GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Pritchatts Park Village – APPENDIX A – Pritchatts House**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **Pritchatts House** **Please note these RAs in total do not include inside individual accommodation flats.**  | **Activity Description** | **Appendix A of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s. Please review that risk assessment for all details not specific to Pritchatts House residence areas – e.g. all staff controls, all contractor controls, etc.****Pritchatts House – 163 bedrooms. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.** **Please note this appendix covers only the building specific measures in the accommodation areas only, it does not cover any communal, staff or public spaces - please see the main RA for those details.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Pritchatts House is a site where the flat front doors are in enclosed stairways with internal routes to the front door to each flat. Staff are encouraged to leave the windows open in the communal stairwells, this has been included in the staff refresher training.  Access to the accommodation part of Pritchatts House is card access controlled.All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. There is 1 lift in Pritchatts House which has a maximum occupancy of 1 person or household. This is indicated via clear signage at each floor. 1 flat is 1 household. Signage is in place encouraging people to use the stairs if possible. Automatic dispensing hand sanitizer units have been installed at each entry and exit point and the PH laundry, alongside clear signage directing people to sanitize their handsThe refuse and recycling bins at Pritchatts House are located in an internal bin room on the LG floor. The touchpoints are included on the Versan daily cleaning checklist. Signage is displayed at regular intervals instructing one person per floor per staircase Signage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site visitors. Pritchatts House residents use the Pritchatts House laundry, this is in the same building. Its touchpoints are included on the daily versan cleaning checklist. The laundry capacity is 3 people and this is instructed via clear signage. Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Daily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and regular other dept users (e.g. cleaning services) have been made aware of this via the site induction and asked to share this information with their staff working on site.  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
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| Site | **Pritchatts Park Village – APPENDIX B –Ashcroft** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **Ashcroft** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix B of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s. Please review that risk assessment for all details not specific to Ashcroft – e.g. all staff controls, all contractor controls, etc.****Ashcroft - 33 flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Ashcroft blocks have enclosed stairways and internal routes to the front door to each flat. The blocks are accessed via card access controlled block doors. There are 2 entry/exit points to each block and these have been utilised to make the ground floor of each block one way, with one entry point and one exit point. Staff are encouraged to leave the windows open in the communal stairwells, this has been included in the staff refresher training.Automatic dispensing hand sanitizer units have been installed at each block entry and exit point, alongside clear signage directing people to sanitize their handsThere is 1 lift in each Block. Each lift has a maximum occupancy of 1 person or household. This is indicated via clear signage at each floor. 1 flat is 1 household. Signage is in place encouraging people to use the stairs if possible. All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. The refuse and recycling bins at Ashcroft are externally located.Ashcroft residents use the laundry at Pritchatts HouseResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Each staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |
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| Site | **Pritchatts Park Village – APPENDIX C – Oakley Court**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **Oakley Court** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix C of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s. Please review that risk assessment for all details not specific to Oakley Court – e.g. all staff controls, all contractor controls, etc.****Oakley Court - 21 flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | Oakley Court blocks have external stairways and the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated.Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat. The refuse and recycling bins at Oakley Court are internal. The touchpoints are included on the Versan daily cleaning checklist. Oakley Court residents use the laundry at Pritchatts HouseResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Each staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

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| Site | **Pritchatts Park Village – APPENDIX D – The Spinney** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **The Spinney****Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix D of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s. Please review that risk assessment for all details not specific to The Spinney – e.g. all staff controls, all contractor controls, etc.****The Spinney - 18 flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | The Spinney blocks have external stairways and the flat front doors are external, there are no communal entrances, hallways or enclosed stairs. The stairwells are external and well ventilated.Staff and contractors are instructed via staff emails, manager direction and regular 121s to wear a face covering upon entry to any flat and throughout their time inside a flat. The refuse and recycling bins at The Spinney are internal. The touchpoints are included on the Versan daily cleaning checklist. The Spinney residents use the laundry at Pritchatts HouseResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. Each staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

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| Site | **Pritchatts Park Village – APPENDIX E – 3 Pritchatts Rd**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **3 Pritchatts Rd** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix E of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s . Please review that risk assessment for all details not specific to 3 Pritchatts Rd – e.g. all staff controls, all contractor controls, etc.****3 Pritchatts Rd – 11 studio flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | 3 PR has internal stairways and internal routes to the front door to each flat. The building is accessed via card access controlled block doors. Staff are encouraged to leave the windows open in the communal stairwells, this has been included in the staff refresher training.All building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. Automatic dispensing hand sanitizer unit has been installed at the entry and exit point, alongside clear signage directing people to sanitize their handsThe refuse and recycling bins at 3 PR are external3 PR residents use the laundry at Pritchatts HouseResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. The staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

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| Site | **Pritchatts Park Village – APPENDIX F – 7 Pritchatts Rd**  | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **7 Pritchatts Rd ( 7 PR)****Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix F of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s. Please review that risk assessment for all details not specific to 7 PR – e.g. all staff controls, all contractor controls, etc.****7 Pritchatts Rd – 16 studio flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | 7 PR has internal stairways and internal routes to the front door to each flat. The building is accessed via card access controlled block doors. Staff are encouraged to leave the windows open in the communal stairwells, this has been included in the staff refresher training.Automatic dispensing hand sanitizer unit has been installed at the entry and exit point, alongside clear signage directing people to sanitize their handsAll building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. The refuse and recycling bins at 7 PR are external7 PR residents use the laundry at Pritchatts HouseResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. The staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

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| Site | **Pritchatts Park Village – APPENDIX G – 9 Pritchatts Rd** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **9 Pritchatts Rd (9 PR)****Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix D of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s. Please review that risk assessment for all details not specific to 9 PR – e.g. all staff controls, all contractor controls, etc.****9 Pritchatts Rd – 18 studio flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | 9 PR has internal stairways and internal routes to the front door to each flat. The building is accessed via card access controlled block doors. Staff are encouraged to leave the windows open in the communal stairwells, this has been included in the staff refresher training.9 PR has 2 entry/exit points on the ground floor, these have been utilised to make a one way system on the ground floor, with one designated entry point and one designated exit point. This is clearly instructed via signage.Automatic dispensing hand sanitizer units have been installed at each entry and exit point, alongside clear signage directing people to sanitize their handsAll building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. The refuse and recycling bins at 9 PR are external9 PR residents use the laundry at Pritchatts HouseResidents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. The staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

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| Site | **Pritchatts Park Village – APPENDIX H – 11 Pritchatts Rd** | **Department** | **Student Accommodation, Campus Services** | **Version / Ref No.** | **15 – Reviewed 13.04.21** |
| **Activity Location** | **11 Pritchatts Rd (11 PR)** **Please note these RAs in total do not include inside individual accommodation flats.** | **Activity Description** | **Appendix D of: Return to Campus COVID-19: Building Risk Assessment Pritchatts House staff, reception and communal ground and lower ground floor areas including Leo’s . Please review that risk assessment for all details not specific to 11 PR – e.g. all staff controls, all contractor controls, etc.****11 Pritchatts Rd – 11 studio flats. No accommodation staff based permanently here in offices, no break rooms, lockers etc. on site. Staff attend site to carry out regular duties such as fire alarm response, room cleaning and preparation, providing inventory items to residents, general site cleanliness and basic maintenance tasks.**  |
| **Assessor** | **Julia Coverdale, Brendan Creaby**  | **Assessment Date** | **Initial assessment in this format: 13.08.20** | **Date of Assessment Review** | **Review required 13.07.21** |
| **Academic / Manager Name** | **Tim Owen**  | **Academic / Manager Signature** | 34BAC4E0 |

| Hazard Assessment | Control Assessment | Actions |
| --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
| BiologicalEnvironmental | Virus transmission in the building | All Building users | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying and contact with an object or surface that has been contaminated with COVID-19. | 11 PR has internal stairways and internal routes to the front door to each flat. The building is accessed via card access controlled block doors. Staff are encouraged to leave the windows open in the communal stairwells, this has been included in the staff refresher training.Automatic dispensing hand sanitizer unit has been installed at the entry and exit point,alongside clear signage directing people to sanitize their handsAll building users (except those exempt) are instructed via clear signage to wear a face covering upon entry to the building. For residents this requirement is in place until they enter their flat, they are not expected to wear a face covering in their flat. For staff and contractors, face coverings must be work at all times when inside the buildings, including inside flats. The refuse and recycling bins at 11 PR are external11 P Residents are encouraged via the accommodation pass and email, to use the accommodation app, which has a function to monitor each washing machine and each dryer. This means a user can assess if there is a machine available without going to the laundry, and does not ned to wait for their washing/drying, they can monitor the progress on the app. R residents use the laundry at Pritchatts HouseThe staircase has regular and clear signage instruction one person per floor of the staircaseSignage is displayed at regular intervals reminding people to maintain social distance. This is aimed at staff, students and all others site usersDaily cleans using Versan, a broad spectrum anti-viral chemical recommended by cleaning services takes place daily and is recorded via a checklist. These cleans cover all touchpoints up to but not including the flat front doors. All staff are made aware of this via the staff refresher training. All contractors and other regular site users (e.g. cleaning services) have been made aware of this via their site induction.For safety measures specific to staff and students please see main Risk Assessment  | 4 | 2 | 8 | Yes |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors**  |
| --- | --- |
|  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Domains**  | **Negligible**  | **Minor**  | **Moderate**  | **Major**  | **Catastrophic**  |
| **Impact on the safety of staff, students or public (physical / psychological harm)**  | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment. No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.Requiring time off work for <3 days  | Moderate injury requiring professional intervention Requiring time off work for 4-14 days RIDDOR / MHRA / agency reportable incident  | Major injury leading to long-term incapacity/ disability (loss of limb)Requiring time off work for >14 days  | Incident leading to death Multiple permanent injuries or irreversible health effects |

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| --- | --- | --- | --- | --- | --- |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
| **Frequency** | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **Broad descriptor**  | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occurfor years | Expected to occurat least annually | Expected to occur atleast monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability** Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |
| --- | --- |
|  | **Likelihood**  |
| **Likelihood score**  | **1**  | **2**  | **3**  | **4**  | **5**  |
|  | **Rare**  | **Unlikely**  | **Possible**  | **Likely**  | **Almost certain**  |
| **5 Catastrophic**  | 5  | 10  | 15  | 20  | 25  |
| **4 Major**  | 4  | 8  | 12  | 16  | 20  |
| **3 Moderate**  | 3  | 6  | 9  | 12  | 15  |
| **2 Minor**  | 2  | 4  | 6  | 8  | 10  |
| **1 Negligible**  | 1  | 2  | 3  | 4  | 5  |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.