

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

This is a high level Institutional Risk Assessment for managing the current COVID-19 situation and how the university will restrict the transmission of the COVID-19 virus in its varied workplaces – and it is regularly reviewed and updated. It will not cover all scenarios and each location/service will consider their own unique circumstances and complete a specific local COVID-19 task risk assessment or specific risk assessment for teaching purposes (where not covered by the generic teaching risk assessment and safe operating procedure). This Institutional Risk Assessment does not replace the requirement for management to undertake local COVID-19 task risk assessments, in consultation with staff representatives.

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| **Date of Risk Assessment:** | 16th June 2020. Reviewed 22nd September and 2nd October 2020; 17th November 2020; January 2021; 16th July 2021; 29 October 2021 | **Assessment carried out by:** | John Gillin, Head of Safety, Health and Environment |
| **Context** | Our intention is to deliver ‘business as usual’ during this academic year with face-to-face teaching and we expect all of our students to be in Liverpool for the start and continuation of their studies.  This is a plan underpinned with a great deal of complex contingency arrangements which will be communicated and deployed across the university should we find ourselves in a position where the Government changes their guidance and restrictions meaning a switch to on-line for any period of time.  As part of protecting our community we are also strongly encouraging everyone to get vaccinated as we head into the start of the new academic year.  LJMU has followed Government guidance and is operating with no legal limits on social restrictions. However, we are still applying good practice by taking precautions.  DfE guidance notes institutions ‘should not put in place measures which limit the teaching and learning outcome for students, or significantly limit the wider activities offered by the HE provider.’ As such, we have now transitioned into a phase of managing Covid-19 moving from strict rules, towards recommendations based on personal, and institutional responsibility.  A COVID Operations Group (COG) will continue to take measures to reduce transmission, whilst not putting in place measures which limit the teaching and learning outcomes or wider opportunities for students. The controls described in this risk assessment pertain to activities on-site.  All institutional COVID-related risk assessments and templates will be kept under review by the Safety, Health and Environment Department and the COVID Operations Group.  Note: in the content of the risk assessment record below, the term ‘supervisor’ means the person who directs or has responsibility for the activity of others, such as Subject Leaders, Programme Leads, Line Managers, group leaders and Team Leaders /Supervisors. | **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), Amanda Stewart-Reilly (Faculty of Business and Law), Sara Rioux (Faculty of Engineering and Technology), Dr Diane Spivey, Head of Transition, Dr Simon Brooman, Dr Bee Hughes, Dr Cynthia Akwei and Elaine McNeil (UCU), Andy Beech, Moira Helbert, Erika Raffle, Ray Burns and Jenny Kay (Unison) and Dave Marsden (GMB), COVID Operations Group |
| **Signed:** |  | | |

**The university’s COVID micro-site** [**Moving Forward Together**](https://www.ljmu.ac.uk/microsites/moving-forward) **is referred to throughout this document. The micro-site is kept under continual review and updated on behalf of the university’s COVID Operations Group (COG).**

| **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 and droplet and aerosol transmission * Contact with contaminated surface | The following guidance is included on the [micro-site](https://www.ljmu.ac.uk/microsites/moving-forward). This includes information relating to working from home:   * Returning to the workplace * Returning to study * Working practices * Housekeeping rules * Symptoms and testing * Health and wellbeing * Building safety * FAQs   LJMU is adhering to the Government guidelines for higher education on campus activity. We require everyone on campus to wear a face covering, unless exempt, when moving around in all communal areas, libraries and indoor teaching spaces including lecture theatres and classrooms, and when eating or drinking in café or designated eating area. Face coverings can be removed once people are seated at a single person desk or single person study space/room.  Social distancing is not in operation but staff and students are reminded to avoid crowded spaces and to keep to the left when moving around.  We will keep this under review for the academic year 2021/22.  A hybrid working model for staff has been implemented.  All buildings were opened for the start of the new academic year.  Staff and students are strongly recommended to source and take two COVID tests every seven day period (every 3 – 4 days) if coming into the university to avoid spreading COVID-19 while being asymptomatic. There is no requirement to upload results to the university’s systems, unless the results are positive, but the results should be uploaded to the Government website.  Contractors will continue to work on site and have been requested to comply with LJMU’s guidance on testing and wearing face coverings. A contractor’s charter is in place. |  |  |  | Completed  Completed |
|  | Local task risk assessments are performed and outline all control measures in detail. | It is imperative that staff and their representatives are consulted in good time – at least five working days before commencement of the task - on local task risk assessments, using the appropriate COVID 19 local task risk assessment form and guidance that are available from the [microsite](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working).  Consideration to be given to part-time and sessional staff who might be travelling between multiple institutions.  Consultation is one of the areas that are reviewed by the SHE Department. | Supervisors to consult (where this has not been the case already) | Immediately | Ongoing |
|  |  | Thereafter, staff must be fully briefed by their supervisor on the controls that have been put in place within their respective team and by Estate and Facilities Management.  Guidance (housekeeping rules, building information, FAQs etc.) relevant to the particular groups of staff is contained on the [microsite](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus). | * Building specific safety guidance is available from the [microsite](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus). * A means by which supervisors can satisfy themselves that their staff fully understand this information has been added to the task risk assessment form and the general teaching risk assessment and safe operating procedure. | Supervisors to fully brief staff (where this has not been the case already)  Supervisors to fully brief their staff. | Immediately  Immediately | Ongoing  Ongoing |
|  |  | General evacuation strategy and the emergency fire action plan now apply as normal – i.e. evacuate quickly and safely; assembly at the building evacuation point |  |  |  | Completed |
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|  |  | The university has its own [test, track and trace arrangements,](https://jbsgeneral.simplybook.pro/v2/) in partnership with the University of Liverpool and other institutions in the city. These arrangements are currently under review. Guidance is available on the [microsite](https://www.ljmu.ac.uk/microsites/moving-forward/covid-19). |  |  |  | Completed |
|  |  | 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 Outbreak Plan approved by the Director of Public Health team. |  |  |  | Completed |
|  |  | Student Advice and Wellbeing Services has a team in place to respond to an emergency if students are affected by lockdown in halls of residence. |  |  |  | Completed |
|  |  | Procedures are in place for anyone presenting with COVID-19 symptoms, guidance is available on the [microsite](https://www.ljmu.ac.uk/microsites/moving-forward/covid-19). |  |  |  | Completed |
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|  |  | Student advocates have been appointed (from beginning of the academic year until the winter break 2021) and trained to help raise awareness of the wearing of face coverings and LFD tests. |  |  |  | Ongoing |
|  |  | Additional signage on face coverings and hand hygiene will remain in place and will be reviewed in line with operational requirements and amendments made as necessary. |  |  |  | Completed |
|  |  | 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. There is a process to routinely check on supply levels and for notification by staff if supplies run low. |  |  |  | Completed |
|  |  | Wearing a face covering is mandated – unless there is a legitimate exemption and a ‘sunflower’ lanyard is worn - when moving about inside in communal areas and when seated in lecture theatres and classrooms. You may remove your mask when seated at a single desk or single person study space or when seated in a café or designated eating area and then eating or drinking.  LJMU has provided face coverings for staff and students. Spare face coverings will be made available at the entrance to buildings.  Contractors must provide their own face coverings while accessing and working on the premises. Any exemptions must be notified to and logged by the 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. |  |  |  | Completed |
|  |  | Meetings of the university committee structure will take place by Teams.  Face to face teaching, research and all student-facing services can continue subject to face covering requirements. |  |  |  | Completed |
|  |  | Guidance on travelling to the university is included on the micro-site in the [FAQ section](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working). Where staff are coming into the university and use public transport they can discuss the means by which they can avoid busy times with their supervisor. |  |  |  | Completed |
|  |  | A list of defined COVID health, safety and wellbeing responsibilities for members of the university community by various categories are located on the microsite in the [risk assessment section.](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working) |  |  |  | Completed |
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| Infection while working in office or buildings | Staff, students, contractors, visitors.  Exposure to COVID-19 virus by:   * Direct contact with people (droplet and aerosol transmission) * Contact with contaminated surface | Specific Estate and Facilities Management (E&FM) arrangements have been prepared for communal areas; these are institutional arrangements, supported by a risk assessment.  E&FM have optimised ventilation systems for maximum airflow and fresh air input.  Staff are to ensure windows are open wherever possible to maximise fresh airflow into the office and teaching space.  There are simple steps that can be taken to help ensure that the workplace is adequately ventilated without being too cold:  • Partially opening windows and doors (or using ‘trickle’ vents if installed) can still provide acceptable ventilation while keeping workplace temperatures comfortable  • Opening higher-level windows will create fewer draughts  • In occupied rooms relying on natural ventilation, air the space by opening windows and doors as fully as possible to regularly provide additional fresh air for 10 minutes an hour  • wear extra layers and warmer clothing  • set the heating to maintain a comfortable temperature even when windows and doors are open  *Note: The Workplace (Health, Safety and Welfare) Regulations 1992 Approved Code of Practice states that workplace temperature should provide reasonable comfort; - this should normally be at least 16°C for sedentary work and 13°C for manual work. The university’s ideal target temperature is 20 -21°C for all general teaching, circulation and office/administration areas – see* [*SCP 47 Thermal Comfort and Ventilation of Internal Spaces.*](https://policies.ljmu.ac.uk/UserHome/Policies/PolicyDisplay.aspx?&id=321&l=1) |  |  |  | Completed |
| Walk-arounds with trades unions’ colleagues take place for reviews of control and implementation measures under consideration. Trades Unions will carry out inspections of operational buildings in accordance with University Code of Practice SCP4 Safety Inspections, Audits and Reporting Hazards. |  |  |  | Completed |
| Lecturers should ensure that classes are kept to time to allow the changeover of students to prevent congregating outside of room. Lecturers should be in place and open up rooms and labs at least 15mins before start of a lecture and to assist with ushering in students.  At the end of teaching sessions, lecturers are to remind students to wear a face covering when moving about inside communal areas. |  |  |  | Completed |
|  |  | 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 Hybrid Working Team Charters * Definition of standard or alternative work times * Closing up processes * Exit doors and routes from work location * Access to virtual support services |  | Directorates |  | Ongoing |
|  |  | A SharePoint site for local COVID risk assessments is maintained by the SHE Department, which is accessible to Trades Unions and Faculty Heads of Operations. The system has been enhanced, further to collaboration between the SHE Department and Trades Unions.  There is ongoing support with the local risk assessment process and feedback from Trades Unions is received and acted upon, where appropriate.  The SHE Department has moved away from reviewing all risk assessments received and will provide advice and support when requested, and will review a representative sample of completed risk assessments and will seek confirmation of staff acknowledgements that they have received and understood the risk assessments. |  |  |  | Completed |
|  |  | 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.  CO2 monitors have been installed in some rooms to assess the suitability of ventilation by measuring any build-up of CO2 in the air. This local monitoring provides real time information to room occupiers to manage the ventilation by opening or closing windows to balance the temperature and air quality issues for the number of people in the room. Guidance is provided with the CO2 monitors  Details are included in buildings’ information notes. |  |  |  | Completed |
|  |  | Staff who consider themselves to be at increased risk of contracting COVID-19 are invited to have a discussion with their supervisor or HR, to ascertain the means by which a return to the workplace could be managed appropriately. Referrals may be made to the Occupational Health team. |  |  |  | Completed |
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|  |  | Directorate and Support Services 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. These need to be highlighted in risk assessments for coordination purposes * Exposure time between people is minimised * Infection/transmission through work tasks 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 - a general teaching risk assessment and Safe Operating Procedure is operational * There is good hand hygiene and respiratory etiquette (wearing of face coverings), promoted by regular internal communications within the team |  | Directorates,  Support Services |  | ongoing |
|  |  | SHE Department is closely monitoring the control measures by asking questions of the risk assessors in relation to the assumptions and control measures contained in local task risk assessments as part of an audit programme.  If issues or improvements are identified, the SHE Department communicate this to the risk assessors. |  |  |  | Completed and ongoing |
|  |  | Estate and Facilities Management have:   * Implemented COVID-secure measures, along with assessment and implementation of 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 * Made additional disinfectant wipes available for users to cleanse surfaces and shared AV/IT equipment in teaching spaces * Provided additional hand gel stations and sanitisation wipes across the estate   Checklists in place across each campus area and replenishment completed as necessary. All buildings users should report any urgent replenishment requirements and faults through the E&FM Helpdesk.   * Provided additional ‘top up’ cleaning materials, via the Helpdesk   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 continue to meet regularly through the pandemic with COVID-19 a standing item, where issues and actions are logged.  The Estate and Facilities Management Service Forum, comprising senior stakeholders including Faculty Heads of Operations and representatives from Library Services, Student Advice and Wellbeing and Safety, Health and Environment and management team representatives have met regularly through the pandemic. This is an opportunity for senior stakeholders to raise issues. Actions are agreed for completion. |  |  |  | Completed |
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|  |  | On a case-by-case basis, and as identified and controlled by risk assessment, workstation rota-ing may be permitted with the appropriate decontamination regime in place. |  |  |  | Completed |
|  |  | Arrangements are in place to ensure safe disposal of general waste. Estate and Facilities Management are following Government and industry guidance. |  |  |  | Completed |
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|  |  | Estate and Facilities Management have implemented:   * 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 |  |  |  | Completed |
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|  |  | Senior stakeholders were encouraged to raise issues around COVID secure arrangements, 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, within Estate and Facilities Management. |  |  |  | Completed |
|  |  | 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, held in Estate and Facilities Management.  Details are included in buildings’ information notes. |  |  |  | Completed |
|  |  | 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 in Estate and Facilities Management. |  |  |  | Completed |
|  |  | Implementation of and compliance with the Estate and Facilities Management measures will continue to be monitored. |  |  |  | Completed |
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|  |  | New First Aid guidance has been developed, following consultation and are located on the microsite. Additional specialised PPE has been provided to all First Aiders who have indicated that they are continuing in the role. |  |  |  | Completed |
|  |  | SHE Department coordinates first aid and fire evacuation cover, by receipt of staff rotas and building occupancy figures. |  |  |  | Completed |
|  |  | HR have produced [wellbeing guidance and support for staff, along with FAQs.](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working) |  |  |  | Completed |
|  |  | Regular briefings are provided by COG, via Corporate Communications and Stakeholder Engagement. |  |  |  | Completed |
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|  |  | Regular meetings take place with Trades Unions to discuss COVID-security arrangements. |  |  |  | Completed |
|  |  | Guidance on [homeworking](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working/faqs-for-staff-returning-to-the-workplace) is on the microsite. |  |  |  | Completed |
| Where appropriate, additional work equipment for home working has been provided on a case-by-case basis. |  |  |  | Completed |
| Staff who believe they have an increased risk of contracting coronavirus have the opportunity to discuss their concerns with their supervisor. |  |  |  | Completed |
| Infection while using welfare facilities. | Staff, students  Exposure to COVID-19 virus by:   * Direct contact with people (droplet and aerosol transmission) * Contact with contaminated surface | Catering and food provision has been re-implemented. Screening is in place at payment and servery points; payment is wholly contactless. The catering teams also clean down refractory/café areas.  Vending machines have weekly internal and external deep clean by the supplier, followed by a special spray treatment. External touch points are cleaned daily by the LJMU catering/cleaning teams. |  |  |  | Completed |
| Infection while travelling in a vehicle | Staff, students  Exposure to COVID-19 virus by:   * Direct contact with people (droplet and aerosol transmission) * Contact with contaminated surface | Travelling in a vehicle for work or educational activities is controlled by the risk assessment process.  Standard controls are:   * Keep the number of people in the vehicle to a minimum * Providing adequate ventilation by opening windows or switching on systems that draw in fresh air * Wear a face covering, unless exempt for health, age or equality reasons * sitting side-by-side and not face-to-face * Provide hand sanitiser in the vehicle * Use a ‘buddy’ pairing system if workers have to be in close proximity or defined cohorts for student groups * Ensure vehicles are regularly cleaned – especially touch points (handles, controls, keys) - in particular between different users |  |  |  | Complete |
| The effect of the pandemic on mental health and wellbeing | 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. | There is support for [staff health and wellbeing.](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working/faqs-for-staff-returning-to-the-workplace)  Similar support is available [for students.](https://www.ljmu.ac.uk/microsites/moving-forward/support) |  |  |  | Complete |
| 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 | 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. |  |  |  | Completed |
| 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. |  |  |  | Completed |
| Any member of the university community who sees contractors on-site without face coverings should ring the Helpdesk on 5555 Option 3 and report the location and circumstances to Estate and Facilities Management, who will investigate and take the necessary action.  Specific arrangements in respect of delivery drivers are developed at a local level, and recorded in local risk assessments, with protocols for the prevention of possible infection from items/packages delivered. |  |  |  | Completed |
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| **Review** |
| This risk assessment will remain under continual review 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 COG. |