Estate & Facilities Management Department – COVID-19 Management & Controls

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| **COVID-19 Management & Controls Risk Assessment** |
| **Building(s)** | Communal spaces / Facilities within multiple Buildings / areas across the LJMU estate portfolio | **Date of Risk Assessment** | 01-02-21 V2 (DRAFT) |
| **Service Department** | **Estate & Facilities Management (E&FM) Department have been asked to complete an assessment of general facilities and control applicable to communal spaces within buildings.** | **Assessment carried out by** | **Kerry Bailey** (Operational Safety & Enhancement Manager) **Paul Bradford** (Head of Campus Support - Facilities) |
| **Activities** | 1) Accessing / egressing buildings 2) moving around buildings 3) Use of University managed communal / circulation space and facilities not covered by the General binding risk assessment for teaching activities or local COVID-19 risk assessments  | **Signed** |  |
| **Persons consulted during Risk Assessment** | Strategic Estates TeamSafety, Health and Environment TeamEFM Service Forum members  |
| **Reason for assessment** | The outbreak of COVID-19 in the UK (March 2020) and in more recent weeks the introduction of a new more infectious variant of the virus, has led to further restrictions in both social and work activities by the UK Government. As of 5th January 2021, England is currently experiencing a national lockdown with many of its counties put under **Tier 4** restrictions. LJMU, as a higher education provider is therefore reviewing the risk assessments associated with workplace settings and activities to ensure that controls measures remain suitable and sufficient to protect employees, students, contractors, and members of the public.This **COVID-19 Risk Assessment for the E&FM Department** reflects the findings and suggested controls for activities undertaken by the Estate and Facilities Management Team and has identified activities where there may be an increased risk of close contact with other persons and associated potential contaminated surfaces.This assessment covers the period that will occur from 18th**January 2021 until further notice**.During this time, a small selection of campus buildings will be open for critical activities, which have been approved by IMT. All other buildings will be closed and open only for construction projects and maintenance works such as statutory compliance and planned and preventative maintenance.The University (at institutional level) will ensure that all staff and students are cognisant of the revised COVID-19 controls developed for the campuses and to reinforce the need for each and every person to adhere to the LJMU COVID-19 Secure Measures set out in the LJMU microsite areas <https://www.ljmu.ac.uk/microsites/moving-forward>.A review of this and other associated risk assessments will be carried out following any changes to the Tier rating (either increasing or decreasing) which may therein institute further controls or the relaxing of the ones shown here. |

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| **What are the hazards?** | **Who might be harmed and how?** | **What are you already doing?** | **Do you need to do anything else to control this risk?** | **Action by who?** | **Action by when?** | **Done** |
| **Contact with other persons who may be infected with or carrying the COVID-19 virus*** Close contact with persons
* Contact with contaminated surfaces
 | General access and movement around campus communal areasStudentsFaculty Staff E&FM StaffContractors   | Following the most up-to-date Government advice: -**Remember: HANDS - FACE - SPACE**1. Adherence to social distancing measures (based upon 2m minimum distance from other persons) set out around the campuses and associated buildings. Communication have been issued to students, staff and contractors and suitable signage is located in buildings as a reminder
2. Home working as a requirement for all but essential staff who are required on campus.
3. Staff and students to notify individual line managers or responsible staff in control of activities if showing any of the notable signs of infection whilst on campus to leave campus immediately and self-isolate.
4. If staff receive a positive result, they must self-isolate for 10 days and not return to work before this time. They should inform their line manager and the LJMU Track & Trace Team immediately (TrackandTrace@ljmu.ac.uk). Follow the guidance provided to you by the Testing Station / NHS Track & Trace Team.
5. Staff and students classed as clinically extremely vulnerable are to shield as directed by UK Government and LJMU HR.
6. All users have been encouraged through communications to wash hands regularly and for a minimum duration of 20 seconds after using the toilet, before eating, drinking, smoking or vaping.
7. Use of sanitising points around building for cleansing hands and sanitising wipes provided for wiping down keys, ID cards, communal surfaces, etc., Sufficient hand sanitiser stations, temporary hand wash stations and toilet / washing facilities are available on campus. Santiser and hand wash stations are also located at building entrance points.
8. Discouraging people from touching their face identified through onsite signage / communication
9. Mandatory wearing of face coverings by all staff, contractors and students when on campus.
10. Attendance rotas formulated to align with the capacities of the buildings and operational needs.
11. Staff Use of kitchens / brew stations on a sensible one in – one out basis. Sanitise touch points before and after use, e.g. Zip Taps, Kettles, fridge handles, microwave buttons, etc. Student accessible brew stations are currently out of use.
12. Vending machines are accessible for students / staff in specific buildings only. The vending provider ensures management and cleaning of these units. Zoono surface treatment is used to provided added protection and cashless payment is in place. Sanitiser station is also located in the vicinity of units.
13. Marshals are located at entrance areas and are completing checks of internal spaces to ensure that University protocols are adhered to, including the wearing of face coverings. The number and locations of marshals will be commensurate with the level and location of activities within spaces being used. This is to be defined by the E&FM Team. Provision will be monitored by the E&FM team and their consultants.
14. Certain marshals have received University fire marshal training and can be used to assist in the event fire evacuation.
15. One-way systems have been provided in buildings where appropriate, This is to assist with the maintenance of social distancing and the separation of persons accessing and egressing buildings. In the event of a fire evacuation, building occupants are required to leave the building via the nearest / safest available route.
16. Signage has been installed in buildings to denote any one-way flows and to assist with the maintenance of social distancing when on campus
17. Enhanced cleaning of communal spaces / facilities is carried out through the course of the day in line with IMT approved cleaning schedules. This covers high touch point areas, lifts and toilets.
18. Lifts are currently restricted to single person use (there are some exceptions to this)
19. Signs are placed at entrance points to toilet to remind users about social distancing. Facilities inside of toilets have been closed to assist.
20. Communal seating in social spaces (internal / externa) have been cordoned off to prevent use and PC units in communal spaces have been put out of use.
21. Receptions areas have been fitted with perspex screens to enhanced protection to both staff and students.
 | 1. All users to follow specific Department Standards and Procedures for their activities.
2. Wearing of face coverings in and around the campus buildings will be mandatory unless indicated otherwise in a risk assessment. Spare face coverings are available at the entrance to buildings.
3. Bring pre-prepared meals to work wherever possible. Use own cutlery and crockery and take home to wash.
4. If desk sharing clean down the surfaces with sanitising wipes before use.
5. Keep your hands moisturised – breaks in the skin can cause viruses to enter.
6. Bag all used items of PPE into a designated waste bags.
7. All students and staff accessing the campus require evidence of a negative covid test (within the last 7 days) - Marshals / Reception staff will ask to see evidence of testing at the point of access to buildings. Individual line managers are also managing team requirements for testing at a local level.
8. Continual monitoring of effective building flow systems and signage will be undertaken by E&FM. Any improvements or alterations will be acted on as necessary
9. Faculty staff should ensure that any concerns with effective measures on campus in relation to one way systems and signage are raised to the Faculty Head of Operations who will liaise with E&FM (Mark Nevitt / Paul Bradford) to seek review / resolution
10. Faculty staff in control of specialist spaces should ensure that effective management is in place for access and receiving students from communal spaces in order to prevent congestion of corridors. Any concerns should raised to the Faculty Head of Operations. E&FM are available to assist in any operational reviews to seek prompt resolutions. Where concerns relating to any impact on communal spaces arising from operational activities, E&FM will raise this with the Faculty Head of Operations to seek a collaborative resolution.
11. All are required to report any requests, faults, damage or health and safety concerns relating to estate maters immediately to the E&FM helpdesk. This includes replenishment or concerns around hand sanitiser points, handwash stations and toilet facilities.
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| **How will the assessment be put into action?**  |
| 1. Consultation will be carried out through the Estate Management Service Forum
2. A copy of the assessment will be held by E&FM and placed on the University microsite
3. A copy of the assessment will be provided to Faculty risk assessment leads to assist in the management of site operations / activities and the development of local Faculty / Departmental assessments
4. Relevant control measures from this assessment will be included in other operational documents as necessary
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| **Monitoring and review of Risk Assessment**  |
| 1. Implementation of these measures will be reviewed on a continuous basis or as necessitated by required changes to operational procedures.
2. A review of the risk assessment will be undertaken where it is evidenced that the control measures are insufficient i.e. following an incident / accident occurring.
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