

HEALTH, SAFETY AND ENVIRONMENT MANAGEMENT SYSTEM GUIDANCE REGISTER		Guidance	G031
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This document is intended to provide Faculties and Professional Service Departments with information of the type of considerations and additional control measures which may be required in order to resume and/or continue onsite activities whilst managing the risks associated with COVID-19 and compliance with related legislation. This document should be used to supplement existing activity risk assessments with the additional considerations required to identify and record the hazard of COVID-19, and ensure appropriate social distancing and infection control arrangements necessary to facilitate the resumption of onsite activities. A suitable and sufficient risk assessment will be required before any onsite activities should be undertaken.

Legislative Context

The Health Protection (Coronavirus Restrictions) (Wales) Regulations 2020, requires organisations to take reasonable measures to minimise the risk of exposure to coronavirus in workplaces and premises open to the public: <https://gov.wales/taking-reasonable-measures-minimise-risk-exposure-coronavirus-workplaces-and-premises-open-public>. The legislation requires organisations to take proportionate action where it is practicable to do so. These include self-isolating and staying away from others when exhibiting symptoms, working from home where possible, physical distancing, erecting screens between people where suitable or wearing personal protective equipment where guidance says it is necessary or determined by local risk assessment. The Welsh Government has published reasonable measures action cards for businesses and organisations, which provide advice for businesses and organisations about reasonable measures to take to minimise the risk of coronavirus. These resources are available at: <https://gov.wales/reasonable-measures-action-cards-businesses-and-organisations-coronavirus>.

General Considerations

The following principles should be applied to all activities or functions undertaken by Faculties and Professional Service Departments:

- All risk assessments should include COVID-19 as a hazard or have a supplementary COVID-19 Activity Risk Assessment Form (F010) to supplement existing risk assessments.
- Any local risk assessments should be read in conjunction with the University's COVID-19 Risk Assessment: <https://www.aber.ac.uk/en/hse/covid/#university-covid-risk-assessment>.
- Staff should be encouraged to continue working from home where possible, while being able to continue delivering the University's business. Where possible, every effort should be made to minimise interaction and contact between individuals whilst onsite.
- Making adjustments to the way that activity is undertaken or work is structured, and the layout of work areas, may be necessary in order to minimise any unavoidable contact between individuals.
- The use of Personal Protective Equipment (PPE) should be considered as a last resort when the introduction of other control measures does not fully mitigate the associated risks.
- Introducing control measures which facilitate effective social distancing of at least 2 metres between all individuals, may introduce additional risk arising from lone working, which must also be addressed in local risk assessments.
- All activities will be expected to comply with the University's guidance for the use of face coverings: <https://www.aber.ac.uk/en/hse/covid/#face-coverings>.
- Introducing control measure which facilitate effective reduction of the spread of infection on surfaces or touch points using cleaning products provided by the University.

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- Details of Campus Cleaning Services and Customer Responsibilities are available at: <https://www.aber.ac.uk/en/hse/covid/#cleaning-regimes>. Arrangements for the cleaning of areas and/or objects which are the responsibility of the Department/User should be included in the relevant Activity Risk Assessment.

Potential Control Measures

The following sections provide details of the type of control measures that Faculties and Professional Service Departments should consider to mitigate the risk of transmission from COVID-19 when undertaking local risk assessments, according to the type and nature of the activity.

i. Open Plan / Multiple Occupancy Office Spaces Involved

The type of control measures which can be introduced may include, but will not be limited to:

- Reducing or limiting the number of people working in the area at any one time (i.e. increasing the space between people by reducing the total number of people in the area).
- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Reducing job and location rotation, and reducing movement by discouraging non-essential trips within buildings and sites.
- Encouraging individuals to keep 2 metres apart where they can. If you are in an indoor space and 2 metres cannot be maintained for a prolonged period of time (15 mins or more), other mitigation measures should be considered.
- Review layouts and processes to allow people to work further apart from each other, including reconfiguring seating and tables to maximise spacing and reduce face-to-face interactions (contact the Estates, Facilities and Residences Team at facilities@aber.ac.uk for support with moving furniture).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face, or using screens to separate people from each other (contact the Estates, Facilities and Residences Team at cahstaff@aber.ac.uk to arrange a Perspex screen).
- Minimising use of hot desks and spaces wherever possible. Where hot desking or use of shared workstations is required, ensuring that appropriate cleaning regimes and products are available for users to clean work areas before and after each use.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Opening windows and doors frequently to encourage ventilation, where possible.
- Splitting staff into teams or shift groups, and fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.
- Following the information and control measures identified in the University's guidance for the use of offices: <https://www.aber.ac.uk/en/hse/covid/#use-of-offices>.
- Wearing of face coverings in shared office and communal spaces, in accordance with the University's guidance on the use of face coverings: <https://www.aber.ac.uk/en/hse/covid/#face-coverings>.

ii. Face-to-face contact (or within 2 metres) between individuals involved

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The type of control measures which can be introduced may include, but will not be limited to:

- Encouraging individuals to keep 2 metres apart where they can. If you are in an indoor space and 2 metres cannot be maintained for a prolonged period of time (15 mins or more), other mitigation measures should be considered.
- Review layouts and processes to allow people to work further apart from each other (contact the Estates, Facilities and Residences Team at facilities@aber.ac.uk for support with moving furniture).
- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face, or using screens to separate people from each other.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens to protect staff in receptions or similar areas (contact the Estates, Facilities and Residences Team at cahstaff@aber.ac.uk to arrange).
- Where people directly pass things to each other, for example office supplies, consider ways of removing direct contact, such as using drop-off points or transfer zones.
- Following the information and control measures identified in the University's guidance for conducting meetings: <https://www.aber.ac.uk/en/hse/covid/#conducting-meetings>.
- Opening windows and doors frequently to encourage ventilation, where possible.

iii. Queuing System Involved to Access or Exit from Activity/Function

The type of control measures which can be introduced may include, but will not be limited to:

- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Encouraging individuals to keep 2 metres apart where they can. If you are in an indoor space and 2 metres cannot be maintained for a prolonged period of time (15 mins or more), other mitigation measures should be considered.
- Review layouts and processes to allow people to work further apart from each other (contact the Estates, Facilities and Residences Team at facilities@aber.ac.uk for support with moving furniture).
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Installing screens to protect staff in receptions or similar areas (contact the Estates, Facilities and Residences Team at cahstaff@aber.ac.uk to arrange).
- Where people directly pass things to each other, for example office supplies, consider ways of removing direct contact, such as using drop-off points or transfer zones.

iv. Group Meetings Involved, where they cannot be held remotely

The type of control measures which can be introduced may include, but will not be limited to:

- Using remote working tools to avoid in-person meetings where possible e.g. Microsoft Teams, Skype, etc.

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- Where virtual meetings are not possible, consider facilitating meetings in outdoor areas and encouraging individuals to keep 2 metres apart where they can.
- Where meetings absolutely cannot be held remotely, keeping the number of required attendees to a minimum, encouraging individuals to keep 2 metres apart where they can, and facilitating in a venue with good ventilation.
- Following the information and control measures identified in the University's guidance for conducting meetings: <https://www.aber.ac.uk/en/hse/covid/#conducting-meetings>.
- Maintaining a record of the contact details of all participants for at least 21 days in case needed for NHS Wales Test, Trace, Protect service purposes.

v. Staff involved are clinically extremely vulnerable or at increased risk from Coronavirus

The type of control measures which can be introduced may include, but will not be limited to:

- All staff in considered clinically extremely vulnerable or at increased risk from Coronavirus to work from home when advised by Welsh Government Guidance.
- Consider reallocation of activities which must be undertaken onsite to staff who are not considered clinically extremely vulnerable or at increased risk from Coronavirus.
- Where is essential for an individual considered clinically extremely vulnerable or at increased risk from Coronavirus to attend site, arrangements must be suitably robust to ensure that access is minimised and that there is no interaction and social distancing of at least 2 metres can be maintained between any other individuals during the period of access.
- Further details on these categorisations are available at:
 - Clinically extremely vulnerable: <https://gov.wales/guidance-on-shielding-and-protecting-people-defined-on-medical-grounds-as-extremely-vulnerable-from-coronavirus-covid-19-html>.
 - At increased risk from Coronavirus: <https://gov.wales/people-increased-risk-coronavirus>.

vi. Areas used by multiple groups e.g. labs, studios, kitchens, etc.

The type of control measures which can be introduced may include, but will not be limited to:

- Reducing or limiting the number of people working in the area at any one time (i.e. increasing the space between people by reducing the total number of people in the area).
- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Reducing job and location rotation, and reducing movement by discouraging non-essential trips within buildings and sites.
- Restricting access to some areas, with particular consideration for areas where social distancing of at least 2 metres cannot be maintained.
- Encouraging individuals to keep 2 metres apart where they can. If you are in an indoor space and 2 metres cannot be maintained for a prolonged period of time (15 mins or more), other mitigation measures should be considered. Review layouts and processes to allow people to work further apart from each other (contact the Estates, Facilities and Residences Team at facilities@aber.ac.uk for support with moving furniture).

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- Only where it is not possible to move workstations further apart, arranging people to work side by side or facing away from each other rather than face-to-face, or using screens to separate people from each other (contact the Estates, Facilities and Residences Team at cahstaff@aber.ac.uk to arrange a Perspex screen).
- Minimising use of hot desks and spaces wherever possible. Where hot desking or use of shared workstations is required, ensuring that appropriate cleaning regimes and products are available for users to clean work areas before and after each use.
- Creating additional space by using other parts of the workplace or building that have been freed up by remote working.
- Opening windows and doors frequently to encourage ventilation, where possible.
- Splitting staff into teams or shift groups, and fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

vii. Travel (Domestic) Involved including Use of Vehicles and Public Transport

The type of control measures which can be introduced may include, but will not be limited to:

- All University-related travel must be approved in accordance with the requirements of the University's Travel Policy.
- Minimising non-essential travel by considering remote or virtual options first.
- Allocating vehicles to particular individuals for the duration of the activity, to avoid sharing of vehicles.
- Procedures for cleaning shared equipment or machinery before and after each use, with products which are effective against COVID-19.
- Minimising the carrying of passengers in University vehicles.
- Where single vehicle occupancy is not possible, carrying a passenger in the back seat rather than the front seat of the vehicle, and following all control measures identified in the University's risk assessment for the sharing of vehicles: <https://www.aber.ac.uk/en/hse/covid/#sharing-vehicles>.
- Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.
- Maintaining a record of the contact details of all individuals to have shared a vehicle for at least 21 days in case needed for NHS Wales Test, Trace, Protect service purposes.

viii. Travel (Overseas)

The type of control measures which can be introduced may include, but will not be limited to:

- All University-related travel must be approved in accordance with the requirements of the University's Travel Policy.
- Minimising non-essential travel by considering remote or virtual options first.
- Ensuring that the traveller is familiar with the Welsh Government's rules for international travel to and from Wales: <https://gov.wales/rules-international-travel-and-wales-coronavirus>. This will include, but will not be limited to, pre- and post-travel testing requirements, mandatory documentation such as passenger locator forms and evidence of vaccination status, and any quarantine or self-isolation requirements.

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- Ensuring that the traveller is familiar with the Foreign, Commonwealth & Development Office (FCDO) is familiar with the foreign travel advice for the countries or regions to be visited: <https://www.gov.uk/foreign-travel-advice>. This will include, but will not be limited to, pre- and post-travel testing requirements, mandatory documentation such as passenger locator forms and evidence of vaccination status, and any quarantine or self-isolation requirements for those countries or regions.
- Familiarisation with and adherence to the COVID-19 control measures in place at travel ports such as airports or stations. Commonly, these organisations will have a dedicated corporate webpage with this information. It is recommended that travellers wear at least a KN-95 or FFP2 face mask in such crowded settings where maintaining physical distancing may be difficult (contact the Estates, Facilities and Residences Team at facilities@aber.ac.uk to arrange supplies).
- Familiarisation with and adherence to the COVID-19 control measures in place on airlines or by travel providers (such as buses or trains). Commonly, airlines and travel providers will have a dedicated corporate webpage with this information. It is recommended that travellers wear at least a KN-95 or FFP2 face mask in such confined spaces where maintaining physical distancing may be difficult (contact the Estates, Facilities and Residences Team at facilities@aber.ac.uk to arrange supplies). Some airlines may also stipulate a minimum standard for face coverings to be worn on their services, which can vary between carriers.
- Details of the COVID-19 control measures introduced by any accommodation providers. Commonly, accommodation providers will have a dedicated corporate webpage with this information.

ix. Use of Shared Equipment or Machinery

The type of control measures which can be introduced may include, but will not be limited to:

- Allocating equipment or machinery to particular individuals for the duration of the activity, to avoid sharing between individuals.
- Procuring additional equipment or machinery so that they can be allocated to particular individuals for the duration of the activity, to avoid sharing between individuals.
- Where people directly pass things to each other, for example office supplies, consider ways of removing direct contact, such as using drop-off points or transfer zones.
- Procedures for cleaning shared equipment or machinery before and after each use, with products which are effective against COVID-19.
- Quarantining of shared equipment for period between different users.

x. Outdoor Activity

The type of control measures which can be introduced may include, but will not be limited to:

- Reducing or limiting the number of people working in the area at any one time (i.e. increasing the space between people by reducing the total number of people in the area).
- Staggering shift, service or break times to minimise the number of people on site and to reduce congestion at the point of shift changes.
- Reducing job and location rotation, and reducing movement by discouraging non-essential trips between sites.

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- Splitting staff into teams or shift groups, and fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people.

xi. Third Party Access Involved (e.g. students, members of the public, suppliers, contractors, etc.)

The type of control measures which can be introduced may include, but will not be limited to:

- Facilitating access to third parties by pre-arranged appointment only.
- Maintaining a record of the contact details of all visitors for at least 21 days in case needed for NHS Wales Test, Trace, Protect service purposes.
- Ensuring that visitors do not access the site if they have any COVID-19 symptoms, or are required to self-isolate by Test, Trace, Protect Services.
- Strongly encouraging all visitors to undertake a lateral flow test prior to access.
- Restricting visitor access to some areas, with particular consideration for areas where social distancing of at least 2 metres cannot be maintained.
- Limiting visitor times to a specific time window when building or area footfall is lower, and restricting access to required visitors only.
- Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.
- Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often.
- Requesting Risk Assessments and Method Statements (RAMS) from Contractors to review proposed control measures for works in respect of COVID-19.

Further Information

The Health, Safety and Environment Team's COVID-19 Webpage is available at:

<https://www.aber.ac.uk/en/hse/covid/>.

The Welsh Government's COVID-19 Guidance is available at: <https://gov.wales/coronavirus>.

Further Welsh Government Guidance for businesses and employers is available at: <https://gov.wales/business-and-employers-coronavirus>.