

Activity Risk Assessment Landscape Report

Reference	2304	Activity Description	This risk assessment outlines the ways of working for staff in offices and working from home, plus learning and teaching activities within rooms and teaching spaces across campus, taking advice from "Higher Education Covid-19 operational guidance" from Department for Education and "COVID-19 RESPONSE: LIVING WITH COVID-19" from HM Government both published February 2022. Both documents detail how the University should function whilst delivering its learning and teaching programmes on campus face to face, whilst mitigating against potential communicable diseases including Covid-19 This risk assessments takes into account of the approach to managing the virus in wider society, particularly that restrictions have been removed and the vaccine programme continues to be rolled out across the UK.
Assessment Date	22/02/2022	Publish To Portal	Yes
Assessor Name	Emma Osborne	Title	Working in Offices, classrooms and other teaching spaces on campus. Staffing procedures during endemic of communicable disease Covid-19, and contingency planning. Learning and teaching operations
Assessment Team Members	Annette Pascall	Review Date	27/05/2022
Project Risk Assessment Reference		Overall Potential Risk Level	6
Org Unit	Harper Adams -> Health & Safety	Overall Residual Risk Level	3
Location	Harper Adams University campus	Number Of People Exposed	800
Risk Assessment Category		People Exposed	HAU Staff HAU visitors HAU visiting lecturers
Date Record Created	22/02/2022		

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Contact with the public additional measures	HAU Staff, Students, visitors and contractors contracting covid and other contagious diseases	All persons should consider additional measures in some environments such as: - minimising contact with individuals who are symptomatic by requesting that they do not attend the campus whilst displaying symptoms - ensuring everyone is advised to clean their hands through washing or sanitising - ensuring hand sanitisers are available across campus - ensuring good respiratory hygiene for everyone by promoting the "catch it, bin it, kill it" approach - using outdoor space where possible	3 - Moderate	1 - Very unlikely	3 - Acceptable			
Other Ventilation	HAU Staff, Students, visitors and contractors Higher levels of CO2 in rooms	CO2 monitors have been installed in some teaching rooms to measure the levels. All ventilation units have been set to run for two hours longer either side of teaching hours. (teaching 9am - 6pm; ventilation running 7am - 8pm) In addition, windows and some doors have been opened within rooms to allow free flow of fresh air to help lower the CO2 levels. Capacity levels will be kept under review to keep CO2 levels down. Teaching spaces are checked with CO2 monitors and handheld devices regularly.	3 - Moderate	1 - Very unlikely				

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People / individual health Vulnerable, clinically vulnerable and anyone at higher risk of contracting Covid and becoming seriously ill	HAU Staff HAU visiting lecturers Vulnerable, clinically vulnerable and anyone at higher risk of contracting Covid and becoming seriously ill are not requested to shield at this time.	Vulnerable, clinically vulnerable and anyone at higher risk of contracting Covid and becoming seriously ill are not requested to shield at this time. They should take additional precautions and follow guidance issued by the Government "Coronavirus: how to stay safe and help prevent the spread" Employers and Line Managers to discuss circumstances with any employee who may fit into this category to enable them to return to the workplace safely and be aware of the measures in place. Anyone breastfeeding (new mothers) should also take relevant advice from issued guidance. All HSE regulations will be followed.	2 - Minor	2 - Unlikely	4 - Acceptable			
First Aid provision Guidance on first aid during Covid-19 and outbreaks of other communicable diseases	HAU Staff HAU visiting lecturers access to first aid provision potential transmission of virus within the air and from casualty	First Aiders remain available across campus 24/7 to support all activities taking place on campus. A list of trained first aiders is kept with Reception and Security and updated monthly by H&S dept. All persons requiring first aid assistance to call 01952 81-5599 and a first aider will be deployed to that location. All first aiders maintain their certificate and training regularly and follow HSE guidance on attending situations with potential Covid positive casualties.	3 - Moderate	2 - Unlikely	6 - Adequate			

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Administration Sharing the risk assessments around COVID and other contagious diseases	HAU Staff HAU visiting lecturers not having Covid risk assessments available to view	All of the covid related risk assessments will be published on the Staff Covid page held on the PORTAL. These will be updated in line with changing guidance	1 - Insignificant	1 - Very unlikely	1 - Acceptable			
contracting contagious diseases Contracting a contagious disease or experiencing an outbreak of such a disease likened to Covid-19 Continuing to live and work with Covid-19 in the community along with other transmissible diseases such as vomiting bug and influenza.	HAU Staff HAU visitors HAU visiting lecturers HAU Staff HAU visitors HAU visiting lecturers	Ventilation - this will continue to be monitored within all teaching spaces and offices where there is a constant number of persons using the spaces. Cleaning - this will continue to be in place including additional cleaning though communal spaces to include stair rails, handles and door plates. Cleaning of spaces with known positive cases will also be undertaken as and when required to reduce any transmission Barriers - in some areas where persons are working in closer contact such as face to face in offices, or have regular contact with a large number of persons on a daily basis, then screens will be put in place.	3 - Moderate	2 - Unlikely	6 - Adequate			

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Administration Adhering to Health and Safety at Work Act 1974	HAU Staff HAU visiting lecturers All persons not treated the same	The University will follow all guidance and rules in the HASAWA '74 and EqA '10 All staff and visiting lecturers will be treated equally as per the rules laid out in the two Acts as above. The latest guidance from Department for Education and Government will be followed at all times and new measures implemented should any outbreak of numbers increase significantly within the University. Additional measures may include social distancing, reducing capacity in rooms, wearing face coverings, increase ventilation, use larger spaces or smaller groups in those larger spaces, continual monitoring of CO2 in teaching spaces, ongoing enhanced cleaning and screens or barriers. Rotas of occupancy in offices may also be required.	3 - Moderate	1 - Very unlikely	3 - Acceptable	Vaccine rollout across the UK will continue Twice weekly testing for staff and students is no longer advised Contact tracing no longer necessary Reporting of positive cases to local HPH not required at this time Wearing of face coverings is personal choice.		
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