

General Risk Assessment - PC Clusters, AMBS

Date: 23/09/2021	Assessed by: AMBS Safety Advisor	Approved by: Janine Ellis, Head of School Operations Fiona Devine, Head of School	Building / Location: Alliance Manchester Business School (AMBS)	Assessment ref no: AMBS Generic RA PC Clusters Sept 2021	Expiry date: December 2021 or if significant changes occur
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Task/Premises: AMBS PC Clusters

Scope: The use of PC clusters

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.

It is expected that in PC clusters masks will be worn by everyone. If individuals are teaching or presenting they have the option to remove face coverings. Clear signage will be in display in all rooms.

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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	Staff, students, visitors 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. 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. 	Medium	A
Working in University buildings	Transmission of COVID-19 from infectious individuals	Staff, students, visitors Infection of respiratory illness	<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 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
Working in University buildings	Transmission of COVID-19 from infectious individuals	Staff, students, visitors Inadequate ventilation	<ul style="list-style-type: none"> Estates controlled mechanical ventilation has been set to operate at increased levels. Wherever possible, building users are encouraged to increase supply of fresh air by opening windows and doors (except fire doors) Wherever possible, room vents and windows should be opened for 15 minutes prior to and after room use. The Cambridge Airborne tool is used to assess ventilation risk. This tool has been applied to all rooms in this category in AMBS and has indicated that no additional safety measures need to be implemented. <p>Please see full details from the Estates department here: https://documents.manchester.ac.uk/DocuInfo.aspx?DocID=56440</p>	Medium	A

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<p>Fire prevention and protection</p>	<p>Spread of and/or damage or personal injury due to fire</p>	<p>Staff, students, visitors</p> <p>If present within the building during fire</p> <p>Burns, Smoke inhalation</p>	<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. 		
<p>Action in the event of an emergency</p>	<p>Not being aware of the evacuation procedure in the event of an emergency.</p> <p>Injuries/chemical contamination</p> <p>Lack of assistance out of hours</p>	<p>Staff, students, visitors</p> <p>Lack of awareness</p> <p>/unacceptable behaviours when the fire alarm sounds may result in assuming that real alarms are practice drill and subsequently delay evacuation leading to being trapped by fire or other life threatening incident.</p>	<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 to be consulted when first aid is required. • First aid provisions within the area are checked as part of monthly self-inspections in high risk areas. • 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. • All Security staff are first aid trained. • Defibrillators are located throughout campus, please see map for nearest location 	<p>Medium</p>	<p>A</p>
<p>Building security</p>	<p>Suspicious people in and around campus</p>	<p>Staff, students, visitors</p> <p>Difficulty in contacting help/assistance</p>	<ul style="list-style-type: none"> • Ensure Swipe card is used to access building and must not allow anyone to tailgate • 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 for lone working or out-of-hours • When entering and exiting the building, keep to well-lit area and be extra vigilant of surroundings 	<p>Medium</p>	<p>A</p>

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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	
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 PC clusters 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 the equipment. Liquid spills should be cleaned up immediately. Sufficient power sockets provided to reduce need for extension cables. Staff are discouraged from bringing in own electrical equipment as maintenance cannot be assured. Visual checks before use to make sure equipment, cables and free from defects Defective plugs, cables equipment etc reported for repair/replacement and taken out of use. 	Low	A
Traversing around the FSE buildings	Uneven or damaged flooring	Staff, students and visitors. Sprains and Strains Inappropriate footwear can catch in flooring that changes level or is in dis-repair, causing trips, slips and falls.	<ul style="list-style-type: none"> Areas around computers and workstation to be kept free of trip hazards. If possible, cable tidy should be used to manage trailing cables. Users keep the floor area free from obstruction, e.g. bags and coats Estates is responsible for building maintenance to ensure flooring, lighting etc. are not defective. Any issues identified should be reported to Estates Helpdesk 	Low	A

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<p>Use of display screen equipment</p> <p>Repetitive/prolonged use of equipment or tasks</p>	<p>Incorrect posture whilst using DSE</p> <p>Incorrect workstation set up</p> <p>Prolonged use without breaks</p> <p>Electrical hazards</p>	<p>Staff, students, visitors</p> <p>Musculoskeletal injuries/disabilities</p> <p>Limb disorders</p> <p>Eye strain</p> <p>Headaches</p> <p>Back pain</p> <p>Repetitive strain</p> <p>Fatigue</p> <p>Electric shock</p>	<ul style="list-style-type: none"> • Provision of an adjustable chair, adjustable screen height, suitable and sufficient lighting is maintained in each area. DSE signage detailing advice for correct use of the chair, screen and seating position are posted in each PC cluster and on StaffNet. • Set up workstation to a comfortable position with good lighting and natural light where possible • Take regular breaks away from the screen, at least some activity or stretching every 20mins and a 5min break away from the workstation every hour. • Regularly stretch your arms, back, neck, wrists and hands to avoid repetitive strain injuries. Refer to workstation exercises here 	<p>Low</p>	<p>A</p>
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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"> • First aid notices can be found on the stairwells and the main entrance to the buildings. Please use the QR code to identify your nearest first area • First Aid kits are available throughout the building, in high risk areas, receptions and with first aiders • 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.