

Part 1 Details of Risk Assessment			
Primary purpose of assessment	The safe return to work in the Students' Association Building		Date July-20
School/Unit/Department	Students' Association	Assessor Name	Chris Clarke/Phil Hulse
Line Manager/Supervisor Name	Responsible person (s) – Chris Clarke/Phil Hulse		Primary site/location Students' Association 22 St Marys Pl, St Andrews KY16 9UZ
Task/activity	Return to work after the Coronavirus COVID-19 pandemic		
Brief details/comments	<p>This risk assessment identifies the control measures necessary for a safe return to work within the Students' Association. This document:</p> <ul style="list-style-type: none"> • provides a framework for a phased reoccupation of the building and restart of all permitted areas of operation. • follows the UK and Scottish Government Guidance (Phase 3 (&4)) – Scottish Government Route Map to relieving lockdown procedures) relevant to the areas of operation detail below contained here and also aligns with University Guidance. • details the specific actions which will need to be taken for re-occupation of the Students' Association main building. • includes some of the physical control items which Estates and EHSS will need to ensure are completed prior to the re-occupation of the building. • prioritises staff and student safety in accordance with the relevant UK Government Guidance and University advice. • takes account of individual circumstances, such as underlying health issues and caring responsibilities. • provides assurance to all workers within the organisation, the University and local community that all parts of the SASA operation start-up will be safe and effective. 		
Universal Controls	<ol style="list-style-type: none"> 1. SASA's management team will assess all staff members prior to return to work; this includes staff returning from furlough and any other staff member due to return to the building as part of their duties. 2. Most importantly, anybody reporting symptoms of COVID-19 will not be permitted to attend work and will stay at home and self-isolate in accordance with government advice; their line manager must be notified of their symptoms. 3. SASA Management Team will monitor the health of workers who may have been exposed to COVID-19 through contact with the worker who is now self-isolating. 4. So far as is reasonably practicable, staff will maintain social distancing of 2 metres; this will reduce the potential for infection from droplets of saliva and mucus from sneezes and coughs. 5. Face covering will be mandatory in circulation areas and where 2M physical distancing cannot be consistently maintained. 6. The use of one-way systems throughout the building will be implemented where practicable. 7. All entrances and exits will be staffed in order to control access and egress throughout the building and work within maximum occupancy limits for each floor. 8. All workers will use disposable paper tissues to capture such droplets and will dispose of the tissues in plastic liners. 9. Used disposable gloves and tissues will be placed in a bag in domestic waste bins, and full bags will be tied up and dealt with according to the cleaning risk assessments for handling waste (see Appendices 2 and 3). 10. All first aiders in the building will view: <ol style="list-style-type: none"> i. The current Resuscitation Council guidance on giving first aid to casualties potentially infected with COVID-19. ii. The St John's Ambulance guidance on the same subject. 		
Additional Notes (if required)	<p>This document is a Tier 2 level risk assessment which follows the Tier 1 "gold standard" guidance provided by University of St. Andrews Estates and will direct the Tier 3 "Operational Plans" for each area. No association members or members of the public may enter the Students' Association buildings until a suitable and sufficient risk assessment has been completed. The aim of this risk assessment is to put in place the appropriate measures to allow staff members to reoccupy the building initially, then to initiate a phased re-opening of other retail and meeting spaces to members of the public and to consider further the requirements which may be required when the student cohort returns.</p>		

Part 2 Identification of Hazards to: Estates/Any Staff visiting site pre-opening date										
Hazard	Persons at Risk	Potential Consequences	Existing Risk L x I = S			Control measures to be implemented (use the risk hierarchy)	Residual Risk L x I = S			Person(s) responsible for implementation
			Likelihood	Impact	Score		Likelihood	Impact	Score	
						<p>Estates will produce a risk assessment for Estates staff entering the unoccupied building prior to reoccupation.</p> <p>The Students' Association Building is a Category C building for the lockdown process which means that no maintenance has been undertaken within the building during the lockdown. The Responsible Person at SASA should request written confirmation from the Director of Estates that, as far is reasonably practicable, the building is safe to reoccupy. This should cover issues relevant to the building (e.g. it may cover that the fire alarm system has been tested and is functional, the lifts have been maintained and are functional, that there is a cleaning regime for the building etc - This is not a comprehensive list).</p> <p>It is expected that the independent companies occupying the Student Association Building (e.g. Blackwell Publishers) will provide the Students Association of copies of their risk assessment for the management of staff and public who use their facilities.</p> <p>SASA Management and responsible persons will liaise with relevant University Shop Management to agree and define terms, details and timelines for re-occupation of the shop space. The shop space operated by USA will have a separate Tier 3 risk assessment based on the considerations contained in this document, detailing re-occupation parameters and operational control measures for safe re-opening. The control measures will be aligned and work contiguously with the SASA restart plan; the Emergency Evacuation Plan will also work synergistically with the overall building strategy.</p>				<p>Director of Estates and Students' Association Deputy Building Supervisor/Operations Manager</p>

Part 3 Identification of Hazards to: Staff returning to Students' Association Main Building										
Hazard	Persons at Risk	Potential Consequences	Existing Risk L x I = S			Control measures to be implemented (using the risk hierarchy)	Residual Risk L x I = S			Person(s) responsible for implementation
			Likelihood	Impact	Score		Likelihood	Impact	Score	
Coronavirus SARS-CoV-2 virus causing COVID-19 disease, from: (i) Contaminated floors and surfaces, including door handles, toilets, any shared equipment (e.g. printers) (ii) Person-to-person transfer, rising in likelihood with more staff and including passing in narrow corridors (iii) Concentration of virus via cell cultures Increased exposure to the virus during an emergency (e.g. if social distancing breaks down during an emergency evacuation)	Staff, customers, student members	Infection with COVID-19. The severity varies from person to person, but it can be fatal.	4	4	16	Elimination (i) SASA's management team will assess all staff members prior to return to work, this includes staff returning from furlough and any other staff member due to return to the building as part of their duties. (ii) Any staff member who is deemed clinically vulnerable cannot under any circumstances return to work without first obtaining positive medical advice and communicating it to their line manager/HR Manager. (iii) Staff will be informed in advance that, if displaying symptoms of COVID-19, they must not report for work and must stay at home. (iv) Staff displaying symptoms while at work will be required to leave the premises. The HOD/line manager must be informed immediately so that follow-up work can be undertaken. This also applies when staff who have previously been at work telephone to report symptoms. (v) Staff returning to work following recovery from infection must be assessed and a safe return agreed with their line manager/HR Manager, in conjunction with Occupational Health. Substitution Less hazardous processes cannot be substituted. Engineering (i) In internal rooms, mechanical ventilation should provide 6-8 air changes per hour. Where there is no mechanical ventilation, windows should be opened to improve air flow. (ii) To protect against contamination during any interaction with customers/building users, temporary Perspex will be installed at Rector's Café Servery (height 1745mm) and a reinforced glass barrier both at ground floor Reception (height 1845mm) and a full height glass screen at the 1 st Floor cash office, with a 300mm hatch at the counter. Signage and floor markings will be in situ to inform visitors where to stand, at least 1M from the screens.	2	4	8	SASA Management Team IC, CC, PH (linked to Occupational Health) Line Manager/HR Manager Line Manager/HR Manager Line Manager/HR Manager Cleaning staff (cleaning common areas, toilets etc)
			4	4	16		2	4	8	
			4	4	16		1	4	4	
			5	4	20		3	4	12	

					<p>Procedural</p> <ul style="list-style-type: none"> (i) All staff will make every effort to maintain 'social distancing' of 2 metres from one another. When passing in the corridor, they should keep as far apart as possible. If staff hold a conversation, they <i>must</i> stay at least 2 metres apart. (ii) Where reasonably practicable, staff will work back-to-back with a 2M separation where possible. (iii) All hard flooring, door handles and other accessible surfaces in corridors will be regularly washed by cleaners with warm water and an appropriate soap/detergent. Staff will clean their work surfaces regularly with warm water and soap or, if that is impractical, with 30-70% Propan-2-ol or other suitable and equally Covid safe cleaning product. (iv) There will be no 'lone working' in the building; there must always be a second person working nearby. (v) Staff will wash their hands in soapy hot water (or hand sanitizer) for 20 seconds at frequent intervals, and on arrival at and on departure from the Building. (vi) Signs will be placed at each washbasin, showing the correct procedure for handwashing. An adequate supply of soap must be kept at each basin, and if it is in danger of running out, the Students' Association Acting Building Supervisor/Operations Manager must be notified immediately. (vii) Coughs and sneezes must be caught in paper tissues or crook of the elbows. (viii) All workers will use disposable paper tissues to capture such droplets and will dispose of the tissues in plastic liners. Used disposable gloves and tissues will be placed in a bag in domestic waste bins, and full bags will be tied up and dealt with according to the risk assessments for handling waste (see Appendices 1 and 2). (ix) All work and operations within the building must be approved by the Students' Association Acting Building Supervisor/Operations Manager. (x) Public areas of the buildings, including the café area and bar areas must remain closed until the mitigating measures for safe operation of these facilities as detailed in the Scottish Government Guidance for the hospitality sector have been implemented. These will be under constant review to ensure compliance and keep abreast of any changes or updates. (xi) The occupancy of the building will be determined by a Tier 3 risk assessment approved by the Students' Association Acting Building Supervisor/Operations Manager. This will identify the number of staff permitted in different areas to ensure suitable social distancing, and the method of monitoring compliance. (xii) Where practicable, face to face meetings will be avoided. Where face-to-face meetings are absolutely necessary, they may be conducted where a 2-metre separation is possible. If the room has no mechanical ventilation, the windows must be opened to encourage air flow. (xiii) So far as is reasonably practicable, staff who do not need to be physically in the workplace will work from home. 			
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					<p>(xiv) Where there is a need for staff to be present, but it is difficult to maintain 2M separation, then staff rotas will be constructed and adhered to - where possible - such that there is always a 2M separation.</p> <p>(xv) All Display Screen Equipment workstations will be used by one person alone to avoid cross contamination of equipment.</p> <p>(xvi) There is a potential for cross contamination when using communal equipment e.g. photocopiers and copiers. It is recommended that staff wear gloves when using such equipment in the first instance until IT Services can provide a method for decontaminating keyboards and touch screens. Hand sanitizer will also be made available at any such equipment locations.</p> <p>(xvii) In an emergency evacuation, staff should comply with normal procedures, i.e. as shown on the fire action notices. Staff should evacuate the building in an orderly manner and social distancing does not need to be complied with during the evacuation (the priority is safety). Once out of the building, people should then ensure social distancing of 2M separation of staff at the Assembly Point; this will be managed by designated SASA staff members.</p> <p>(xviii) SASA's Emergency Evacuation Plan is detailed in Appendix 3 below.</p> <p>(xix) Toilet facilities will have to be managed to ensure social distancing:</p> <ol style="list-style-type: none"> Where the size of the facility is small, there will have to be a one in, one out policy and the space sanitised when a person leaves; appropriate signage will be posted. In larger facilities more people may be allowed in – subject to a number of factors including but not limited to floor space/access/number of spaces within the facility - but on condition a 2M separation is maintained; signage will be posted on the door to indicate this. Staff and students must wash their hands for 20 seconds in soap and water and dry their hands with paper towels. Cleaners will sanitise the facilities routinely through the day to a pre-determined scheduled routine. This will be recorded and reviewed by Supervisor/Management team. 			
					<p>Personal Protective Equipment</p> <ol style="list-style-type: none"> Staff will wear their standard PPE as required for specific risk assessments (e.g. for COSHH risk assessments) It is University policy that face coverings must be worn in public places e.g. corridors and other circulation spaces. 			<p>Responsible Person</p> <p>Students' Association Acting Building Supervisor/Operations Manager</p> <p>All managers within the Building.</p> <p>Estates - Responsible for the cleaning of common areas including</p>

										<p>corridors, toilets and any of the spaces solely used for teaching etc</p> <p>SASA's in-house cleaning team will be responsible for any other areas of operation.</p>
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Part 3 - Identification of hazards to: Catering Staff at Students' Association										
Hazard	Persons at Risk	Potential Consequences	Existing Risk L x I = S			Control measures to be implemented (use the risk hierarchy)	Residual Risk L x I = S			Person(s) responsible for Implementation
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<p>Coronavirus SARS-CoV-2 virus causing COVID-19 disease, from:</p> <p>(ii) Contaminated floors and surfaces, including door handles, toilets, any shared equipment (e.g. printers)</p> <p>(i) Person-to-person transfer, rising in likelihood with more staff and including passing in narrow corridors</p> <p>Increased exposure to the virus during an emergency (e.g. if social distancing breaks down during an emergency evacuation)</p>	Staff and customers	Infection with COVID-19. The severity varies from person to person, but it can be fatal for vulnerable individuals, or cause life changing illness.	5	4	20	<p>All the control measures above apply. Additionally, for catering staff:</p> <p>Eliminate the risk</p> <p>(i) SASA's management team will assess all staff members prior to return to work, this includes staff returning from furlough and any other staff member due to return to the building as part of their duties.</p> <p>(ii) Any staff member who is deemed clinically vulnerable cannot under any circumstances return to work without first obtaining positive medical advice and communicating it to the HOD/line manager/HR Manager.</p> <p>(iii) Staff will be informed in advance that, if displaying symptoms of COVID-19, they must not report for work and must stay at home.</p> <p>(iv) Staff displaying symptoms while at work will be required to leave the premises. The HOD/line manager must be informed immediately so that follow-up work can be undertaken. This also applies when staff who have previously been at work telephone to report symptoms.</p> <p>(v) Staff returning to work following recovery from infection must be assessed and a safe return agreed with their line manager/HR Manager, in conjunction with Occupational Health.</p> <p>(vi) Where people can work from home, (even partially), they are strongly recommended to do so.</p> <p>Procedural</p> <p>(vii) As all the back of house and servery areas will require people to work within the 2M separation guidance, staff members will be required to wear a face covering at all times; these will be provided by Estates and are washable and re-usable.</p> <p>(viii) A rota of staff undertaking work within both the back of house catering facility, as well as the front facing servery areas will be constructed and followed.</p> <p>(ix) To avoid contamination of food, staff will wear face covering for handling and preparing food.</p> <p>(x) All food will be sourced from companies which have a suitable COVID-19 policy in terms of prevention of the spread of SARS-CoV-2 when handling food. A copy of the policy and any risk assessments will be held with the food safety logbook.</p>	3	4	12	<p>SASA Management Team IC, CC, PH (linked to Occupational Health)</p> <p>Line Manager/HR Manager</p> <p>Line Manager/HR Manager</p> <p>Line Manager/HR Manager</p> <p>Estates/Acting Building Supervisor/Operations Manager</p> <p>Catering Manager/Acting Building Supervisor/Operations Manager</p>

					<ul style="list-style-type: none"> (xi) A separate “supplier to plate” food risk assessment will be implemented as part of the Tier 3 plan for any of the relevant catering operational areas. (xii) Servery staff will wipe down surfaces with alcohol wipes, hot soapy water or equivalent Covid safe sanitizer on a regular basis (at least every 30 minutes). (xiii) All transactions – where practicable - will be via Contactless Credit Card/Debit Card Transactions or use of SASA cashless payment app Yoyo. (xiv) The servery area and café floor/circulation areas will have 2M markings on the floor to ensure that waiting customers stay 2M from other customers; this will be monitored by floor staff. (xv) Disposable plates/cartons etc. where reasonably practicable, will be used in the café. (xvi) All waste from the servery should be bagged and left in storage for 72 hours to ensure virus inactivation. (xvii) Where normal cutlery, plates, cups and so on are used, these will be cleaned in the dishwasher with appropriate detergent at 85 deg. rinse. (xviii) At the beginning and end of the day, all surfaces (tables, chairs etc.) will be deep cleaned. During the course of the operational opening hours, periodic washing of all surfaces during service will be undertaken. (xix) Till screens will be cleaned at the start and end of day, additionally all till operators will be provided with a stylus to avoid the need to physically touch the screen. (xx) At present the Scottish Government Guidance indicates that indoor service at bars and indoor assemblies of large groups of people are allowed subject to certain mitigating measures being in place. (xxi) Any updates to the guidance as laid out in in the link above will be reviewed and the risk assessment updated and acted upon accordingly where necessary. (xxii) Further to this, details of sit-in (not take away) customers are to be recorded as an advisory from current government guidance; full details of this including mechanics, GDPR and so on will be detailed in the Tier 3 plan. (xxiii) A more detailed operational plan – updated as guidance changes - will be implemented for the Café Operation as part of the Tier 3 documents. <p>Personal Protective Equipment</p> <ul style="list-style-type: none"> (xxiv) All staff should wear the Personal Protective Equipment defined in specific risk assessments. (xxv) It is University Policy that all staff and students and members of the public should wear a face covering in public areas and any circulation spaces. (xxvi) All visitors to the Rector's Cafe will have to wear such face coverings on entry into the café & whilst not seated. (xxvii) Staff handling food in certain areas will follow existing SASA procedures regarding gloves/PPE. 		
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Part 4 - Identification of hazards to: Office-based staff at Students' Association										
Hazard	Persons at Risk	Potential Consequences	Existing Risk L x I = S			Control measures to be implemented (use the risk hierarchy)	Residual Risk L x I = S			Persons(s) responsible for implementation
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<p>Coronavirus SARS-CoV-2 virus causing COVID-19 disease, from:</p> <p>(iii) Contaminated floors and surfaces, including door handles, toilets, any shared equipment (e.g. printers)</p> <p>(iv) Person-to-person transfer, rising in likelihood with more staff and including passing in narrow corridors</p> <p>(v) Concentration of virus via cell cultures</p> <p>Increased exposure to the virus during an emergency (e.g. if social distancing breaks down during an emergency evacuation)</p>	Office-based staff and visitors	Infection with COVID-19. The severity varies from person to person, but it can be fatal or cause life changing illness.	4	4	16	<p>Elimination</p> <p>(i) SASA's management team will assess all staff members prior to return to work, this includes staff returning from furlough and any other staff member due to return to the building as part of their duties.</p> <p>(ii) Any staff member who is deemed clinically vulnerable cannot under any circumstances return to work without first obtaining positive medical advice and communicating it to the HOD/line manager/HR Manager.</p> <p>(iii) Staff will be informed in advance that, if displaying symptoms of COVID-19, they must not report for work and must stay at home.</p> <p>(iv) Staff displaying symptoms while at work will be required to leave the premises. The HOD/line manager must be informed immediately so that follow-up work can be undertaken. This also applies when staff who have previously been at work telephone to report symptoms.</p> <p>(v) Staff returning to work following recovery from infection must be assessed and a safe return agreed with the HOD/HR or line Manager, in conjunction with Occupational Health.</p> <p>Substitution Not applicable.</p> <p>Engineering</p> <p>(iii) In internal rooms, mechanical ventilation should provide 6-8 air changes per hour. Where there is no mechanical ventilation, windows should be opened to improve air flow.</p> <p>(iv) To protect against contamination during any interaction with customers/building users, temporary Perspex will be installed at Rector's Café Servery (height 1745mm) and a reinforced glass barrier both at ground floor Reception (height 1845mm) and a full height glass screen at the 1st Floor cash office, with a 300mm hatch at the counter. Signage and floor markings</p>	2	4	8	<p>SASA Management Team IC, CC, PH (linked to Occupational Health)</p> <p>Line Manager/HR Manager</p> <p>Line Manager/HR Manager</p> <p>Line Manager/HR Manager</p> <p>Cleaning staff (cleaning common areas, toilets etc)</p>
			4	4	16					
			4	4	16					
			4	4	16					
			3	4	12					

					<p>will be in situ to inform visitors where to stand, at least 1M from the screens.</p> <p>Procedural</p> <ul style="list-style-type: none"> (vi) Office staff should ensure that other staff in the area know that they are there, especially if they work alone; to support this, a detailed rota will be recorded and operated, this will include both home working and office hours. (vii) All work and operations within the building must be approved by the Students' Association Acting Building Supervisor/Operations Manager. (viii) So far as is reasonably practicable, staff must use dedicated display screen equipment and workstations, and not share such equipment with others. (ix) Where equipment must be shared, it must be disinfected with 30-70% Propan-2-ol or an equivalent Covid safe cleaning product. (x) Staff must maintain a social distance of at least 2 metres, including meetings and discussions. The advice above for passing in corridors also applies. Where 2 metres separation cannot be maintained (e.g. walking past a desk to a door), it is recommended that staff should face away as they pass. (xi) Further to this, staff will be required to wear face coverings in circulation and communal areas. (xii) The occupancy of any workspace will be determined by the floor area and will allow approx. 4 square metres per person; this has been calculated for each operational area at SASA and is further detailed in the Tier 3 documentation. (xiii) Staff will wash their hands in soapy hot water for 20 seconds at frequent intervals, and on arrival at and on departure from the workplace. (xiv) Signs will be placed at each washbasin, showing the correct procedure for handwashing. An adequate supply of soap must be kept at each basin and checked routinely. (xv) Coughs and sneezes must be caught in paper tissues or crook of the elbows. (xvi) All workers will use disposable paper tissues to capture such droplets and will dispose of the tissues in plastic liners. Used disposable gloves and tissues will be placed in a bag in domestic waste bins, and full bags will be tied up and dealt with according to the risk assessments for handling waste (see Appendices 1 and 2). (xvii) Desks must be cleared at the end of each day to allow cleaners to wash down surfaces. (xviii) Cleaners will wash floors and other surfaces with warm water and soap or detergent. 		
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						<p>(xix) In an emergency evacuation, staff should comply with normal procedures, i.e. as shown on the fire action notices. Staff should evacuate the building in an orderly manner and social distancing does not need to be complied with during the evacuation (the priority is safety).</p> <p>(xx) Once out of the building, people should then ensure social distancing of 2M separation of staff at the Assembly Point; this will be managed by designated SASA staff members.</p> <p>(xxi) SASA's Emergency Evacuation Plan is detailed in Appendix 3 below.</p>			
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Part 5 - Identification of hazards to: Staff working at Customer Facing Areas within the Students' Association

Hazard	Persons at Risk	Potential Consequences	Existing Risk L x I = S			Control measures to be implemented (use the risk hierarchy)	Residual Risk L x I = S			Persons(s) responsible for implementation
			Likelihood	Impact	Score		Likelihood	Impact	Score	
<p>Coronavirus SARS-CoV-2 virus causing COVID-19 disease, from:</p> <p>(vi) Contaminated floors and surfaces, including door handles, toilets, any shared equipment (e.g. printers)</p> <p>(vii) Person-to-person transfer, rising in likelihood with more staff and including passing in narrow corridors</p> <p>(viii) Concentration of virus via cell cultures</p> <p>Increased exposure to the virus during an</p>	Office-based staff and visitors	Infection with COVID-19. The severity varies from person to person, but it can be fatal or cause life changing illness.	5	4	20	<p>Elimination</p> <p>(i) SASA's management team will assess all staff members prior to return to work, this includes staff returning from furlough and any other staff member due to return to the building as part of their duties.</p> <p>(ii) Any staff who is deemed clinically vulnerable cannot under any circumstances return to work without first obtaining positive medical advice and communicating it to the HOD/line manager/HR Manager.</p> <p>(iii) Staff will be informed in advance that, if displaying symptoms of COVID-19, they must not report for work and must stay at home.</p> <p>(iv) Staff displaying symptoms while at work will be required to leave the premises. The HOD/line manager must be informed immediately so that follow-up work can be undertaken. This also applies when staff who have previously been at work telephone to report symptoms.</p> <p>(v) Staff returning to work following recovery from infection must be assessed and a safe return agreed with the HOD/HR or line Manager, in conjunction with Occupational Health.</p> <p>Substitution Not applicable to office staff.</p>	2	4	8	<p>SASA Management Team IC, CC, PH (linked to Occupational Health)</p> <p>Line Manager/HR Manager</p> <p>Line Manager/HR Manager</p> <p>Line Manager/HR Manager</p> <p>Cleaning staff (cleaning common areas, toilets etc)</p>

<p>emergency (e.g. if social distancing breaks down during an emergency evacuation)</p>				<p>Engineering</p> <ul style="list-style-type: none"> (vi) In internal rooms, mechanical ventilation should provide 6-8 air changes per hour. Where there is no mechanical ventilation, windows should be opened to improve air flow. (vii) To protect against contamination during any interaction with customers/building users, temporary Perspex will be installed at Rector's Café Servery (height 1745mm) and a reinforced glass barrier both at ground floor Reception (height 1845mm) and a full height glass screen at the 1st Floor cash office, with a 300mm hatch at the counter. Signage and floor markings will be in situ to inform visitors where to stand, at least 1M from the screens. <p>Procedural</p> <ul style="list-style-type: none"> (viii) All work and operations within the building must be approved by the Students' Association Acting Building Supervisor/Operations Manager. (ix) Any front facing staff should ensure that other staff in the area or on the respective floor know that they are there, especially if they work alone locally. (x) Where equipment must be shared, if practicable it must be disinfected with 30-70% Propan-2-ol or an equivalent Covid safe cleaning product. (xi) Staff must maintain a social distance of at least 2 metres, including meetings and discussions. The advice above for passing in corridors also applies. Where 2 metres separation cannot be maintained (e.g. walking past a desk to a door), it is recommended that staff should face away as they pass. (xii) Further to this, staff will be required to wear face coverings in circulation and communal areas. (xiii) Hand sanitizer will be made available at all front facing areas including ground floor reception, 1st floor cash office and any other areas that become operational as the phased reopening proceeds. (xiv) Service users arriving at any of the building entrances will be greeted by the fixed position staff member, assessed as to their reason for attending in order to direct them to the relevant space. (xv) Any users arriving at a front facing area will be invited to use the hand sanitizer while they wait. (xvi) SASA's current operational plan is based around all meetings and consultations with Sabbatical officers and/or Advocacy are to be conducted remotely. (xvii) Any appointments with Sabbatical officers and/or Advocacy that cannot be completed remotely will be risk assessed and - 		
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					<p>subject to fulfilling certain criteria – may be allocated a time slot and Covid safe space within the building for a consultation.</p> <p>(xviii) Covid safe consultation spaces for face to face appointments will be strictly controlled and monitored. Slots will be restricted to 20 minutes which will allow for a comprehensive 10 minute clean down in between meetings. Cleaning procedures will follow the guidance given in the specific risk assessment (see appendices below).</p> <p>(xix) Staff will wash their hands in soapy hot water for 20 seconds at frequent intervals, and in particular prior to and at completion of a consultation.</p> <p>(xx) Signs will be placed at each washbasin, showing the correct procedure for handwashing. An adequate supply of soap must be kept at each basin and checked routinely.</p> <p>(xxi) Coughs and sneezes must be caught in paper tissues or crook of the elbows.</p> <p>(xxii) All workers will use disposable paper tissues to capture such droplets and will dispose of the tissues in plastic liners. Used disposable gloves and tissues will be placed in a bag in domestic waste bins, and full bags will be tied up and dealt with according to the risk assessments for handling waste (see Appendices 1 and 2).</p> <p>(xxiii) In an emergency evacuation, staff should comply with normal procedures, i.e. as shown on the fire action notices. Staff should evacuate the building in an orderly manner and social distancing does not need to be complied with during the evacuation (the priority is safe evacuation).</p> <p>(xxiv) Once out of the building, people should then ensure social distancing of 2M separation of staff at the Assembly Point; this will be managed by designated SASA staff members.</p> <p>(xxv) SASA's Emergency Evacuation Plan is detailed in Appendix 3 below.</p>		
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Part 3 Risk Assessment Approval					
Declaration by responsible manager: I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks have been reduced so far as is reasonably practicable (green).					
Signed		Print name		Date	
Declaration by School/Unit/Department senior manager: I approve this assessment, confirm it is included within University insurance and accept the risks identified.					
Signed		Print name		Date	
Declaration by Head of School/Unit/Department: I approve this assessment but understand some of the activities are excluded from University insurance and/or acknowledge that the residual risks remain high.					

Signed		Print name		Date	
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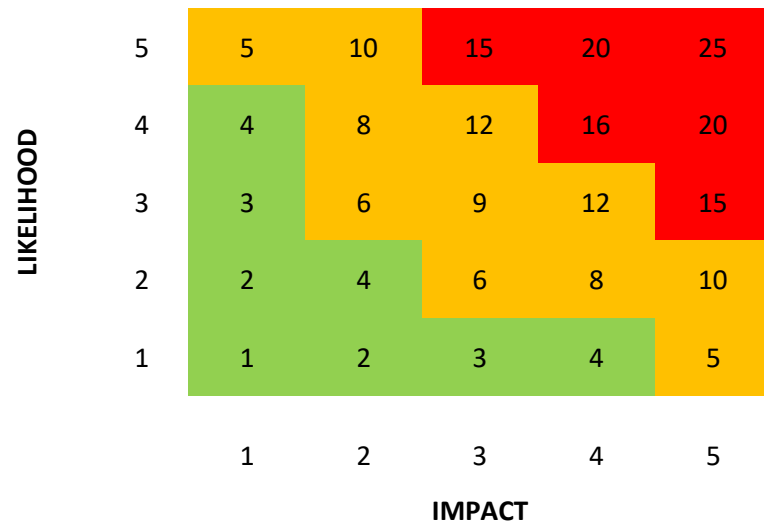
Part 4 Risk Assessment Review Details				
Date		Name of Reviewer		Frequency of Review
Date		Name of Reviewer		Frequency of Review
Date		Name of Reviewer		Frequency of Review

Note: Process owners should review their risk assessments and risk management practices annually for low-risk activities, every 6 months for high-risk activities, or:

- Whenever there are any significant changes to workplace processes or design.
- Whenever new machinery, substances or procedures are introduced.
- Whenever an injury or incident results from hazard exposure.

Assessment Guidance

1. Eliminate	Remove the hazard wherever possible, negating the need for further controls	If this is not possible then explain why	
2. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
3. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to require additional administrative controls	
4. Administrative controls	Examples: training, supervision, signage		
5. Personal protection	Examples: respirators, safety specs, gloves	Last resort, as it only protects the individual	



Likelihood	
1	Rare
2	Unlikely
3	Possible
4	Likely
5	Very Likely

Impact		Health & Safety
1	Trivial - insignificant	Very minor injuries, e.g. slight bruising
2	Minor	Injuries or illness, e.g. small cut or abrasion which require basic first aid treatment even if self-administered.
3	Moderate	Injuries or illness, e.g. strain or sprain requiring first aid or medical support.
4	Major	Injuries or illness, e.g. broken bone requiring medical support >24 hours and time off work >4 weeks.
5	Severe – extremely significant	Fatality or multiple serious injuries or illness. requiring hospital admission or significant time off work.

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high, but a control to manage high risk means that even at high cost the control would be necessary.

Appendix 1 - SASA Cleaners Risk Assessment

Work request no:	COVID 19	Author :	Chris Clarke	Date :	15/07/20
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Building Name :	Students' Association
Floor Number :	All
Room Number :	As above

Persons at risk	
SASA Staff	✓
University Staff	✓
Students	✓
Contractors	✓
Public	✓

Brief description of activity	Cleaning and Sanitising workplace: Entrances, Offices, Staff rooms, Seminar rooms, Lecture theatres, Common rooms, café and bar areas, outside seating Toilets: All touch surfaces- light switches, door handles, door plates, desk/table-tops, hand rails, push pads etc.
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Risk Type	Initial risk				Control Measures	Controlled risk			
	Ex	H	M	L		Ex	H	M	L
Contact with surfaces contaminated with Covid -19 virus		✓			a) Clean all touch surfaces - work surfaces, light switches, handrails, door handles, desktops, washrooms regularly with disinfectant cleaner b) Staff issued with COSHH assessment for cleaning products to ensure that they understand the hazards of the product and control measures of safe storage and handling. c) Staff must keep hygiene levels to a high standard ensuring hands are washed before and after cleaning activities following Government advice for 20 – 30 seconds, covering the full hand with soap and under the nails then rinse thoroughly. d) Wear disposable nitrile gloves supplied. Nitrile disposable powder and latex free gloves ISO 9001. Change gloves regularly – every hour, washing hands between changes. Dispose as clinical waste				✓
Contact with persons displaying symptoms of Covid 19 virus		✓			a) Maintain social distancing 2 metres from other people especially if displaying symptoms. b) Limit contact between persons to short durations of less than 10 minutes c) Wash hands regularly with soap and water and use hand sanitiser. Wear protective gloves at all times when working d) Report to Supervisor immediately if staff come into contact with someone who has identified that they have tested positive for covid-19. Follow Government advice if staff have mild symptoms. Check University website with links to advice.				✓
Exposure to virus droplets.		✓			a) PPE to be worn when entering rooms, disposable gloves, plastic aprons if necessary. b) PPE to be removed when cleaning is completed and disposed of in clinical waste c) Hands to be washed paper towels disposed of. Hand sanitiser to be applied. Waste removed to collection point. d) Practice respiratory hygiene. Cover mouth and nose when sneezing				✓
					Click or tap here to enter text.				

Further documentation	YES	NO
Method statement required		✓
Permit-to-work required		✓
COSHH assessment required	✓	
HAV assessment required		✓
Noise assessment required		✓
MH assessment required		✓

Hierarchy of control considerations	YES	NO
Can this activity be <i>Eliminated</i> ?		✓
Can this activity be <i>Substituted</i> ?		✓
Have <i>Engineering Controls</i> been implemented?	✓	
Has <i>Information, Instruction and Training</i> been given	✓	
Have <i>Signage & Administrative Controls</i> been implemented?	✓	
<i>Other:</i>	Click or tap here to enter text.	

Relevant permit to works	Room access				
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PPE	Type to be worn	<p>Operative / staff carrying out this operation will be:</p> <ul style="list-style-type: none"> • <i>Informed of the content of this assessment;</i> • <i>Made aware of control measures;</i> • <i>Instructed in safe working practices;</i> • <i>Issues with correct PPE</i> • <i>Suitably trained for the work;</i> • <i>Adequately supervised in the work</i> <p>All participating staff should sign the assessment</p>
Hand protection	✓ Powder free nitrile gloves	
Other	Disposable plastic aprons if required	
	Click or tap here to enter text.	
	Click or tap here to enter text.	
	Click or tap here to enter text.	

Do the above controls adequately identify and control the risks?	YES	✓	NO
Can the work be safely carried out?	YES	✓	NO

	Signed	Print Name	Date
Assessment prepared by:		Chris Clarke	Jul-20
Person supervising the work:			
Persons undertaking the work:	Names	Signed	Date
To note I have read and understood this Risk Assessment	1) 2) 3) 4) 5) 6)		

Appendix 2 - SASA Cleaners Risk Assessment - Cleaning Area of COVID-19 Positive Person


Risk Assessment			
Primary purpose of those being assessed	This risk assessment considers the controls that need to be implemented in order to permit Cleaning staff to safely undertake a Deep Clean of any area of the building following a report of a person who has either had the symptoms of Covid-19 or tested positive for the disease.		Date Jul 2020
School/Faculty/Directorate	Students' Association	Assessor	Phil Hulse/Chris Clarke
Line Manager/Supervisor	Phil Hulse/Chris Clarke	Primary site/location	Students' Association
Task/activity	Described above		
Brief details/comments	<p>The activity involves the deep cleaning and sanitising of workplaces and will focus on</p> <ul style="list-style-type: none"> • entrances; • offices; • staff and seminar rooms; • back of house areas • Lift area • Bar areas • common rooms; • toilets • kitchen areas • Café areas (front and back of house) • Outside seating areas <p>The cleaning will consider all hard surfaces and high contact areas, including but not limited to:</p> <ul style="list-style-type: none"> • walls; • floors; • light switches • doors (inc. handles, viewing panels, push plates) • desk and table tops; • hand rails. <p>Any fabric surfaces (upholstery etc.) that are visibly contaminated or suspected to be contaminated and cannot be cleaned with available detergents, may require to be steam cleaned or disposed of – refer any such items back to line management. Guidance is drawn from Health Protection Scotland (at latest update 15/5/2020 this following is referenced from Health Protection England) https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings.</p>		
Universal Controls	<p>The Universal Controls indicated within this risk assessment will follow the general principals of prevention as set out in the Management of Health and Safety at Work Regulations 1999 (as amended), Regulation 4 and Schedule 1.</p> <p>Om</p> <p>Avoid the risk – if as an employee you are feeling unwell and have symptoms of Covid-19, you must not come into work and must advise your line manager at the soonest possible opportunity. Thereafter you must follow Government and University guidance by self-isolating for 7 days. If a member of your household develops symptoms of Covid-19 you should continue to self-isolate for a period of 14 days. This duty is the same for all persons, whether staff or students.</p> <p>Evaluating the risks which cannot be avoided – this risk assessment makes assessment of the residual risks – specifically the risk to cleaning staff who are asked to attend a part of the University where a person has been present who has exhibited symptoms or been tested and confirmed as having the virus.</p> <p>Combating the risk at source – the purpose of the activity is to clean a premises and thus render it safe for reoccupation and use; whilst undertaking the cleaning operation there may be a risk to Cleaning staff.</p> <p>The Students' Association will seek to protect staff by:</p> <ul style="list-style-type: none"> • distance (putting time between the last known instance of the virus being present) and by maintaining social distancing of 2 metres; • dilution (ventilation to reduce the amount of virus that may be present); • procedures (having cleaning procedures which are safe and do not increase the risk to staff, these include good personal hygiene standards for hand washing); • training (ensuring staff are informed and trained in the use of the cleaning products and techniques and in how to use any Personal Protective Equipment identified); • personal protective equipment. 		

Appendix 2

The following assessment is a general one which supplements the Universal controls noted above and is applicable to SASA staff. The risk hierarchy is applicable to determining measures to control all risks.

Hazard	Persons at risk	Potential Consequences	Inherent			Control measures (use the risk hierarchy)	Residual	Further controls (use the risk hierarchy)		
			Likelihood	Impact	Score			Likelihood	Impact	Score
<p>A failure to have effective systems in place to ensure any contaminated areas can be properly cleaned, may result in avoidable exposure of persons to the virus causing Covid-19.</p> <p>The reason for attending to undertake a deep clean is that a report has been received that a person or persons have been present in a building who have either been symptomatic for Covid-19 or who has tested positive for the disease.</p>	SASA Cleaning Staff and Supervisory staff	Exposure to the virus that causes Covid-19, becoming infected and ill with the disease, potentially spreading the disease to other persons.	4	5	20	<p>AVOID THE RISK</p> <p>1) The primary control measure is for the virus not to get into the building and onto surfaces in the first place. Therefore persons who are feeling unwell with symptoms of the virus (whether staff or students) should not come into work.</p> <p>a) If the primary control fails, a building (or part thereof) is now potentially contaminated.</p> <p>b) Cleaning staff should not be asked to attend whilst the affected person (s) are still in the room / building.</p> <p>2) The secondary control measure to avoid the risk is for the building (or any parts of the building) used by the person (s) in question to be closed off and left for a period of no less than 72 hours.</p> <p>a) Research indicates the virus is unlikely to survive outside of a host longer than this time-frame.</p>	2	5	1	<p>1) In line with University and Government guidance, any affected person(s) should have made their way home to self-isolate. SASA cleaning staff should not be in face to face contact with affected person(s).</p>
			4	5	20	<p>COMBATING THE RISK AT SOURCE</p> <p>1) Where possible, the contaminated areas should be ventilated for a minimum of 60 minutes before starting the task.</p> <p>a) This can be achieved by opening windows if these are present (ensure the windows are closed after the task).</p> <p>b) For buildings with mechanical (forced) ventilation, these have been changed to operate on 100% fresh air and are not recirculating air.</p> <p>c) Research indicates that good ventilation can dilute and thus reduce the amount of virus present in the air.</p> <p>2) When having to attend the building in order to clean it, cleaning staff should maintain a physical separation (social distance) from other persons of 2 metres.</p> <p>a) There should not be any activities undertaken by Cleaning staff that require them to be closer than 2 metres. If staff find that there are – STOP and inform line management - do</p>	1	5	5	<p>2) Avoid creating splashes and spray when cleaning – apply cleaning product to the cleaning cloth or paper towel (do not spray towards your face) and then apply to the surface and allow the appropriate contact time before wiping away (or allow to air dry if this is process). Taking this approach avoids bounce back from hard surfaces meaning cleaning staff shouldn't need to wear eye protection for the task.</p> <p>3) If storage for 72 hours is not possible then the waste must be secured and arrangements made for it to be removed as Category B infectious waste.</p>

				<p>not proceed, as the task will require a further risk assessment.</p> <p>3) Clean all surfaces, walls, floors - work surfaces, light switches, handrails, door handles, desktops, washrooms with disinfectant cleaner. Use disposable cloths or paper roll and disposable mop heads, to clean all hard surfaces, floors, chairs, door handles and sanitary fittings.</p> <p>a) Research shows that standard cleaning products are effective at killing the virus that causes Covid-19, provided they are correctly applied for the designated contact time.</p> <p>b) Staff are issued with the COSHH assessment for cleaning products must confirm they understand the hazards of the product and control measures for safe use, handling and storage.</p> <p>c) Any cloths and mop heads used must be disposed of in waste bags. These waste bags should be double bagged and stored in a secure location for 72 hours before being presented for collection.</p> <p>d) When cleaning toilets, ensure toilet seat is closed (where these exist) when flushing – research has shown Covid-19 virus remains live in human faecal matter, and flushing can cause droplets to rise into the air.</p> <p>4) Use of good personal hygiene is a critical factor in preventing cleaning staff from becoming infected with the virus.</p> <p>a) Avoid touching the face – transmission happens when the virus contacts eyes, nose or mouth.</p> <p>b) Wash hands frequently with warm water and soap and always before and after cleaning activities. Ensure you clean the full hand and wrist with soap, getting under nails and rinse thoroughly. Take no less than 20 seconds. Use paper towels to dry off – using hand blow driers may blow viruses back up into your breathing zone.</p> <p>c) Hand sanitisers are provided as a short-term measure until staff can reach a wash hand station – they are not a replacement for washing your hands. Apply liberally and allow to work into all parts of the hand.</p> <p>5) Use of Personal Protective Measures is the last line of protection.</p>		<p>5(c) If the use of PPE for eyes, nose and mouth are required for Covid-19 protection then the Estates Department has access to Trend Air-Shield Pro helmets which are equivalent to FFP3 masks. These do not require Face Fitting but will require a brief familiarisation on their use – how to put on, tighten to fit, turn on and off.</p>
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					<p>a) Gloves which should be disposable nitrile powder and latex free to BS EN ISO 374-5:2016 and ISO 16604:2004 and display the symbol</p>  <p>b) Disposable apron should cover the front of the body from shoulders to knees; this should be tied at the back.</p> <p>c) Use of face coverings and masks is not believed to be required for controlling exposure to the Covid-19 virus during normal cleaning activities. If there is likely to be a high level of virus present or where there is visible contamination with bodily fluids, then additional PPE will be required to protect the eyes, nose and mouth. In these cases refer back to line management BEFORE undertaking the task.</p> <p>d) Disposal of PPE should be in line with the waste disposal described in point 3 above.</p> <p>e) Always WASH HANDS after removing PPE.</p>			
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Appendix 3

The following appendix details SASA's Emergency Evacuation Plan and supplements and details further some of the Universal controls noted above; this is applicable to all SASA staff in the event of an emergency.

UNIVERSITY OF ST ANDREWS STUDENTS ASSOCIATION: EMERGENCY PROCEDURES

EMERGENCY EVACUATION PLAN

In the event of an emergency employees are alerted by the sounding of an alarm (oscillating tone & flashing red strobe) or if using an alarm is inappropriate HOD's will be informed by the evacuation coordinator.

The procedure on the sounding of the fire alarm will be to:

EVACUATE THE PREMISES THROUGH THE SAFEST & NEAREST EMERGENCY EXIT

- In the event of fire or other emergency ALL employees & customers shall evacuate on the sounding of the fire alarm.
- **Employees shall instruct customers in their immediate area to evacuate and ensure they comply, as far as is reasonably practicable.**
- In the event of fire or other emergency, employees & customers shall evacuate by means of the nearest available marked exit.
- **The main stairwell is not classed as a fire escape. Persons evacuating from the 1st & 2nd floors should use the stairs at the North & South end of the building.**
- **DO NOT** use any lifts or stop to collect personal belongings.
- **DO NOT** lock doors on your way out.
- Portable fire extinguishers are provided in the workplace for employee use.
 - In the event of fire only those employees who have been appropriately trained may attempt to extinguish the fire before evacuating.
- Heads of Department should make specific plans for certain named employees to remain in the workplace to shutdown equipment, monitor critical operations or secure monies before they evacuate.
- The following employees are to perform fire marshal duties during an emergency.
 - Day: I Cupples, J Cowan.
 - Night: Security & FOH staff.
- The following employees are to coordinate the emergency evacuation, including calling the emergency services.
 - Building Supervisor, Deputy Building Supervisor, Porters.
- After an evacuation, employees are to gather at their designated location:
 - Pavement at council car park, by stone arch (unless otherwise directed by deployment instructions).
- After an emergency evacuation the procedure for accounting for employees is:
 - Each head of department (or appointed person) has the responsibility for carrying out a departmental roll call.
 - Each department should line up behind their head of department (or appointed person).
- On completion of the roll call, the following information is to be passed to the Fire Marshal/s who can pass it to the person in charge or the senior fire officer present.
 - Areas checked.
 - All personnel accounted for OR names of missing persons.
- Personnel are not permitted to re-enter the building until permission is given by the Senior Fire Officer present; this message will be filtered sequentially via the evacuation, co-ordinator, marshals, and then HOD's.
- For further assistance with evacuation the following individuals may be contacted:
 - Building Supervisor.
 - Deputy Building Supervisor.

DISABLED PERSONS & PERSONS WHO REQUIRE ASSISTANCE

- Disabled members of staff who may need help to evacuate the premises in an emergency should contact the safety coordinator to prepare a personal evacuation plan (PEEP).
- Disabled students who use the union will have a PEEP prepared by the university EHSS.
- Disabled visitors should contact a member of staff on entry to the premises should they require help to evacuate the premises in an emergency. (signs to this effect shall be displayed at the entrance to the premises) They will evacuate under the Building evacuation policy (BEEP).

EVACUATION ROUTES FOR DISABLED PERSONS

- Disabled persons should evacuate the first & second floor of the premises via the north or south stair well.
- Refuges with communication with evacuation coordinator are located in these stairwells.

BUILDING EVACUATION POLICY (BEEP)

Refuges with Intercoms to communicate with evacuation coordinator are provided in the North & South stairwells.

- Wheelchair users & people cannot use the stairs;
Evac chairs provided & descend after the main flow of people with trained staff assistance.
- People with partial mobility who can otherwise use the stairs;
Descend the stairs after the main flow of people.
- People with vision or hearing impairment who can otherwise use the stairs;
Descend the stairs after the main flow of people.

Should anyone be unable to evacuate the premises their refuge location must be reported to the fire service on their arrival.

POWER FAILURE

- In the event of a total power failure in the building customers will be evacuated immediately.
- Should staff require to be evacuated the evacuation will be initiated by the most senior member of building services present.
- The order to evacuate will be communicated to heads of department either by telephone or in person.
- On evacuation of the premises staff are to proceed to the assembly point.
- Evacuation in the event of power failure should be via the front & side doors to the building.

FIRE ACTION ORDERS

Any employee discovering a fire should:

- Raise the alarm by operating the nearest call point – if none shout “FIRE”.
- Call the fire brigade – Dial 9-999 (university telephone system) OR 999.
- State the precise location of the fire and wait for confirmation of message.
- If safe to do so and you have appropriate training– attempt to put out the fire using a suitable appliance.
- Vacate the building by the safest route, closing all doors behind them, and proceed to the designated assembly point.

INFORMATION FOR ALL EMPLOYEES

The building is covered by a Fire Alarm System with:

- Smoke/Heat Detectors Throughout the building.
- Break Glass Alarm Call points by every fire exit and in other areas of the building.
- Electrical relays which, on alarm activation, should cut all disco, PA, Jukeboxes and games machines. This allows the alarms and fire strobes to be heard/seen.

Fire Fighting Equipment: Should only be used (if it doesn't jeopardise your safety) to swiftly control a small fire (e.g. vandalised notice boards/accidental bin fire etc.) or where growth of fire might threaten the function of a fire route/exit.

Emergency Lighting System: It has limited battery back-up long enough for evacuation.

REMEMBER: Prime Point of All Procedures **PROTECTION OF PEOPLE NOT PROPERTY**

BASIC PROCEDURES FOR ALL STAFF:

Apart from introductory familiarisation tours of the building, duty staff/etc. should check their allocated area at the beginning of their shift as follows:-

- Direction of escape routes.
- Check slip bolts etc. are undone on fire routes (Radio Front Desk for action if locked).
- Keep routes/doors clear of furniture/bodies/clothing.
- Remove dangers like piles of glasses.
- Control the area!

No effort should be made to stop glasses leaving the building in the event of an alarm related evacuation.

MUSTER POINTS (Day time)

1. FRONT DOOR/FOYER

PORTERS

EVACUATION COORDINATOR

(To correlate staff roll call, prevent re-access)

2. PAVEMENT AT COUNCIL CAR PARK, BY STONE ARCH

ALL OTHER STAFF

3. COUNCIL CARPARK

CUSTOMERS

Night-time (after 1900)

1. FRONT DOOR/FOYER

PORTERS

EVACUATION COORDINATOR

(To correlate staff roll call, prevent re-access)

2. PAVEMENT AT COUNCIL CAR PARK, BY STONE ARCH

BAR STAFF/ALL OTHER STAFF

3. CAR PARK ENTRANCE

ANY SECURITY STAFF - DISPERSING CUSTOMERS TO COUNCIL CAR PARK/MAINTAINING ACCESS

4. VENUE & CONSERVATORY DOORS

ANY SECURITY EXITED VIA CONSERVATORY, SANDYS BAR, VENUE DOORS

5. COUNCIL CARPARK

CUSTOMERS

BOMB THREATS AND SUSPICIOUS PACKAGES**The risk**

Actual or threatened attacks by bombs, incendiary, biological or chemical devices pose a risk to all public institutions and more especially those engaged in political or sensitive activities. Attacks or threats may also be made by persons with a real or imagined grievance against the institution or those who for various reasons wish simply to disrupt normal activities.

The incidence of terrorist attacks on non-political and non-military targets in the United Kingdom is relatively low although the threat level can change quickly depending on national international events, this should be routinely monitored by management who have responsibility for these specific areas. In general, the government will issue heightened threat warnings if a terrorist campaign is suspected. Lone threats by disaffected or disturbed individuals remain a constant and unpredictable possibility.

While safety is of paramount importance, a sense of perspective must be retained and threats assessed on the basis of likelihood; the following guidance provided in conjunction with the police is intended to help members of staff deal with potential threats. It replaces previous instruction and should be accessible to staff.

Suspicious packages and letters

Experience confirms that some devices are sent by post or courier and are designed to detonate or ignite when opened. The effects may be localised but could result in the death or serious injury of persons in the immediate vicinity of the device, including anyone attempting to open the package. There is also the threat of a device being detonated remotely as well as "dummy" devices with the "real" device being placed at a secondary target (e.g. the evacuation muster point) which can be potentially a worse outcome than the original threat may have appeared to be.

More recently, there have been instances of envelopes or parcels containing harmful biological or chemical substances intended to contaminate recipients through inhalation or contact with skin or hoax substances intended to cause fear. As these substances cannot be identified until analysed they must be treated as potentially dangerous and should not be touched under any circumstances.

Envelopes, parcels and padded jiffy bags have all been used to contain devices.

What to look for

Some things can help to identify a suspicious package and members of staff whose duties include opening mail should know these signs especially if the unit or department is engaged in sensitive work:

- The item may have been delivered by hand or posted from an unusual place.
- It may display poor or strange handwriting.
- There may be an unusual smell such as marzipan or machine oil.
- Wiring or tinfoil may have been exposed by bad packaging.
- It may be unusually heavy or its weight may be badly distributed.
- There may be excessive wrapping or the contents may feel rigid.
- It may be wrongly addressed or come from an unexpected source.
- There may be too many postage stamps for the size of the package.
- There may be traces of powder, or the envelope may feel as though it contains such a substance.

These are only some of the indicators, in all cases if there is any doubt the item should be left alone and the following action taken.

What to do

If a package or letter has passed through a postal or courier service it will have been subjected to fairly rough handling and should not therefore pose a threat unless opened or damaged. If it is intact:

Leave it alone

- Leave the room immediately ensuring that everyone else does so and clear the immediate vicinity such as an adjoining room.
- Lock the door(s) to prevent access by others and retain the keys.
- Contact:
 - Building Supervisor.
 - Deputy Building Supervisor.
 - University Security & response on 01334 468999.
- Whether or not the above have been contacted telephone the police (9-999) and give precise details of the location remembering that you will be connected to a call centre and the operator may be unfamiliar with the University layout
- Notify the Deputy Principal as soon as possible (if not already contacted).
- If present, the **building supervisor or deputy** should take control of the situation until the arrival of the security manager or the police to ensure that no one is permitted to re-enter the closed area.

Evacuating the building if the letter or package has been damaged and there is concern as to its contents

For example, if there are exposed wires or some seepage of powder, safety is the chief consideration.

Emergency evacuation procedures should be implemented:

- Raise the alarm – a dynamic risk assessment should be ongoing here; it may not be the safest option to sound the Fire Alarm depending on the circumstances/perceived threat. The Evacuation Co-Ordinator (EC) will make the final decision on this.
- There may be scenarios where the EC decides not to use the usual assembly point as part of the dynamic risk assessment and possible threat; the EC will make the final call on this and disseminate the information via the marshals.
- Ensure persons assemble at the fire assembly points or an alternative muster point if and as required.
- Prevent further access to the building.
- The security co-ordinator and fire marshals can assist by remaining observant around the vicinity of the building for anyone acting suspiciously.

Telephone warnings

Telephone callers may make claims that a bomb or other device has been planted in a particular building. As a pre-emptive measure, good housekeeping routines should be in place to minimise the accumulation of rubbish and to make sure that boxes are stored away. This makes it much easier to identify suspicious objects if a search has to be made, and more difficult for the perpetrator to leave such objects.

While many telephone warnings are made maliciously, the possibility of the call being genuine cannot be discounted and it must be regarded as real; in addition, it is a criminal offence to make a call of this nature so the police will investigate whatever the eventual outcome.

On receiving a call

The receipt of a bomb call or similar threat is stressful and difficult, particularly if the caller is abusive or agitated but the police will require as much information as possible about the call and the caller to determine the likely authenticity and to gather evidence for the subsequent criminal investigation. Stay calm and in control and treat the call as genuine. As best you can, note everything that is said using the check list attached to your phone (If you do not have one contact Phil Hulse for spares).

Action: If the call relates to your building take the following action:

- Telephone the police (9-999) and give precise details of the location remembering that you will be connected to a call centre and the operator may be unfamiliar with the University layout.
- Contact:
 - Building Supervisor.
 - Deputy Building Supervisor.
 - University Security & response on 01334 468999.

Thereafter, within the building, staff should implement emergency evacuation procedures:

- Raise the alarm – a dynamic risk assessment should be ongoing here; it may not be the safest option to sound the Fire Alarm depending on the circumstances/perceived threat. The Evacuation Co-Ordinator (EC) will make the final decision on this.
- There may be scenarios where the EC decides not to use the usual assembly point as part of the dynamic risk assessment and possible threat; the EC will make the final call on this and disseminate the information via the marshals.
- Ensure persons assemble at the fire assembly points or an alternative muster point if and as required.
- Prevent further access to the building.
- The security co-ordinator and fire marshals can assist by remaining observant around the vicinity of the building for anyone acting suspiciously.

If the call relates to another University building:

Contact the relevant head of unit or secretary without delay and advise them of the call and the foregoing action.

- Telephone the police (9-999) and give precise details of the location remembering that you will be connected to a call centre and the operator may be unfamiliar with the University layout.
- Contact the University Security & response on 01334 468999.

Thereafter, within the building, staff should implement emergency evacuation procedures:

- Raise the alarm – a dynamic risk assessment should be ongoing here; it may not be the safest option to sound the Fire Alarm depending on the circumstances/perceived threat. The Evacuation Co-Ordinator (EC) will make the final decision on this.
- There may be scenarios where the EC decides not to use the usual assembly point as part of the dynamic risk assessment and possible threat; the EC will make the final call on this and disseminate the information via the marshals.
- Ensure persons assemble at the fire assembly points or an alternative muster point if and as required.
- Prevent further access to the building.
- The fire marshals can assist by remaining observant around the vicinity of the building for anyone acting suspiciously.

INFORMATION FOR EVACUATION COORDINATORS**EMERGENCY PROCEDURES: Fire alarm panel - FIRE ALARM ACTIVATION**

During any event a porter or responsible person with access and working knowledge of the keys and operation of the alarm control panels must and will stay near the Reception desk Desk/Security room. In the event of an alarm activation the building will be evacuated without delay.

POWER FAILURE

In the case of POWER FAILURE ONLY customer evacuation will take place at a slower pace, taking extra care in low light conditions. It is preferable to direct all people out of Side or Front Door/Foyer into Car Park and along streets to disperse. If practical all glasses should be taken. (The reason for not using all exits is that if there is no risk of fire to evacuate people into unfamiliar unlit gardens/shrubbery could result in injuries!)

IN ALL CASES

- Check that all occupied areas have been vacated, if safe to do so.
- Call the emergency services (9 999 internal phone) if required.
- Once the building is evacuated you should wait by the front door (if safe to do so) to prevent re-access, correlate staff roll call & assist emergency services.
- No effort should be made to stop glasses leaving the building in the event of an alarm related evacuation.
- Check in fire wardens/ HOD's/ supervisors & note responses
- Assign fire wardens/ HOD's/ supervisors to tasks as required
- Note names of any persons located in refuges & take appropriate action

Check source of activation on fire panel:

- **If safe to do so** go to location of activation & verify reason (go in a pair).
- **Any indication of fire, then leave building immediately & call fire service.**
- If satisfied cause is false return to fire panel silence alarm reset system coordinate staff re-entry to building & ensure premises ready for customers coordinate re-admittance of customers.

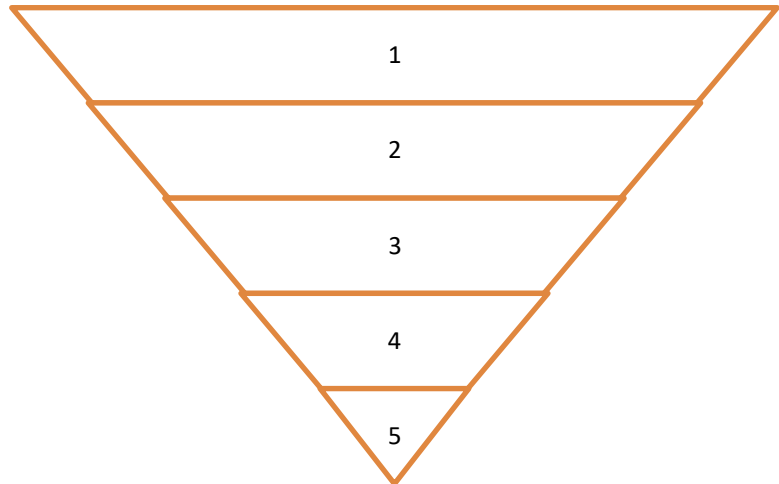
On arrival of fire service in any case provide the following information:

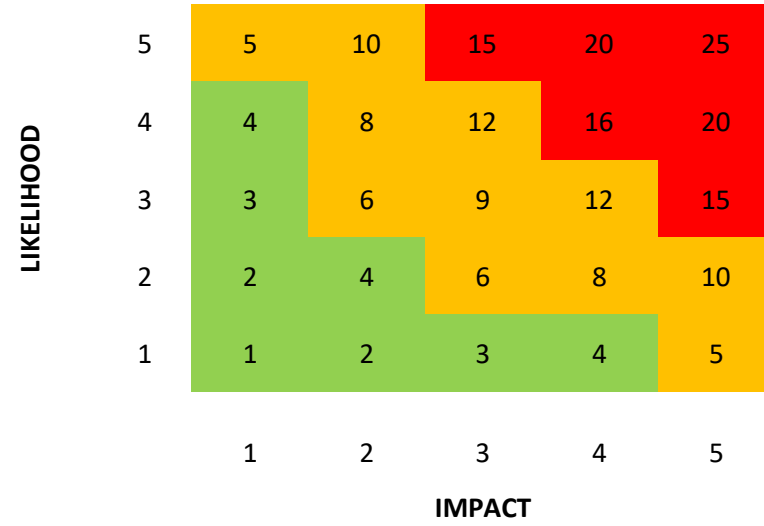
- Persons accounted for/missing.
- Areas checked.
- Any areas unchecked.
- Any disabled patrons.
- Any injured patrons/staff members.
- Source of ignition.
- Point of activation.

Revised JULY 2020

PART G - Approval					
Declaration by responsible manager: I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable (green).					
Signed		Print name		Date	
Declaration by Estates Department senior manager: I approve this assessment, confirm it is included within University insurance and accept the risks identified.					
Signed		Print name		Date	
Declaration by Estates Department cleaners: I have read and understood the risk assessment. I understand the control measures to be applied and agree to abide by them. If there is anything I cannot comply with I will advise my line manager immediately.					
Signed		Print name		Date	

Assessment Guidance

6. Eliminate	Remove the hazard wherever possible which negates the need for further controls	If this is not possible then explain why	
7. Substitute	Replace the hazard with one less hazardous	If not possible then explain why	
8. Physical controls	Examples: enclosure, fume cupboard, glove box	Likely to still require admin controls as well	
9. Admin controls	Examples: training, supervision, signage		
10. Personal protection	Examples: respirators, safety specs, gloves	Last resort as it only protects the individual	



Likelihood		Health & Safety
1	Rare	
2	Unlikely	
3	Possible	
4	Likely	
5	Very Likely	
Impact		Health & Safety
1	Trivial - insignificant	
2	Minor	
3	Moderate	
4	Major	
5	Severe – extremely significant	

Risk process

9. Identify the impact and likelihood using the tables above.
10. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
11. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
12. If the residual risk is green, additional controls are not necessary.
13. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
14. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
15. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
16. The cost of implementing control measures can be taken into account but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.