavy/hazardous materials where use of stairs not possible or safe. * If lifts must be used, 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 | 05/10/20 | Not yet complete |
| **Laboratories** | | | | | |
| Staff, students | * Local task-based risk assessments reviewed in line with current government guidance and sector good practice. |  | All staff on site managed by Kelsey Coward | 05/10/20 | ONGOING |
| **Lecture theatres, seminar rooms and managing meetings** | | | | | |
| Staff, students | * Digital solutions will be the default 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. * Local directional signage in place to ensure safe routes are indicated. * Staff and students 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. |  | All staff on site managed by Kelsey Coward | 05/10/20 | ONGOING |
| **Welfare facilities** | | | | | |
| Staff, students, visitors | * Full details of in use toilets can be found in the reoccupation building plan. The main toilets will be on the ground floor of 50 park place. * Multiple cubicle Ladies, Gents, Accessible toilet will be classed as one gender neutral toilet facility.   Facility by floor level are as follows:   * Locks will be fitted to outer toilet facility door to secure any multiple facility that is now only suitable 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. | Estates to action | Estates and Kelsey Coward | 05/10/20 | DONE |
| **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. | ESTATES AND KELSEY COWARD | 05/10/20 | DONE |
| **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. * Arrangements for use of communal kitchens will be made on an individual basis dependent on size, location, accessibility with clear occupancy levels indicated operating a ‘one out one in system. |  | All staff on site managed by Kelsey Coward | 05/10/20 | ONGOING- MESSAGE GONE OUT TO STAFF |
| **Working onsite – Deliveries and drivers** | | | | | |
| Visitors, staff, students. | * Will be coordinated by the School. The designated delivery point Deliveries will be 50 park place reception. * Delivery of personal items will not be permitted. |  | KELSEY COWARD | 05/10/20 | ONGOING- MESSAGE GONE TO STAFF |
| **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).   * 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.   If it is not possible for you to go home, you 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. | Safety and Staff Wellbeing | 05/10/20 |  |
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**Appendix 1: Internal access routes**







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

**Building Reoccupation Proposal for Social Distancing**

**AO18/19 50 - 51 Park Place**

**Movement through the Building**

Re. 50 PP - Access is only required to the following areas of this building:

Ground Floor- entrance corridor to stairs, 50/0.01 & 50/0.02 (toilets), 50/0.03,04,05,06,07,08 &09.

First Floor – access to kitchen and stairs only.

Second Floor – no access required.

Re. 51A PP - Access is only required to the following areas of this building:

Ground Floor- entrance corridor to stairs only and to include training room for restroom, ground floor kitchen and WC – access denied to first floor.

Re. 50 PP Access to second floor – access to 51/2.02, 51/2.02A (Ben Lewis’s Office and associated PA office) , 51/2.03A & 51/2.04A (toilets) & 51/2.08 (kitchen).

No entry to all other areas, corridors and stairs to be maintained as managed two directional routes with priority given to upward / inward moving traffic as only limited numbers of staff will be using the buildings.

*(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):**

Entry to both 50& 51A &51 PP via existing Entrance / Exit doors on Park Place. Managed two-way system to be adopted with right of way to people exiting the building.

**Exit (Normal Hours):**

Exit from both 50 & 51A, 51 PP via existing Entrance / Exit doors on Park Place. Managed two-way system to be adopted with right of way to people exiting the building.

*(Note: Swipe Card Access Permissions may need to be reviewed by the Divisional Office 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 – single occupancy only.

**Deliveries:**

Porters and Couriers to deliver to the Main Reception point in 50/0.04 for internal sorting and Division 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.