

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM FORMS		Form	F010
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This document is intended to provide Faculties and Professional Service Departments with information of the type of considerations and additional control measures which may be required in order to resume onsite activities whilst managing the risks associated with COVID-19 and compliance with related legislation. This document can be used to supplement existing activity risk assessments with the additional considerations required to ensure appropriate social distancing and infection control arrangements necessary to facilitate the resumption of onsite activities. A suitable and sufficient risk assessment will be required **before** any onsite activities will be permitted to be resumed.

The following principles should be applied to all activities or functions undertaken by Faculties and Professional Service Departments:

- Onsite access for staff will only be permitted for activities which absolutely cannot be completed by working from home.
- All staff who are able to work from home, should continue to do so.
- Wherever possible, every effort should be made to eliminate the risks of interaction and contact between individuals whilst onsite. Only where contact cannot be eliminated (for example through working from home) should other mitigating controls be considered.
- Making adjustments to the way that activity is undertaken or work is structured, and the layout of work areas, will often be necessary in order to minimise any unavoidable contact between individuals.
- The use of Personal Protective Equipment (PPE) should be considered as a last resort when the introduction of other control measures does not fully mitigate the associated risks.
- Introducing control measures which facilitate effective social distancing may introduce additional risk arising from lone working, which must also be addressed in local risk assessments.
- Introducing control measure which facilitate effective reduction of the spread of infection on surfaces or touch points.
- Details of Campus Cleaning Services and Customer Responsibilities are available at: <https://www.aber.ac.uk/en/hse/covid/#cleaning-regimes>. Arrangements for the cleaning of areas and/or objects which are the responsibility of the Department/User should be included in the relevant COVID Activity Risk Assessment.

Activity: _____

Responsible Person(s): _____

Location: _____

Number of Staff Required: _____

Resumption (Preferred Start Date): _____

Considerations Associated with Activity	Denote with 'x'	Considerations Associated with Activity	Denote with 'x'
Open Plan / Multiple Occupancy Office Spaces Involved		Areas used by multiple groups e.g. labs, studios, kitchens, etc.	
Face-to-face contact (or within 2 metres) between individuals involved		Travel (Domestic or International) Involved including Use of Vehicles and Public Transport	

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Queuing System Involved to Access or Exit from Activity/Function		Use of Shared Equipment or Machinery	
Group Meetings Involved, where they cannot be held remotely		Outdoor Activity	
Staff involved are extremely vulnerable / vulnerable (i.e. over 70, pregnant, or chronic condition)		Third Party Access Involved (e.g. students, members of the public, suppliers, contractors, etc.)	

Introduction

Under Regulation 12 of the Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020, organisations are required to take all reasonable measures to ensure that a distance of 2 metres is maintained between person on the premises and waiting to enter the premises. This legal requirement requires organisations to take proportionate action where it is practicable to do so. Physical distancing is intended to supplement a range of other actions being taken to seek to minimise risk. These include staying away from others when exhibiting symptoms, working from home where practicable, erecting barriers between people where suitable or wearing personal protective equipment where guidance says it is necessary.

Open Plan / Multiple Occupancy Office Spaces Involved

The type of control measures which can be introduced may include, but will not be limited to:

- Reducing or limiting the number of people working in the area at any one time (i.e. increasing the space between people by reducing the total number of people in the area).
- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Reducing job and location rotation, and reducing movement by discouraging non-essential trips within buildings and sites.
- Using floor tape or paint to mark areas to help workers keep to a 2m distance (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Review layouts and processes to allow people to work further apart from each other, including reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk for support with moving furniture).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face, or using screens to separate people from each other (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Avoiding use of hot desks and spaces.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Opening windows and doors frequently to encourage ventilation, where possible.
- Splitting staff into teams or shift groups, and fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

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Face-to-face contact (or within 2 metres) between individuals involved

The type of control measures which can be introduced may include, but will not be limited to:

- Using floor tape or paint to mark areas to help workers keep to a 2m distance (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Review layouts and processes to allow people to work further apart from each other (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk for support with moving furniture).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face, or using screens to separate people from each other.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens to protect staff in receptions or similar areas (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Where people directly pass things to each other, for example office supplies, consider ways of removing direct contact, such as using drop-off points or transfer zones.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Queuing System Involved to Access or Exit from Activity/Function

The type of control measures which can be introduced may include, but will not be limited to:

- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Using floor tape or paint to mark areas to help workers keep to a 2m distance (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Review layouts and processes to allow people to work further apart from each other (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk for support with moving furniture).
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens to protect staff in receptions or similar areas (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Where people directly pass things to each other, for example office supplies, consider ways of removing direct contact, such as using drop-off points or transfer zones.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Group Meetings Involved, where they cannot be held remotely

The type of control measures which can be introduced may include, but will not be limited to:

- Using remote working tools to avoid in-person meetings e.g. Microsoft Teams, Skype, etc.
- Where virtual meetings are not possible, consider facilitating outdoor meetings in areas where appropriate social distancing can be maintained.
- Where meetings absolutely cannot be held remotely, keeping the number of required attendees to a minimum, and maintaining at least a 2 metre distance at all times.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Staff involved are vulnerable/high risk (i.e. over 70, pregnant, or chronic condition) *(Further details relating to these conditions are available at:*

<https://gov.wales/coronavirus-social-distancing-guidance>)

The type of control measures which can be introduced may include, but will not be limited to:

- All staff in vulnerable or high risk categories to continue to work from home.
- Consider reallocation of activities which must be undertaken onsite to staff who are not in vulnerable or high risk categories.
- Where is essential for an individual in a vulnerable or high risk category to attend site, arrangements must be suitably robust to ensure that access is minimised and that there is no interaction with any other individuals during the period of access.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Areas used by multiple groups e.g. labs, studios, kitchens, etc.

The type of control measures which can be introduced may include, but will not be limited to:



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- Reducing or limiting the number of people working in the area at any one time (i.e. increasing the space between people by reducing the total number of people in the area).
- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Reducing job and location rotation, and reducing movement by discouraging non-essential trips within buildings and sites.
- Restricting access to some areas.
- Using floor tape or paint to mark areas to help workers keep to a 2m distance (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Review layouts and processes to allow people to work further apart from each other (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk for support with moving furniture).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face, or using screens to separate people from each other (contact the Estates, Facilities and Residences Team at efastaff@aber.ac.uk to arrange).
- Avoiding use of hot desks and spaces.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Opening windows and doors frequently to encourage ventilation, where possible.
- Splitting staff into teams or shift groups, and fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Outdoor Activity

The type of control measures which can be introduced may include, but will not be limited to:

- Reducing or limiting the number of people working in the area at any one time (i.e. increasing the space between people by reducing the total number of people in the area).
- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Reducing job and location rotation, and reducing movement by discouraging non-essential trips between sites.
- Splitting staff into teams or shift groups, and fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Use of Shared Equipment or Machinery

The type of control measures which can be introduced may include, but will not be limited to:

- Allocating equipment or machinery to particular individuals for the duration of the activity, to avoid sharing between individuals.
- Procuring additional equipment or machinery so that they can be allocated to particular individuals for the duration of the activity, to avoid sharing between individuals.
- Where people directly pass things to each other, for example office supplies, consider ways of removing direct contact, such as using drop-off points or transfer zones.
- Procedures for cleaning shared equipment or machinery before and after each use, with products which are effective against COVID-19.

Control Measure(s) to be Implemented**Responsible Person(s)****Date Completed**

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Travel (Domestic or International) Involved including Use of Vehicles and Public Transport

The type of control measures which can be introduced may include, but will not be limited to:

- All University-related travel must be approved in accordance with the requirements of the University's Travel Policy. Where the UK Government and Foreign and Commonwealth Office (FCO) advise against all but essential travel, the authorisation of the relevant Pro Vice-Chancellor will be required.
- Minimising non-essential travel by considering remote options first.
- Allocating vehicles to particular individuals for the duration of the activity, to avoid sharing of vehicles.
- Procedures for cleaning shared equipment or machinery before and after each use, with products which are effective against COVID-19.
- No passengers to be carried in University vehicles, unless absolutely essential.
- Where single vehicle occupancy is not possible, carrying a passenger in the back seat rather than the front seat of the vehicle.
- Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.

Control Measure(s) to be Implemented**Responsible Person(s)****Date Completed**

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Third Party Access Involved (e.g. students, members of the public, suppliers, contractors, etc.)


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The type of control measures which can be introduced may include, but will not be limited to:

- Facilitating access to third parties by pre-arranged appointment only.
- Maintaining a record of all visitors.
- Confirming the health status of all visitors to the workplace i.e. whether they have any COVID-19 symptoms, or included in vulnerable or high-risk group.
- Restricting visitor access to some areas.
- Limiting visitor times to a specific time window and restricting access to required visitors only.
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.

Control Measure(s) to be Implemented	Responsible Person(s)	Date Completed

Overall Risk Rating

Risk Factor (before introducing control measures)			Residual Risk (after introducing control measures)		
Severity	Likelihood	Risk	Severity	Likelihood	Risk