

Royce Move and Packing Activities - General Risk Assessment Form

Date: (1) 24.03.2022	Assessed by: (2) Alyson Gates Julia Lawson	Checked by: (3) Original June RA checked by Cath Davies, Karen Theis. Revised for April 2022 move.	Location: (4) 1) North Campus locations (see below) 2) Royce Hub Building (see below)	Assessment ref no (5) Royce_Move and Packing_RA_April 2022	Review date: (6) 19.05.2022 (following move activities)
Task / premises: (7)					
<p>This risk assessment details the arrangements for the research groups moving in April 2022, and covers the packing, clearing, move and unpacking activity from multiple locations on North Campus to the Royce Hub Building while local COVID-restrictions still apply. For the latest University guidance on Coronavirus, please visit https://www.staffnet.manchester.ac.uk/coronavirus/.</p> <p>Monday 4th April – Friday 22nd April – Packing and clearance activity (following crate delivery w/c Monday 28th March)</p> <p>Monday 25th April/Tuesday 26th April (date tbc) – Collection of crates, IT equipment and remaining items from North Campus locations, and transfer to the Royce Hub Building.</p> <p>Wednesday 27th April – Wednesday 18th May – Unpacking materials into the Royce Hub Building offices</p> <ul style="list-style-type: none"> Building access: All staff and students must be aware of the emergency protocols and COVID safety measures for their area. The majority of staff/students in this group have been on campus regularly post lockdown for research activities and business as usual. Anyone who has not had an induction, must schedule one before accessing the offices. Packing and clearance: Staff and students from this group will prioritise packing their crate, unplugging their IT equipment and labelling any items moving to the Royce Hub Building. Additional H&S considerations for packing is provided in the main risk assessment below. This move activity is only for office materials – hazardous materials, research samples and personal belongings (including high value items) should not be transported in this move. COVID safety: Staff and students must continue to follow the University's COVID guidelines: socially distance where possible, masks/face coverings are encouraged, regularly wash/sanitise hands and sign in/out of buildings if required. When packing up the office, room occupancies must not be exceeded (where applicable); opening windows for ventilation is recommended. Building security: Staff and students must be mindful of building security, ensuring that offices are left secure and no doors have been left propped open. Everyone should be wary of tailgating or unauthorised persons, and contact Security on 0161 306 9966 if concerned. Communications with group: Email communications will commence from the Royce Building operations team 24/03/22 to all staff and students involved in the move. This will include a copy of this risk assessment, plus the circulation list below. Additional Resources: A separate risk assessment (Royce_BCL Move_RA_April 2022) has been developed to cover BCL campus access and local on-site contacts. A move summary document highlighting the activities in place for the moves and clearance will also be circulated to departmental contacts with the risk assessment. 					
Locations (final move activity)					
<ul style="list-style-type: none"> Pariser Building – A03, B6, B11, C17, C18, C19, DNI office – Andrew Sherry (F floor), F floor student village, G15 MSS Tower – C2, D1, D2, D3, D5, E1, E2, E6a, E17, G2, G3, G18 The Mill – G21a, G4a, G27 Sackville Street – D41, A27, E44c 			<ul style="list-style-type: none"> James Lighthill – D1 Chemistry Building – Rob Dryfe office Royce Hub Building: <ul style="list-style-type: none"> Main office spaces - 7.001, 7.018; some items for other floors Ground floor foyer and loading bay 		
Operational Staff and Circulation List					
<ul style="list-style-type: none"> Royce: Alyson Gates, Julia Lawson, Cath Davies, Karen Theis North Campus Clearance: Pia Pollock, Karen Saville 			<ul style="list-style-type: none"> MACE: Martin Greenhalgh Materials: Jon Masterson 		
COVID-19 SAFETY MEASURES					
<p>All staff are reminded: do not leave home if you or anyone in your household has symptoms. Anyone with coronavirus symptoms i.e. a high temperature, new continuous cough, a loss of, or change to, your sense of smell or taste or feeling generally unwell or having recently travelled from high risk countries must not leave home. Call the NHS helpline (111) or use the 111 online coronavirus service and follow instructions for being tested, tracked and traced. Report via the appropriate channels (details on Staffnet; report through the UoM form). You must self-isolate for 5 days from when the symptoms started. Further guidance is available at the NHS Coronavirus website, the Government Coronavirus website and on the University's StaffNet pages.</p>					

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Coming on campus while Hybrid working and COVID 19 guidelines are in place Travel between home & UoM	Not abiding to government's instruction Transmission of infectious diseases, such as Coronavirus	All UoM personnel travelling to/from UoM	<ul style="list-style-type: none"> University ID card to be always carried on person If using public transport, follow the latest government's instructions: https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Time spent on campus should be as local hybrid working rules. Face coverings are advised for moving within communal area while on campus Social distancing and regular thorough hand washing/ sanitising should be as specified by current University guidelines. 	Low	A
Access to University Buildings	i) Illness prior to arrival ii) Illness at work	Any persons in close contact	<ul style="list-style-type: none"> Staff/students with any symptoms should not come into work, and follow the COVID-testing and reporting steps outlined above. If staff/students feel ill at work and suspect it may be COVID-19, they should report through appropriate channels and immediately inform line managers. They should then return home and follow government guidelines for self-isolating. Social distancing and personal hygiene measures during work activities are detailed further down this risk assessment. Frequent hand washing/hand sanitising is recommended throughout the day. Further care should be taken when using door handles and other commonly touched areas. 	Low	A
Use of Lifts	Coronavirus/ COVID-19	All building users	<ul style="list-style-type: none"> Staff and students should take care when using lifts across campus so that occupancy limits are not exceeded. Masks/face coverings are encouraged in enclosed spaces. 	Low	A
Building Evacuation and emergency situations	Fire/ gas/ flood/ building hazards	All building users	<ul style="list-style-type: none"> In the event of an emergency evacuation all staff/students must evacuate the building using the nearest available fire exit and gather at the assembly point, maintaining social distancing. All personnel are aware that they must call security if there is a fire, flood or some other building hazard event. If emergency services are required, then call 9999 and inform security afterwards. 	Low	A
Contact with other groups	Coronavirus/ COVID-19	All personnel involved in moves	<ul style="list-style-type: none"> Departmental contacts - informed move activity taking place to share communications with other local building users. Research groups – updated on activities regularly via move briefings, email (Royce, supported by Department contacts and academic PIs) and via the Royce Intranet pages. 	Low	A
Coming on campus during the while Hybrid working conditions are in place Personal safety and security at low occupancy	Working with minimal support on campus	Staff on site Staff if presence not known in the event of an emergency or if there is a threat to personnel.	<ul style="list-style-type: none"> Alongside campus clearance activities and areas of low occupancy, all staff/students are reminded to take care when moving around the building and check the environment is safe. Having a fully-charged mobile phone on hand in case of emergencies is advised. All staff must be aware of building security throughout this activity, particularly the risk of tailgating/unauthorised persons when entering the building. Staff/students must contact Security if they see anything suspicious on/around campus on 0161 306 9966. External doors and internal fire doors must not be left propped open; if they need to be kept open while items are being moved they should be supervised. Swipe access doors must be secured at all times. 	Medium	A

Activity (8)	Hazard (9)	Who might be harmed and how (10)	Existing measures to control risk (11)	Risk rating (12)	Result (13)
Packing crates	Injury to BCL move team; Injury to research group staff/students; Damage to materials; financial damage	BCL staff moving items Staff unpacking	<ul style="list-style-type: none"> • The crates provided are for office materials only. Separate packing materials will be provided for IT equipment left on the desk. • Do not pack: contaminated materials, research samples, chemicals, hazardous materials. Speak to your technical staff for advice on how to transport these. • Personal items/items of high value should not be packed into crates as they will not be insured. • Decide on a suitable location for your crate before you start packing; this means that when the crate is full, you don't need to move it as it will be heavy. • Be responsible when packing crates. Breakable items (which have not been packaged appropriately) could cause injury if damaged in transit. 	Low	A
Leaving spaces	Trip hazards, messy areas, litter	House Services staff collecting waste; BCL staff collecting crates; colleagues in that office	<ul style="list-style-type: none"> • Staff/students have been advised to leave their spaces secure and tidy. • Items that are going to be moved to Royce must be clearly labelled. • Waste bags must be tied up and left neatly by the bins for collection. • Any 'unknown items/heritage items' must be left neatly to the side and labelled. • Access routes through the office must remain clear and accessible. 	Low	A
Clearance of Spaces – confidential material	Data breach leading to individual or University financial and reputational implications	All	<ul style="list-style-type: none"> • If there is a lot of confidential waste when clearing the office spaces, contact Alyson Gates or your DSOM so an additional Restore collection can be arranged. • Offices must be left secure after packing. Crates containing confidential information should be sealed and utilise an inventory so a record of what is inside can be accessed easily. • Please see the Disposal of confidential material (shredding) Information Governance Office StaffNet pages for more guidance on categories of data, paper vs. electronic disposal and Record Retention Schedules. • Staff/students are reminded to check all spaces thoroughly to confirm all materials have been packed to go to Royce or disposed of securely to avoid a data breach. 	Low	A
Transport of crates and materials to/from offices Clearance of spaces – general waste and recycling	Large/ heavy items fall/ topple during transport unloading causing serious injury, damage to machinery or furniture.	UoM staff	<ul style="list-style-type: none"> • BCL (the move company) will deliver crates direct to offices so that research groups just have to come in and pack up their own materials. BCL will then collect the crates and transport to the Royce Hub Building. Empty crates should not be stacked above 15 crates high, to avoid staff/students over reaching and injuring themselves. • As part of the clearance activity, staff and students are reminded do not overfill bin bags or stack materials unevenly as this could lead to injury. • Black bin bags, blue paper waste bags and confidential waste bags will be delivered directly to offices. These bags will then be collected by House Services. • It is not expected that staff/students will be transporting large amounts of materials around the building, but if so a trolley should be used. • Any incidents/accidents/near misses must be reported as soon as practicable to the on duty OCS and the local Safety Advisor in addition to the injured person's line manager. • Staff/students are reminded to check all spaces thoroughly to confirm all materials have been packed to go to Royce or disposed of safely through the proper channels. • If items are required to be left in the office (e.g. for collection by colleagues) staff/ students have been asked to advise Alyson Gates as soon as possible so that North Campus Clearance team are aware. Make sure you label items left behind clearly with your contact details. 	Medium	A

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Using electrical equipment	Trip hazard and electrical safety; collision with desk	Staff on site	<ul style="list-style-type: none"> • Visually check all equipment are in good condition, free from signs of damage or defects before disconnecting. If any issues are found, do not continue using the equipment. Switch off at mains power supply and unplug if safe to do so. Place a “Do not use” notification on the faulty equipment and report the faults once normal operation resumes on campus • Take care when disconnecting equipment, create as much space as possible and handle electrical cables with care to minimise tripping hazards. If needing to move under or behind desks to disconnect wires, always check the environment before crawling under, and always check again before crawling out to avoid collision with the desk. Avoid straining the back or any awkward body positions as much as possible. • Old or broken equipment should be disposed of in the IT cages. Guidance posters will be introduced where needed to advise how to stack these safely. 	Low	A
Unpacking crates	Sharps, Cutting, jabbing, paper-cuts; Manual Handling – carrying, lifting, pulling and pushing of loads.	Staff could suffer puncture/cut injuries or musculoskeletal injury if moved incorrectly.	<ul style="list-style-type: none"> • It is expected that standard office/desk materials will be packed into crates (i.e. paperwork, stationery and IT accessories). Staff/students should consider whether they are happy for delicate/breakable items to be transported in their crate, and if so arrange for any other items to be wrapped appropriately (some packing paper will be provided to each office). • Care should be taken when unpacking crates in case items have shifted in transit and there are any broken/sharp items. Use a dustpan and brush to pick up and dispose of as appropriate. • Empty crates should not be stacked higher than 15 crates to avoid over-stretching. 	Low	A
IT set-up and office operations	Downtime/delays	Staff involved in the move	<ul style="list-style-type: none"> • Staff are encouraged to keep in regular contact with Alyson Gates over the duration of the move activity so that any issues can be picked up quickly. Specific on-site access and operational arrangements are covered in the local building inductions and internal building communications. • Staff/students are advised to complete the Royce IT Equipment Survey during their packing activity to ensure that MAC address information can be captured and added to the Royce Network in advance of the move. <p><u>How do I find my computer MAC address in advance of the move?</u></p> <ul style="list-style-type: none"> • Go to the Windows search bar, type Command Prompt. • In the screen, type in ipconfig/all this will bring up all of the connections on your device. • Your MAC address is the ‘physical address’ and is made up of a series of 6 pairs of numbers. You are looking for the option that says “Ethernet Adapter Ethernet” or “Intel (R) Ethernet Connection” • Do not give the MAC address for the rows that include the following: “PAN GP Global Protect”, “Docking Station”, “Wireless/Wi-Fi” or “Bluetooth” • IT Field support staff will be on site at intervals during the unpacking period to support with IT set up. 	Low	A
General activity best practice	Space	Staff – contact with items if insufficient space to move around	<ul style="list-style-type: none"> • Space provided is sufficient to enable free movement around the area, and for carrying out tasks. • Staff/students should make sure that packed crates or bin bags do not block entrance/exit routes to offices. 	Low	A

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	Lighting	Staff– may suffer eyestrain if lighting is insufficient or of the wrong type	<ul style="list-style-type: none"> Lighting levels sufficient for the room, tasks undertaken and glare is minimised. Any lighting issues (e.g. failed bulbs) should be reported to Estates so that repairs can be made. 	Low	A
	Ventilation COVID-19 / Dust	Staff – may have breathing difficulties	<ul style="list-style-type: none"> Advised to open office windows to improve ventilation in the space when packing and clearing. Air flow is recommended to reduce spread of COVID-19, but will also be beneficial if dust is generated. 	Low	A

Action plan (14)				
Ref No	Further action required	Action by whom	Action by when	Done
1	Read through the risk assessment and be aware of your responsibilities.	Everyone	Each time	
2	Return this risk assessment so that we can confirm your intention to move and that you have the access and packing materials you need.	Everyone	Each time	
3	Fill in the Royce IT Equipment Survey with your PC/laptop MAC address.	Everyone	Each time	