

**Liverpool John Moores University Institutional COVID-19 Risk Assessment**

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| **Date of Risk Assessment:** | 16th June 2020. Reviewed 22nd September and 2nd October 2020; 17th November 2020 | **Assessment carried out by:** | John Gillin, Head of Safety, Health and Environment |
| **Activities** | Currently the University is working to DFE’s Tier 3 <https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/coronavirus_tier_model_ljmu.pdf?la=en> The controls that are described in this risk assessment pertain to activities on-site, where they continue to take place. Movements between Tiers will initiate further reviews of the risk assessment, in case any of the controls described are affected. The University is planning for DFE Tier 1 in semester 2, 2020/2021.All institutional Covid-related risk assessments and templates will be kept under review by the Safety, Health and Environment Team and the Incident Management Team.Information for extremely clinically vulnerable staff, clinically vulnerable staff and for those staff with someone at home with Covid symptoms is contained on the HRFAQs: <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment> | **Persons consulted during completion of the Risk Assessment:** | Sean Holdsworth, Barry Smylie, Oliver Irving, Lisa McCleary, Steve Fisher (SHE Department), Mark Nevitt, Kerry Bailey and Paul Bradford (E&FM Department), Samantha Birkett and Barbara Steele (HR Department), Alison Leigh (Faculty of Science), Dr Jim Hollinshead, Dr Simon Brooman, Dr Bee Hughes, Dr Cynthia Akwei and Elaine McNeil (UCU), Andy Beech, Moira Helbert and Ray Burns (Unison), Bernie Lalkham, Dave Campbell and Dave Marsden (GMB), Incident Management Team. |
| **Signed:** |  |

**The University’s Covid micro-site LJMU Moving Forward Together is referred to throughout this document. It may be found by following this link:** [**https://www.ljmu.ac.uk/microsites/moving-forward**](https://www.ljmu.ac.uk/microsites/moving-forward)**. The micro-site is kept under continual review and updated on behalf of the Incident Management Team.**

| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing to control the risks?** | **What further action do you need to take to control the risks?** | **Who needs to carry out the action?** | **When is the action needed by?** | **Status** |
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| Infection while entering/exiting building. | Staff, students, contractors, visitors.Exposure to COVID-19 virus by:* Direct contact with people (droplet and aerosol transmission)
* Contact with contaminated surface
 | The following guidance is included on the micro-site. This includes information relating to working from home, which will affect different numbers of staff, depending on the current Tier:* Returning to the workplace
* Working practices
* Guidelines for staff returning to work
* Housekeeping rules
* Symptoms and testing
* Health and wellbeing
* Staff code of conduct
* Student community pledge
* Public guidance
* Building safety
* Meetings
* Libraries
* Ordering PPE
* FAQs for academics
* Guidance on homeworking
* IT advice for working from home

Specific local Estate and Facilities Management arrangements have been prepared for communal areas in each building.The University has its own test, track and trace arrangements, in partnership with the University of Liverpool and other institutions in the city <https://jbsgeneral.simplybook.pro/v2/>The University is in regular contact with the city mayor and the Director of Public Health to ensure that the University’s arrangements dovetail with those of the city region. The University has an approved Outbreak Plan.The University works closely with accommodation providers in the event that LJMU students are affected by lockdown in halls of residence and has a team in place to respond to emergency requests for assistance.Procedures are in place for anyone presenting with COVID-19 symptoms, which are located on the microsite. A dedicated LJMU Track and Trace team will contact Estate and Facilities Management, who will initialise enhanced cleaning and sanitising of areas where the person/s visited on campus. Any adverse events may be reported to line management or to the Helpdesk on 5555, or Security Services on 2222.Over 500 marshals have been appointed and trained (including in fire safety) to ensure that access/egress to/from buildings is managed to ensure that there is social distancing and face masks worn by building users. 138 marshals will be on site at key locations throughout the day.Additional signage on social distancing and hand hygiene and wayfinding is in place and will be reviewed in line with operational requirements and amendments made as necessary.Hand sanitiser stations are in place at building entrances, toilets, lifts and key points throughout buildings. Hand sanitiser and wipes are also available for individual teaching spaces.Entry is not permitted unless a face covering is worn. LJMU has provided face coverings for staff and students. Contractors must provide their own face coverings while accessing and working on the premises. Any exemptions must be notified to and logged by Estate and Facilities Management representative managing the works prior to any entry or works starting. Reports of contractors not wearing face coverings are acted upon by Estate and Facilities Management.Visitors are restricted to essential persons only. Contact and meetings are to be held on-line via conferencing mechanisms, wherever possible.Gathering at fire assembly points has been suspended, during the pandemic. All staff must familiarise themselves with the Fire Safety Guidance Notes that are contained on the micro-site <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment>Guidance on travelling to the University is included on the micro-site. Where staff are coming into the University and use public transport they should discuss the means by which they can avoid busy times.  | It is imperative that staff and their representatives are consulted in good time on local risk assessments, using the appropriate Covid 19 local risk assessment form: <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment> Consideration to be given to part-time and sessional staff who might be travelling between multiple institutions.Thereafter, staff must be fully briefed on the controls that have been put in place within their respective team and by Estate and Facilities Management. Guidance relevant to the particular groups of staff is contained on the micro-site. A means by which managers can satisfy themselves that their staff fully understand this information can be determined locally. This updated risk assessment will be posted on-line, a note will be sent to all staff to remind them of its existence and a note to the Directorate with items for them to note for their teams.A document showing the extant roles and responsibilities and procedures for monitoring and compliance will be developed and signposted. | Line managers (where this has not been the case already)Director of Corporate Communications and Stakeholder Engagement and Head of Safety, Health and Environment.Head of Safety, Health and Environment | ImmediatelyDecember 2020December 2020 | CompletedCompletedCompletedOngoingOngoingCompletedOngoingCompletedCompletedCompletedOngoingOngoingOngoingCompleted/ongoing |
| Infection while working in office or buildingsThe effect of the pandemic on mental health and wellbeing | Staff, Students, contractors, visitors.Exposure to COVID-19 virus by:* Direct contact with people (droplet and aerosol transmission)
* Contact with contaminated surface

Staff who may be working at home in an unsuitable environment or with unsuitable equipment; staff whose workload may increase by moving from one situation to another; staff who are concerned that their health may be adversely affected by a return to the University. | The following guidance is included on the micro-site. This includes information relating to working from home, which will affect different numbers of staff, depending on the current Tier:* Returning to the workplace
* Working practices
* Guidelines for staff returning to work
* Housekeeping rules
* Symptoms and testing
* Health and wellbeing
* Staff code of conduct
* Student community pledge
* Public guidance
* Building safety
* Meetings
* Libraries
* Ordering PPE
* FAQs for academics
* Guidance on homeworking
* IT advice for working from home

Specific local Estate and Facilities Management arrangements have been prepared for communal areas in each building.Walk arounds with trades union colleagues take place prior to the opening of buildings, with additional reviews of control and implementation measures under consideration.Timetabling arrangements are in place to avoid gatherings outside teaching spaces. Marshalls will move students along, should this occur.Directorate have been requested to ensure that local COVID-19 risk assessments have been completed, following consultation with staff and their representatives, to include:* Arrangements for entry doors and routes to work location
* Identification of sub-teams and development of weekly rotas
* Definition of standard or alternative work times
* Instructions that lifts will only be used for exceptional cases, with additional hygiene measures
* Closing up processes
* Exit doors and routes from work location
* Access to virtual support services

A SharePoint site for local Covid risk assessments is maintained by the SHE Department, which is accessible to trades unions and Heads of Operations. There is ongoing support with the local risk assessment process and feedback from trades unions is received and acted upon, where appropriate.Extensive ventilation surveys and remedial work have been undertaken of all buildings, in line with appropriate HSE and professional body guidance, to ensure that offices and teaching space are suitably ventilated.Staff who consider themselves to be at increased risk of contracting Covid-19 are invited to complete individual risk profiles and have a discussion with their line manager, to ascertain the means by which a return to the workplace could be managed appropriately. It is the responsibility of the member of staff to complete the risk profile in order that a meaningful conversation can take place. It is then the responsibility of the line manager to make every reasonable effort to manage that individual’s safe return to the workplace.A general binding risk assessment for teaching activities is on the Covid microsite. Teaching activities/processes are to be risk assessed where they are not covered by the general binding risk assessment.In order to ensure teaching activities/processes are adequately risk assessed where they are not covered by the general binding risk assessment, confirmation to IMT has been sought via the SHE Department. Such risk assessments are being sent to the SharePoint site and feedback/support is provided by SHE team members. A research risk assessment has been developed and consulted on, via the PVC Research and Enterprise.Directorate have been requested to ensure:* There are rotas to ensure that returning staff numbers are managed effectively and that details of available First Aiders and Fire Wardens are provided to the SHE Department for coordination purposes
* Exposure time is minimised
* Infection/transmission through processes are minimised i.e. by considering the impact of Covid on existing processes (for example, face coverings to be worn where there is team manual handling)
* Teaching activities/processes are risk assessed where they are not covered by the general binding risk assessment
* There is good hand hygiene and respiratory etiquette (wearing of face coverings), promoted by regular internal communications within the team, particularly as staff return to the workplace

Estate and Facilities Management have:* Implemented Covid-secure measures, along with assessment and implementation of one-way systems (where possible), directional signage, visual guidance on measures and controls, hand sanitisation points on high-contact areas, enhancing leaning regimes, screening for information points and serveries, contactless payment systems, provision of Covid PPE materials and quarantining of waste
* Additional disinfectant wipes are available for users to cleanse surfaces and shared AV/IT equipment in teaching spaces. Details of the cleaning regime may be found here: <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/building-safety>
* Provided additional hand wash stations, hand gel stations and sanitisation wipes across the estate
* Provided additional ‘top up’ cleaning materials, via the Helpdesk
* Reconfigured layouts in open spaces and with the SHE Department confirmed layouts that conform to social distancing in offices, including where there is multiple occupancy

Estate and Facilities Management have a team of Facilities Managers who are responsible for the day-to- day operation of the estate. They are responsible for managing compliance and undertake regular building inspections. If any corrective actions are required, they will ensure these are completed.Estate and Facilities Management Team have continued to meet twice weekly through the pandemic. COVID-19 is a standing item, where issues and actions are logged. The Estate and Facilities Management Service Forum, comprising senior stakeholders and management team representatives have met on a weekly basis through the pandemic. This is an opportunity for senior stakeholders to raise issues. Actions are agreed for completion.The Estate and Facilities Management Helpdesk have a set of FAQs and responses for COVID-related queries to ensure jobs/issues are resolved asap.Hot-desking is suspended <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/working-practices>, as is sharing of stationery or personal issue equipment. On a case-by-case basis, workstation rota-ing may be permitted with the appropriate decontamination regime in place.Actions have been agreed at a local level for:* Staff working in small offices
* Working in laboratories or communal spaces

Arrangements are in place to ensure safe disposal of domestic waste.Remote team meetings will be maintained in order that rotas can be effective. Measures will be put in place to maintain social distancing in face-to-face meetings, where these take place <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/working-practices>Estate and Facilities Management have implemented:* One way systems
* Marshalls trained to ensure that waiting outside classrooms and entering classrooms/staff offices will be minimised
* Walkways through open plan offices will be demarcated.
* Staircase signage and conventions
* Isolation of all air movement systems with the potential to re-circulate air
* Increased frequency of cleaning, schedules of which (including specialist products used) have been shared with trades union colleagues

In addition to the control measures above, a management system was implemented for the marshalls across the estate in September 2020. This comprises a team of seven supervisors, a Head Supervisor and Project Manager supplemented by representatives from the Estate and Facilities Management Team. Circa 450 students were trained in marshalling and fire evacuation.  A Whats App Group was established for the supervisors to ensure rapid communication and ensure issues are resolved. Weekly team meetings also take place where issues and actions are logged.Senior stakeholders were encouraged to raise issues around the marshalling, which they have done since inception. Issues are shared with the Head Supervisor and resolved the same day. There is an audit trail to support this.Signs were installed across the estate to corridors, stairwells, foyers and other circulation spaces to signify one way systems.   Walkways through one-way systems have also been demarcated. These systems are under constant review through the control and feedback measures above.Works to isolate air movement systems with the potential to re-circulate air were completed. A spreadsheet demonstrating all ventilation works across the estate has been maintained for audit purposes.A cleaning audit tool has been implemented to monitor the quality and frequency of cleaning across the estate. An audit trail of additional cleaning measures, implemented following positive COVID tests, is in place.SHE Department have developed four new fire safety guidance documents, following consultation. Those relevant to staff and students are located on the microsite (others are specifically for Estate and Facilities Management) <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment>New First Aid guidance has been developed, following consultation and are located on the microsite <https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/risk-assessment> Additional specialised PPE has been provided to all First Aiders who have indicated that they are continuing in the role.SHE Department coordinates first aid and fire evacuation cover, by receipt of staff rotas and building occupancy figures.HR have produced wellbeing guidance and support for staff, along with FAQs.Regular briefings are provided by IMT, via Corporate Communications and Stakeholder Engagement, including “Three at three” bullet point updates.The microsite has been used to update staff throughout this period, with messages to all staff, where appropriate, and through the Directorate which are more focussed and for them to cascade.Regular weekly meetings take place with trades unions to discuss Covid-security arrangements, with additional meetings for more detailed discussion and consultation on such arrangements.The following guidance is on the micro-site:* Guidance on homeworking
* IT advice for working from home

Staff have been allowed into buildings to collect IT and other equipment.Where appropriate, additional work equipment for home working has been provided on a case-by-case basis.An initiative will be launched in October 2020 in support of staff mental health.Staff who believe they have an increased risk of contracting coronavirus have the opportunity to discuss their concerns with their line manager, upon completion of their individual risk profile.The team wellbeing process is being updated, in consultation with trades unions, to reflect the challenges of working remotely.  | Implementation of and compliance with the measures undertaken by Estate and Facilities Management will continue to be monitored.Implementation of and compliance with the Estate and Facilities Management measures will continue to be monitored.A further meeting is scheduled to agree the changes to the procedure, the survey questionnaire and risk assessment templates. | Estate and Facilities ManagementEstate and Facilities ManagementStress Risk Assessment Steering Group | OngoingOngoingDecember2020 | CompletedCompletedOngoingCompleted/ongoingCompleted/ongoingCompleted/ongoingCompletedCompleted/ongoingCompleted/ongoingCompleted/ongoingOngoingCompleted/ongoingCompletedCompleted/ongoingCompletedCompletedCompletedCompletedCompletedCompletedOngoingCompletedCompletedOngoingCompletedCompletedCompletedOngoingOngoingOngoing |
| Infection while using welfare facilities. | Staff, studentsExposure to COVID-19 virus by:* Direct contact with people (droplet and aerosol transmission)
* Contact with contaminated surface
 | Standard arrangements have been developed, covering (inter alia) occupancy restrictions on W/C and washroom welfare facilities, kitchen and canteen spaces.Local arrangements are contained with local Covid risk assessments.A limited catering offering is in place, to ensure that there is no congregating at outlets. Screening is in place at payment and servery points; payment is wholly contactless; the vending supplier provides a regular clean down of vending machines. |  |  |  | CompletedCompletedCompleted |
| Infection while interacting with other – contractors, delivery drivers. | Staff, students exposure to COVID-19 virus by:* Direct contact with people (droplet and aerosol transmission)
* Contact with contaminated surface
 | Visitors are not permitted to the University, except by permission from IMT. Specific arrangements for social distancing in respect of visitors (for example interviews) is covered by risk assessments.A contractor’s charter has been developed by Estate and Facilities Management, signed by the contractors used by the Department. Contractor parties must have signed up to the charter and have provided their Covid-19 controls within their risk assessments, prior to works starting.Contractors must provide their own face coverings while accessing and working on the premises. Any exemptions must be notified to and logged by Estate and Facilities Management representative managing the works prior to any entry or works starting. Reports of contractors not wearing face coverings are acted upon by Estate and Facilities Management.Specific arrangements for social distancing in respect of delivery drivers are developed at a local level, with protocols for the prevention of possible infection from items/packages delivered. | Any member of the University Community who sees contractors on-site without face coverings should ring the Helpdesk on 5555 and report the location and circumstances to Estate and Facilities Management, who will investigate and take the necessary action. | Staff and students | Ongoing | CompletedOngoingCompletedOngoingOngoing |

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| **Review** |
| This risk assessment will remain under continual review and will be updated as and when actions identified above are completed, or when there are substantial changes to the hazards or the controls. The review will be undertaken by the Head of Safety, Health and Environment, after consultation with the colleagues named on page 1 and approved by IMT. |