

AMBS Risk Assessment for Academic Offices

Date: 23/09/2021	Assessed by: AMBS Safety Advisor	Checked by: Janine Ellis, Head of School Operations Fiona Devine, Head of School	Location(s): Alliance Manchester Business School (AMBS)	Assessment ref no AMBS Generic RA_Academic Offices_Sept 2021	Review date: December 2021 or earlier if significant changes occur
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Task/Premises: AMBS Academic Offices

Scope: The use of Academic Offices for meetings including meetings with students including academic advising and supervision.

COVID restrictions have eased in England following the government's COVID-19 roadmap. This risk assessment aligns with guidance from the government, the Department of Further Education and the University. To reflect the dynamic nature of the pandemic, this assessment will be reviewed regularly and revised accordingly, with decisions being managed appropriately by senior leaders.

From September 2021, all staff and students can return to campus to work and study. Communications have been disseminated to remind all personnel of their responsibility to themselves and others to maintain and promote expectable behaviours. It is expected that building users will continue to wear face masks in crowded areas and while transiting in circulation areas. COVID-19 hygiene of hand sanitising, face mask wearing continue to be important safety measures against COVID-19 transmission.

This risk assessment applies to AMBS staff and students and their visitors.

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Being on campus	Transmission of COVID-19 from infectious individuals	Personnel on campus from infection of respiratory illness	<ul style="list-style-type: none"> All personnel coming onto campus must be free from COVID-19 symptoms and not be under any self-isolation or quarantine order. University strongly encourages all personnel who are eligible to get vaccinated before coming on to campus. Further information can be found here FAQs on COVID-19 vaccination University strongly encourages all personnel working on campus to get tested twice a week, irrespective of whether they display COVID symptoms or not. Free rapid lateral flow home testing kits are available from campus catering outlets or from the NHS home test kits online. All personnel tested positive or have symptoms must isolate, according to guidance from the Government COVID-19 pages and NHS COVID-19 pages. 	Medium	A

			<ul style="list-style-type: none"> Any staff or students who have had a positive Covid-19 test or are isolating/quarantining should report using this online form All staff and students to follow latest national advice and guidance on public transport found on the safer travel guidance for passengers site. 		
Working in University buildings	Transmission of COVID-19	Building users if good COVID hygiene is not carried out	<ul style="list-style-type: none"> Building signage is provided to remind of effective COVID hygiene. Hand sanitisers are available throughout all University buildings. All personnel are expected to sanitise hands upon arrival to the building, at regular intervals whilst in these areas and before departure. House services continues to clean communal areas and frequently touched surfaces Sanitising wipes are available for building users to use in their work area to clean down communal items. Face coverings are expected to be worn while transiting inside buildings or in crowded areas. If seated and social distancing is used, face coverings can be removed. Face coverings are available from building entrances. 	Medium	A
Face-to-face meetings on campus	Transmission of COVID-19	All personnel in the meeting	<ul style="list-style-type: none"> If possible, meetings should be scheduled in advance to minimise waiting in communal areas. Face coverings are expected to be worn while transiting inside buildings or in crowded areas, including group meetings. If seated and social distancing can be applied, face coverings can be removed. All personnel are expected to sanitise hands upon arrival to the building, at regular intervals whilst in these areas and before departure. Colleagues may find it useful to keep some hand sanitiser and face masks in the office, or remind meeting attendees to bring them when scheduling the meeting. If possible avoid sharing items such as laptops and stationery. Otherwise sanitise hands before and after use. If information needs to be shared to facilitate the meeting, consider using a projector screen or other methods of sharing, e.g. Microsoft Teams, to avoid moving very close to each other. Avoid sharing any food and drinks. If sharing, consider diving into individual portions and clean all cutlery / crockery thoroughly after use. Sanitise hands before and after. If positive cases and isolation occur up to 48hrs after a meeting, report to the academic hosting the meeting, and to the University using this online form Academic should notify the relevant meeting attendees so they can follow guidance from the Government COVID-19 pages and NHS COVID-19 pages <p>Specific to 1-2-1 meetings</p>	Low	A

			<ul style="list-style-type: none"> Meeting attendees should be seated 2m apart. Once seated, face masks can be removed. <p>Specific to group meetings</p> <ul style="list-style-type: none"> When attending group meetings, face coverings are expected to be worn. 		
Sneezing and coughing during face-to-face meetings on campus	Transmission of COVID-19	User and others nearby	<ul style="list-style-type: none"> The person should cough or sneeze into the crook of their arm or into a clean tissue. They should step away from other people or step out of the room until coughing and sneezing ceases. Colleagues in the area can also politely ask the person to step away until coughing and sneezing ceases. If necessary, person can go out of the building to get some fresh air Always wash or sanitise hands thoroughly after coughing or sneezing If symptoms persist, following the guidance from the Government COVID-19 pages and NHS COVID-19 pages 	Low	A
Fire prevention and protection	Fire Smoke	Staff, students, visitors If present within the building during fire Burns, Smoke inhalation	<ul style="list-style-type: none"> Induction arrangements cover security and fire awareness and include how to locate and use a fire door to exit the building and the location of the fire assembly point(s). All new staff complete fire awareness e-training. Fire alarm system are in place and tested weekly on day at time to enable users to identify the sound of the alarm, see fire action notice at entrance to buildings. Fire evacuation practices are carried out annually Induction covers the importance of maintaining clear fire exit routes and keeping the doors closed unless essential. Induction also covers the need for high general housekeeping standards. Ready access to fire extinguishers is available for use by trained users. Staff 'hosts' responsible for safety and, if required, evacuation of visitors. Evacuation marshals attend suitable training and assist where possible during evacuations during normal working hours. Requests to work out of hours include emergency action in case of fire and use of fire routes and doors. 	Medium	A
Action in the event of an emergency	Not being aware of the evacuation procedure in the event of an emergency.	Staff, students, visitors Lack of awareness /unacceptable behaviours when the fire alarm sounds resulting in delay evacuation /trapped by fire	<ul style="list-style-type: none"> Users are instructed and empowered to act if they suspect an emergency situation to activate the fire alarm to trigger evacuation of the building. First aiders are available and First Aid Notices are situated in prominent places around the building if first aid is required. Contact Security using the telephone number on the back of staff/student ID cards. Security contact details are 0161-306-9966, or 69966 from an internal phone. 	Low	A

	Injuries/chemical contamination Lack of assistance out of hours	or other life threatening incident.	<ul style="list-style-type: none"> All Security staff are first aid trained. Defibrillators are located throughout campus, please see map for nearest location 		
Building security	Suspicious people in and around campus	Staff, students, visitors	<ul style="list-style-type: none"> If you see any suspicious activities in and around the premises, get yourself to a safe place and call Campus Security immediately on 0161 3069966 Must not enter into any area unauthorised When entering and exiting the building, keep to well-lit area and be vigilant of surroundings 	Low	A
General comfort	Temperature / ventilation/ lighting/ furniture	Users of the area. Failure of the infrastructure can result in discomfort	<ul style="list-style-type: none"> Provisions are maintained by Estates Building defects should be reported to Estates Helpdesk or by calling 0161 2752424 Access and egress must be kept free from obstructions and trip hazards 	Low	A
Use of electrical equipment both Personal and University Owned	Electric shocks Fire Damage to other electrical equipment Misuse of electrical appliance, faulted electrical appliance.	Staff, students, visitors Burns, Smoke inhalation,	<ul style="list-style-type: none"> All University equipment should undergo Portable Appliance Testing (PAT). Check equipment has a valid PAT label before use. Any Damaged equipment should be taken out of service and either replace or repaired. All equipment whether personal or UoM owned must comply with relevant standards such as the British Standard or EU standards. All office equipment used in accordance with the manufacturer's instructions. In lecture theatres eating or drinking is discouraged to minimise the risk of spillage onto electrical equipment. Bottles of water should be kept closed when not in use and should be stored beneath desks to avoid spillage onto any equipment. Liquid spills should be cleaned up immediately. Visual checks before use to make sure equipment, cables and free from defects Defective plugs or AV equipment should not be used and should be reported for repair/replacement via Estates Helpdesk 	Low	A
Traversing around	Obstructions and/or spillages	Staff, students and visitors.	<ul style="list-style-type: none"> Reasonable standards of housekeeping are maintained and checked on a monthly basis by users. Staff and students agree during induction to read and abide by 	Low	A

<p>the AMBS building</p>		<p>Slips, trips and falls Bruises Sprains Strains Fractures</p>	<p>the Department's health and safety policy which states the guidelines for housekeeping.</p> <ul style="list-style-type: none"> • Trailing cables must be positioned neatly away from walkways or highlighted with hazard tape. • Faults, repairs and maintenance are reported immediately to Estates Helpdesk for repair/replacement • Floors kept clean, dry and clear of obstructions particularly exit routes. Spillages to be cleared immediately – spill kits are available. • Cabinet drawers and doors are kept closed when not in use • Waste bins are supplied for general and recyclable waste reducing the build-up of rubbish in corridors and spaces. • Adequate lighting is based on identified activities/tasks in the areas as deemed sufficient during building design specification. • Emergency lighting will turn on if standard lighting system is faulty to ensure there will always be light in the areas. 		
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REMINDER OF EMERGENCY PROCEDURES

Fire	<ul style="list-style-type: none">• Fire safety details are displayed on the building Fire Action Notice.• Fire alarms in all University building are tested weekly.• Evacuation plans are located in the stairwells and the building entrance. During an evacuation, follow the green Emergency Exit sign to leave the building via the most direct exit.• Fire refuge points are located in protected stairwells.• Assembly points can be identified by a green Assembly Point sign
First aid	<ul style="list-style-type: none">• Lists of first aiders can be found on the stairwells and the main entrance to the buildings.• First Aid kits are available throughout the building.• If in doubt call Campus Security staff who are all trained first aiders
Personal Security	<ul style="list-style-type: none">• Avoid lone working• Keep to well-lit places when transiting between buildings• During incidents of unease or suspicious activities, users should immediately go to a safe location and report to Security staff on 0161 306 9966.
Emergency contact details	<ul style="list-style-type: none">• Campus Security can be contacted 24/7 by internal extension 69966 or external 0161-306-9966• Building users are encouraged to store this contact number on their telephones.