

Covid-19 Building Operation Risk Assessment Mathematical Sciences and Computer Science Building

Location(s): <i>(where will the activity or task take place?)</i>	Description of task or Activity: <i>(to include enough information to establish the foreseeable hazards)</i>
<p>Operation of the Maths and Computer Science Building including access to students, staff and visitors for the use of meeting rooms, offices, teaching space, central circulation areas and social spaces.</p> <p>This risk assessment will be reviewed in conjunction with all department/section specific risk assessments and SOPs, including individual research activities and operational building related activities.</p>	<p><i>Risk Assessment applicable from 1st September 2021</i></p> <p>SARS-CoV2 is a novel virus which can cause mild to severe COVID-19 (C-19) in individuals. This is characterised by short-term respiratory disease, which can include fever, shortness of breath, continuous cough but can, in some individuals, develop into a more serious disease requiring hospital treatment. Acute C-19 can also develop into a more chronic condition, commonly known as Long Covid ('ongoing symptomatic C-19' (4 to 12 weeks after infection) and 'post-C-19 syndrome' (more than 12 weeks after infection)), with symptoms which can include fatigue, shortness of breath, problems with memory, concentration and insomnia, amongst others.</p> <p>A person can be infected when aerosols or droplets, containing the virus, are inhaled or come directly into contact with the eyes, nose, or mouth. The virus can also spread in poorly ventilated and/or crowded indoor settings, where people tend to spend longer periods of time. This is because aerosols remain suspended in the air. It may also be possible to become infected from contact with contaminated surfaces, followed by touching eyes, nose or mouth; however, research, to date indicates, this is an unlikely infection route outside of a medical setting.</p> <p>Initial symptoms at onset include, a new continuous cough, a high temperature, or loss of, or change to, sense of smell or taste. However, milder common cold/hayfever type symptoms are associated with newer variants of the virus. Therefore, any individuals experiencing these symptoms are strongly encouraged to take a Lateral Flow Test (LFT).</p> <p>This risk assessment covers the COVID-19 related risk for phase 4 operation of the Maths and Computer Science Building including centrally managed spaces, meeting rooms, social spaces and teaching classrooms. The café, Teaching and Research Labs will have separate arrangements for their sections but should be read in conjunction with this Risk Assessment</p>

Bookable Meeting Rooms

The following meeting rooms are owned by individual departments and can be booked by contacting the relevant Admin Office.

Meeting Rooms:

MCS0015b – Careers & Enterprise

MCS1015 – Computer Science

MCS2032 – Mathematical Sciences

MCS2091 – Mathematical Sciences

Café – Covid capacity – The maximum occupancy at any one time within the Cafe, Counter & Kitchen collectively must not exceed 38 (26 seated customers + 10 queuing customers + 2 staff). This maximum occupancy will be managed by physical seating capacity.

Opening times are 0830-1600 Monday to Friday.

Social Space - Social spaces are available throughout the building. This includes Café seating area, Flexible Event Space, Breakout Space and UG Study Space.

Building Opening Hours

The core operational hours for the Maths and Computing Building are:

Monday to Friday 0800 – 2200

Weekends 0900 - 1700

Central risk assessments and processes are in place for specific activities, including:

Face-to-Face Teaching

Face-to-Face Meetings

Cleaning activities - managed by ACS

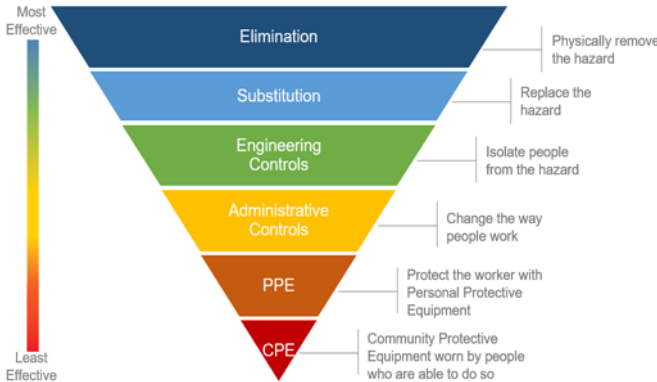
Catering operations within the Café

Wider Student Experience

Teaching Rooms

Room Name	Capacity	Furniture	Type of
D/MCS0001	119	Fixed tiered seating	Tiered - fixed
D/MCS1007	22	Flat fixed	Computer room
D/MCS2050	20	Circular meeting tables	Flat teaching room
D/MCS2051	16	Circular meeting tables	Flat teaching room
D/MCS2052	16	Circular meeting tables	Flat teaching room
D/MCS2053	16	Circular meeting tables	Flat teaching room
D/MCS2068	60	Fixed tiered seating	Tiered - fixed
D/MCS2094	40	Flat fixed	Computer room
D/MCS3052	20	Circular meeting tables	Flat teaching room
D/MCS3053	16	Circular meeting tables	Flat teaching room
D/MCS3054	16	Circular meeting tables	Flat teaching room
D/MCS3055	16	Circular meeting tables	Flat teaching room
D/MCS3097	40	Flat fixed	Computer room
D/MCS3098	40	Flat fixed	Computer room

*These capacities are currently under review via E&F. New signage will be implemented soon to provide a covid secure capacity.

Hazards <i>(things with the potential to cause harm)</i>	Those at risk <i>(people who could be harmed)</i>	How could they be harmed? <i>(nature of injuries, damage that could result)</i>	Uncontrolled risk level <i>(level of risk without control)</i>	Required controls <i>(how the risk can be removed or reduced by for example engineered methods, safe systems of work, training and/ or personal protective equipment)</i>	Controlled risk level <i>(level of risk remaining when controls are in place)</i>
<p>Sars CoV2 coronavirus (COVID 19)</p>	<p>Staff students, visitors, contractors and member of the public</p>	<p>Transmission of COVID infection</p>	<p>4 x 4 High Risk</p>	<p>General Principles The University will apply the hierarchy of control, to reduce the risks from C-19, as far as is reasonably practicable.</p>  <p>Enabling members to work from home, where business needs allow Reduce the risk of workplace exposure by both Maths and Computer Science department PSS staff facilitating and trialing hybrid working, enabling staff to work both from home and onsite, as team and work demands. Enabling working from home will also support the need to reduce occupancy levels in some multi-occupancy offices, to maintain good ventilation levels, allow free movement and acceptable levels of personal space.</p>	<p>4 x 2 Medium Risk</p>

Managing building occupancy, operation and activities

Prior to any activity recommencing on University premises, the following 'Five Tests' must have been demonstrably achieved:



Durham University. Our 5 Tests.

Protect yourself, protect others. Your actions, your University.

- 1. The building or location is ready.**
 - All estates management tasks are completed to allow reoccupation.
- 2. The building or location can be kept safe.**
 - Resources, including people and equipment are available to keep the building clean, hygienic and safe.
 - The available resources can support all activities planned in the building.
- 3. Social protection measures can be followed.**
 - All processes and movement around the building conform to Government Guidelines
 - All activities have a risk assessment in place that details how prevailing Government and University guidelines are adhered to.
- 4. External resources required to maintain health, safety, welfare and activities can be obtained.**
 - All external inputs and outputs are available including personal protective equipment, hygiene resources, and waste removal.
- 5. Continuing the activity remains in the University's interests.**
 - The proposed use of the building or space remains in the University's interest and is not at the detriment of other health, safety, welfare or strategic objectives.

Your actions, your University. Working together for a healthy community.

To report behaviour that concerns you, email: coronavirus.information@durham.ac.uk

All building occupants should be aware of the main symptoms of infection i.e.

- A new, continuous cough
- A high temperature
- A loss or change in the sense of smell or taste.

Milder common cold/hayfever type symptoms are associated with newer variants of the virus.

Any individual with these symptoms should not attend the building and self-isolate at home in accordance with government guidance and are encouraged to book a COVID test

				<p>[https://www.nhs.uk/conditions/coronavirus-covid-19/testing-and-tracing/get-a-test-to-check-if-you-have-coronavirus/] – further information is available via the university website.</p> <p>From 16 August, you will still need to self-isolate if you are symptomatic or test positive for Covid-19. The self-isolation period remains as ten days. If you are symptomatic and test negative, you can end self-isolation if you are feeling well again.</p> <p>From 16 August, as a close contact of a positive case, you will only need to self-isolate in the following scenarios:</p> <ul style="list-style-type: none"> • You are not fully vaccinated. • You are fully vaccinated but 14 days have not yet passed since your final vaccination. • You are symptomatic. <p>Those under 18, will not need to self-isolate as a close contact. Close contacts are advised to take a PCR test as soon as possible and we would encourage you to do this.</p> <p>Close contacts of positive cases are also advised to consider other precautions such as wearing a face covering in enclosed spaces and limiting contact with others, especially those who are Clinically Extremely Vulnerable.</p> <p>Induction</p> <p>The return to workplace induction is mandatory for all staff and includes information on general control measures within the University (including social distancing, hand-hygiene, cleaning, ventilation and use of face coverings). The Phase 4 induction is in the format of a questionnaire and will be sent to building users by email, following the 5 test approval.</p> <p>All staff must watch the ‘Durham University, return to the workplace’ video, before returning to site, which can be found here; https://www.dur.ac.uk/coronavirus/returningtocampus/</p>	
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			4 x 4 High Risk	<p>All staff must complete the re-induction checklist and any specific information relating to their daily tasks.</p> <p>Reinductions will be carried out by individual Departments with local signage present in the building to re-enforce the key messages. Staff in each department will be emailed the Building Arrangements document, Building Covid Procedures and protocols, and Covid Risk Assessment prior to entering the building. Those staff who have not completed a Covid Return to Campus Re-Induction checklist will be asked to return a completed form to the Health and Safety Coordinator, John Turner. Should staff require further information they can speak to the Operations & Liaison manager/H&S Coordinator or visit https://www.dur.ac.uk/coronavirus/password/staff/hs/</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Individuals at enhanced risk of severe Covid symptoms – Members of staff who self-identify as being at increased risk of severe Covid infection should discuss this with their line manager and arrange for an individual risk assessment to be completed – further information on the process is available here.</p> <p>Students who believe they are at increased risk should seek advice from their medical practitioner. Additional support and information is available from Student Support Services.</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Behavioural control measures</p> <p>Individuals who access the building will be expected to adhere to the building layout plans in place and to the general principles outlined below.</p> <p>Social distancing: In line with Government guidelines, social distancing requirements have been removed; however, staff and students will be asked to respect each others' space.</p> <p>Teaching spaces, meeting rooms, multi-occupancy offices, communal and social spaces and the café will be set out to support this, e.g. allowing 1m between workstations, and enabling free movement.</p>	4 x 2 Medium Risk

				<p>As far as reasonably practicable, layouts of working areas will be reviewed, considering back-to-back or side-to-side working, instead of face-to-face.</p> <p>Face coverings From 13th September 2021, as we welcome new students and staff to our buildings and campus, to ensure that we are able to deliver a safe teaching, learning, research and work environment, and maximise the amount of on-campus interaction, the wearing of face coverings is required when moving around inside any University building, or in areas where you may mix with people who you would not ordinarily meet. This includes when moving around in buildings and during face-to-face teaching, with the exception of where reasonable adjustments are required to ensure the wellbeing and inclusion of all. Please see Durham University Policy on Face Coverings.</p> <p>They will not be required to be worn in:</p> <ul style="list-style-type: none"> • The Café when eating or drinking, but should be put on in this area when moving around. • Reception staff situated behind a physical barrier. <p>Further information on where face coverings are required, and how to wear and look after them correctly can be found at https://www.dur.ac.uk/healthandsafety/local/covid19/facecovering/.</p> <p>Hand-hygiene: staff and students will be encouraged to practice good hand-hygiene when in the building through the provision of local signage and hand-sanitiser at designated points throughout the building.</p> <p>Clean as you go: anti-viral disinfectant will be made available at key locations (within teaching spaces, meeting rooms, labs and social spaces) for individuals to wipe down surfaces and requirements communicated through standard operating procedures, room specific protocols and local signage.</p>	
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				<p>Respiratory hygiene: staff and students are encouraged to use tissues (or inside of elbow) if sneezing/coughing. This is communicated through induction and local signage. Foot operated lidded bins are available at strategic locations for the safe disposal of tissues.</p> <p>Lateral Flow Testing All members of the University community are encouraged to participate in twice-weekly lateral flow testing. These are widely available in England, through the NHS, local pharmacies, community test centres and at the University test centres. For University members on campus, it is recommended that University test centres are utilised. Information on what to do in the event of a positive LFT test is available on our website.</p> <p>Vaccination The University strongly encourages all eligible staff and students to take up the C-19 vaccination. Research to date indicates vaccination substantially reduces the risk from C-19 for all members of the University community. New international staff are provided with information prior to their arrival about how to get a vaccination in the UK. No member of staff or student will be denied access to the workplace/education due to vaccination status, unless when required for individuals to self-isolate. Access to certain, higher-risk, extracurricular activities may be subject to vaccination status pending advice from the Department of Education.</p>	
			<p>4 x 4 High Risk</p>	<p>Entrance doors and access Doors will be fully opened at the North and South entrance of the building between the hours of 0800 and 1830. After this time card access using your campus card is required. Weekend access is permitted between the hours of 0900 and 1700 via card access only.</p>	<p>4 x 2 Medium Risk</p>

				<p>Undergraduates are not permitted to access the building after 1830 weekdays or any time during the weekends.</p> <p>Access for external visitors should be via pre-booked appointment and staff should escort visitors.</p> <p>The use of meeting rooms should be via pre-booked appointment only through the MS Outlook calendar system. Centrally bookable rooms should be via timetabling.</p> <p>The use of teaching space will be pre-determined by timetable.</p> <p>The following labs require swipe access 24/7</p> <p>MCS1011-lab1 MCS1005a-lab2 MCS1005b-lab3 MCS1005c-lab4 MCS-1005d-lab5 MCS-1006-lab6 MCS-1038-heavyduty-lab</p> <p>The following labs require swipe access outside the working hours of 0800-1830:</p> <p>MCS1020-openlab MCS1022-vislab MCS1037 – PHD Office</p>	
			<p>4 x 4 High Risk</p>	<p>Reception areas and reception desks</p> <p>When queueing at a reception desk area please adhere to 1m + separation and respect each others personal space.</p> <p>Physical screens have been installed at Maths and Computer Science reception desks as a control measure.</p> <p>A queuing system is not currently in place for the reception desks but this will be monitored.</p> <p>Within the reception office areas only individuals allocated to the work area will be permitted to gain entry.</p> <p>Users are responsible for ensuring their workstation remains clean and tidy. Keyboards/ mice/ surfaces/ telephones cleaned after each shift.</p>	<p>4 x 2 Medium Risk</p>

				<p>Where possible, only one receptionist will answer the telephone to limit cross contamination. Telephones will be cleaned after use and at the beginning and end of shift.</p> <p>Reception staff should use the nearest available toilet facility.</p> <p>Hand sanitiser will be available on the reception desk.</p>	
			<p>4 x 4 High Risk</p>	<p>Movement around building</p> <p>Movements around the Maths and Computer Science Building have been reviewed and the core Covid-19 measures have been installed. Users should keep left when walking through the building.</p> <p>Permanent signage in washroom facilities and all central spaces and hand sanitiser units have been installed in high touchpoint locations.</p>	<p>4 x 2 Medium Risk</p>
			<p>4 x 4 High Risk</p>	<p>Use of lifts</p> <p>Building occupants are encouraged to use stairs where able, and the lifts limited to single use (with the exception of when an individual requires to be accompanied by a mobility assistant). The following methods for managing the use of the lifts include the following:</p> <p>Instructional signage indicating passenger limits in lobbies</p> <p>Signage inside and outside of the lifts indicating passenger limits and hygiene measures. Hand sanitiser is available near the lifts in each lobby.</p> <p>A daily clean will take place, consisting of all walls, buttons, doors, tracking and floors. Detail can be found in the Housekeeping and Cleaning Services SLA. Additional periodic cleaning of call buttons and lift controls throughout the day.</p>	<p>4 x 2 Medium Risk</p>
			<p>4 x 4 High Risk</p>	<p>Toilets & Showers</p> <p>Building users should use the toilets nearest available to them, taking into account the building layout.</p> <p>Users will be reminded to close lids when flushing by the display of local signage (note that accessible toilets are not fitted with lids). <u>Paper towels provided for drying hands must not be flushed down any toilet. Pedal bins are provided to dispose of these. Only flush the toilet tissue provided in each cubicle.</u></p>	<p>4 x 2 Medium Risk</p>

				<p>Users will be reminded to wash their hands thoroughly through the display of local signage (and at induction) using soap provided. Hand dryers can be used. Queuing – Users will be asked to remain outside of washrooms, if all cubicles are in use.</p> <p>Toilets will be cleaned in line with the Housekeeping and Cleaning SLA. Increased cleaning will be completed, at regular intervals, based on anticipated usage.</p> <p>Toilets MCS0010 Male WC MCS0009 Female WC MCS0012 Accessible Toilet</p> <p>MCS1008 Female WC MCS10024 Male WC MCS1013 Accessible Toilet MCS1025 WC MCS1042 Accessible Toilet MCS2049 Accessible Toilet MCS2088 Accessible Toilet MCS2101 Accessible Toilet MCS2054 Female WC MCS2096 Male WC MCS2055 WC</p> <p>MCS3057 WC MCS3051 Accessible Toilet MCS3091 Accessible Toilet MCS3015 Accessible Toilet MCS3056 Female WC MCS3100 Male WC</p>	
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				<p>Showers MCS2081 MCS3084 Changing Places – MCS1002</p> <p>The Maths and Computer Science Building showers can be used, but all users must conduct touch point cleaning upon completion of their shower. Cleaning supplies will be provided. There are no lockers for storing personal belongings.</p> <p>The Building has a Changing Places Room (MCS1002) located next to the South Entrance. This is for people who cannot use standard accessible toilets. More information on Changing places Rooms can be found at http://www.changing-places.org/</p>	
			<p>4 x 4 High Risk</p>	<p>Ventilation Ventilation has been reviewed by Estates and Facilities (E&F) in light of University and industry guidance. Mechanical ventilation for some spaces involves an element of recirculation and localised adjustments are required to reduce the risk from COVID-19. This will be managed and controlled by the Building Management System (BMS). Areas with mechanical ventilation will be in Lecture Theatres, Computer Classrooms, and Labs.</p> <p>Fixed carbon dioxide monitors will be installed in many teaching spaces and additional portable carbon dioxide monitors will be available in departments to conduct regular assessments of air quality in meeting rooms and staff offices to ensure capacities are suitable. Carbon dioxide monitors are a proxy for air-quality and good ventilation. The monitors operate using the following criteria;</p> <ul style="list-style-type: none"> • <1000ppm – Green – no action required. 	<p>4 x 2 Medium Risk</p>

				<ul style="list-style-type: none"> • 1000ppm – 1500ppm – Amber – windows and doors should be opened wider, air quality remains acceptable. • 1500ppm – Red – indicates poor air quality. The room should be vacated for at least 10 minutes to allow circulation of fresh air before being reoccupied. <p>Raise the issue to Estates via the Helpdesk on Ex: 46000 or through your local contact</p> <p>All individuals to know that good ventilation (open windows) is important and thermal comfort is secondary to good ventilation. Stickers will be provided by estates and facilities to display on windows that are required to be left open during normal business hours. Ventilation arrangements to be made by estates and facilities for centrally bookable areas.</p> <p>Where there is natural ventilation only windows/louvres should remain open, where possible when occupancy is above 1.</p> <p>In single occupancy offices, windows should be opened when other people enter, e.g. for meetings/tutorials etc. In some instances, occupancy of offices will be limited to single use, due to ventilation. Building users are asked to keep windows open, and local signage is provided to reinforce message.</p> <p>https://www.dur.ac.uk/resources/coronavirus/password/Covid-19VentilationGuidanceGeneral.pdf</p>	
			<p>4 x 4 High Risk</p>	<p>Café</p> <p>The maximum occupancy at any one time within the Cafe, Counter & Kitchen collectively must not exceed 38 (26 seated customers + 10 queuing customers + 2 staff). This maximum occupancy will be managed by physical seating capacity.</p> <p>Opening times are 0830-1600 Monday to Friday.</p> <p>Screens will be used at points of service, for example at the servery counter, to reduce the risk of COVID-19 spreading between front of house workers and customers.</p>	<p>4 x 2 Medium Risk</p>

				<p>To reduce risk of COVID-19 spreading because of customer self-service of food, it will be served. Where foodstuffs are usually provided without wrapping, they will be wrapped- for example apples. Contactless payments will be the only method of payment available. Customers queuing are requested to respect each other's space and wear face coverings while queuing. Tables are spaced to allow those using them to move freely around and minimise close contact, as far as is practicable.</p> <p>All control measures relating to the Café can be found on the Catering Risk Assessment. The Operations & Liaison Manager will provide this document on request.</p>	
			<p>4 x 4 High Risk</p>	<p>Dwell spaces Time tables will return to a 10 minute turnover between lectures. Students will be asked to not attend the building until a few minutes prior to the start of the session. Students should respect each others personal space when moving in and out of a teching space.</p>	<p>4 x 2 Medium Risk</p>
			<p>4 x 4 High Risk</p>	<p>Study spaces From the beginning of Academic Year 21/22, students can use study space within the MCS building without reserving via the library booking system. Covid secure capacities should be adhered to but where this is not possible, 1 metre + will be followed. Student's will not move tables, chairs or any other furniture. Suitable cleaning regimes are in place and provisions are available to enable staff and students to clean as they go. Students will operate a self-clean policy on student study spaces. Sanitising stations are in place. Installation of signage which provides instructions on hygiene practices have been installed throughout the building.</p> <p>The following spaces are designated as student study spaces outside of timetabled bookings:</p>	<p>4 x 2 Medium Risk</p>

				<p>MCS0014 MCS1007 MCS2051 MCS2052 MCS2094 MCS3052 MCS3053 MCS3054 MCS3055 MCS3097 MCS3098</p> <p>There are Undergraduate Study Spaces and Breakout Spaces in the street areas. These areas can be used from September 2021. Undergraduate Study Space:</p> <p>Z1014 Z1002 Z2024 Z2031 Z2017 Z3024 Z3022 Z3016</p> <p>Breakout Areas:</p> <p>Z2009 Z2011 Z2020 Z2018 Z2013 Z2006 Z2015 Z2014 Z2027</p>	
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				Z3009 Z3011 Z3019 Z3018 Z3017 Z3013 Z3006 Z3015 Z3014 Z3028	
			4 x 4 High Risk	<p>Use of printers/scanners Staff and Students should avoid printing out materials unless absolutely necessary and try to use electronic means of reviewing documentation. Where it is necessary to print out materials:</p> <p>Cleaning and sanitiser provisions are in place next to all printers, and include Sani 4 in 1, blue roll and sanitiser wipes. Users are responsible for cleaning the printers, and touch points, after each individual use. Pedal operated bins next to printers should be used to dispose of wipes and roll before/after use.</p> <p>If the printers are in use, you should be respectful of personal space.</p> <p>Printer locations: MCS0015 Enterprise Hub Z1005 MCS1014 Z1002 MCS2093 Z2017 Z2024 Z3022 Z3016</p>	4 x 2 Medium Risk

			4 x 4 High Risk	<p>Teaching spaces The building offers the following centrally bookable spaces.</p> <table border="1"> <thead> <tr> <th>Room Number</th> <th>Capacity</th> <th>Type of room</th> </tr> </thead> <tbody> <tr><td>MCS0001</td><td>119</td><td>Lecture Theatre</td></tr> <tr><td>MCS0014</td><td>60</td><td>Flexible Event Space</td></tr> <tr><td>MCS1007</td><td>22</td><td>Computer Classroom</td></tr> <tr><td>MCS2050</td><td>20</td><td>Tutorial Room</td></tr> <tr><td>MCS2051</td><td>16</td><td>Tutorial Room</td></tr> <tr><td>MCS2052</td><td>16</td><td>Tutorial Room</td></tr> <tr><td>MCS2053</td><td>16</td><td>Tutorial Room</td></tr> <tr><td>MCS2068</td><td>60</td><td>Seminar Room</td></tr> <tr><td>MCS2094</td><td>40</td><td>Computer Classroom</td></tr> <tr><td>MCS3052</td><td>20</td><td>Tutorial Room</td></tr> <tr><td>MCS3053</td><td>16</td><td>Tutorial Room</td></tr> <tr><td>MCS3054</td><td>16</td><td>Tutorial Room</td></tr> <tr><td>MCS3055</td><td>16</td><td>Tutorial Room</td></tr> <tr><td>MCS3097</td><td>40</td><td>Computer Classroom</td></tr> <tr><td>MCS3098</td><td>40</td><td>Computer Classroom</td></tr> </tbody> </table> <p>*These capacities are currently under review via E&F. New signage will be implemented soon to provide a covid secure capacity. Where seating is not fixed students are reminded not to alter the layout in any way. 1 metre separation should be achieved at all time.</p> <p>Information on layout of each room and procedures will be displayed within the room (via overhead projector). Where possible this information will be shared in advance</p> <p>The maximum capacity for each teaching room has been agreed (see table), and relevant signage is in place to indicate this.</p>	Room Number	Capacity	Type of room	MCS0001	119	Lecture Theatre	MCS0014	60	Flexible Event Space	MCS1007	22	Computer Classroom	MCS2050	20	Tutorial Room	MCS2051	16	Tutorial Room	MCS2052	16	Tutorial Room	MCS2053	16	Tutorial Room	MCS2068	60	Seminar Room	MCS2094	40	Computer Classroom	MCS3052	20	Tutorial Room	MCS3053	16	Tutorial Room	MCS3054	16	Tutorial Room	MCS3055	16	Tutorial Room	MCS3097	40	Computer Classroom	MCS3098	40	Computer Classroom	4 x 2 Medium Risk
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				<p>Hand-sanitiser stations have been placed on the outside (or near to) each teaching room entrance/exit for students and staff to use.</p> <p>Students have been asked not to attend the building until just before the face-to-face teaching session.</p> <p>Prior to entering the rooms, students are asked to queue outside the entrance door(s) to each room.</p> <p>Where possible different doors will be used for exit, this is only the case for MCS0001.</p> <p>Each teaching room will have provision for clean as you go (wipes) and foot operated lidded bins available for disposal of wipes at exits.</p> <p>Moveable screens are being made available for staff to use as a physical barrier between students.</p> <p>Teaching rooms will be cleaned at least daily by housekeeping services using an anti-viral disinfectant where the timetable/use allows additional cleaning will be undertaken. Cleaning regime for teaching spaces detail can be found in the Housekeeping and Cleaning Services SLA. For more information on face-to-face teaching, see the Teaching Risk Assessment. https://www.dur.ac.uk/resources/coronavirus/password/C19SOPIn-personteachingincentrallybookablerooms.pdf</p>	
			<p>4 x 4 High Risk</p>	<p>Wider student experience activities Designated teaching rooms within the facility may be available for wider student experience activities. You should book these spaces via central timetabling or contact you department Admin team or Operations & Liaison Manager for advice. Flexible Event Space (MCS0014) may be booked for this purpose.</p>	<p>4 x 2 Medium Risk</p>

			4 x 4 High Risk	<p>Individuals responsible for organising these activities will produce risk assessments for their use, in line with the general controls outlined in this risk assessment (social distancing, hand and respiratory hygiene, post-use cleaning). Only pre-approved WSE activities will be able to book and use these spaces in accordance with agreed room usage. Risk assessments for this purpose should be emailed to mcs.buildingmanagement@durham.ac.uk</p> <p>Events Centrally owned spaces can be booked for events, via Event Durham by emailing event@durham.ac.uk Events should be carefully planned and covid secure capacities must be adhered to. You should speak to the Operation & Liaisons Manager if you have any questions about capacities. Event Durham will provide you with a risk assessment for your event and you should share this with the Operation & Liaisons Manager by emailing mcs.buildingmanagement@durham.ac.uk</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Staff welfare rooms - Social Spaces/Kitchens Colleagues are encouraged to bring individual food and drink items from home and to manage these individually. Appropriate measures to ensure the safe use of these spaces includes: Departments must ensure there is an increased frequency of touchpoint cleaning for appliances such as refrigerators and microwaves; Provision of food-safe surface cleaning wipes or spray for user use; Provision of hand wash soap or hand-sanitiser; Storage of personal cups, cutlery etc. in desks drawers rather than kitchen cupboards. Users are encouraged to stagger break times which will help to ensure that welfare area can be properly managed to maximise safety</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Staff Offices Where face to face meetings need to be carried out these should only be carried out in a space where the separation and ventilation have</p>	4 x 2 Medium Risk

				<p>been deemed suitable. Face coverings are expected and strongly encouraged in all face-to-face meeting scenarios.</p> <p>Multi-Occupancy Offices</p> <p>Please adhere to the covid secure capacity of your shared office where possible, taking into account flexible working. These numbers are subject to change in preparation for phase 4 and are currently under review.</p> <p>Should it not be possible to adhere to the capacity, desks and workstations have been suitably space out side-to-side and face-to-face to allow 1m+ separation. In this scenario a window must be opened and the office door should remain open to provide suitable air flow. We have requested via E&F that carbon dioxide monitors be installed into multi-occupancy offices where there is no mechanical ventilation. This request is under review within E&F. After the 31st August there is no requirement to sign into office space via the google docs spreadsheet.</p> <p>https://www.dur.ac.uk/resources/coronavirus/password/C19SOPIn-personMeetingsandTutorialsinnon-centrallybookablerooms.pdf</p>	
			<p>4 x 4 High Risk</p>	<p>Face-to-face/in-person meetings</p> <p>Face coverings are required in all face-to-face meeting scenarios. Meeting rooms should be laid out to facilitate free movement/personal space and ventilation considered when defining occupancy levels. Supplies should be available to support clean as you go and hand-hygiene.</p> <p>Meeting rooms not mechanically ventilated will either have a fixed carbon dioxide monitor or a portable monitor available.</p> <p>Until 16th August 2021, when the self isolation guidance is due to change, consideration should be given to the business impact of attendees at an in-person meeting being identified as a close contact and requested to self-isolate for a 10 day period. After this date, close contacts who have completed a PCR test with a negative result and are double vaccinated or under the age of 18 years and 4 months will not be required to self-isolate.</p>	<p>4 x 2 Medium Risk</p>

				<p>Where practicable, larger and/or longer meetings should be conducted using online platforms.</p> <p>Please see the In-Person Meetings and Tutorials in non-centrally bookable rooms SOP for more detail. Microsoft Word - C19 SOP In-person Meetings and Tutorials in non-centrally bookable rooms V2.0.docx (dur.ac.uk)</p>	
Display Screen Equipment	Staff	Members of staff, who in the past have not worked from home, are now being asked to work from home. Risk of musculoskeletal issues from poor DSE set up.	3 x 3 Medium Risk	<p>DSE</p> <p>Guidance on setting up workstation equipment at home has been developed and is available on the website, together with a short training module on DUO.</p> <p>Information on the availability of guidance and support has been provided through all staff emails</p> <p>Advice and support is available from Health and Safety Business Partners on the set-up of home workstations.</p> <p>Line managers can refer individuals to Occupational Health for advice on DSE-related musculoskeletal conditions, and specialist equipment to support musculoskeletal conditions</p> <p>Keyboards, mice and office chairs, within local area, have been made available to staff on request, to improve ergonomics of home-working. Staff should complete a DSE assessment, on DUO/Oracle, for both their home and onsite work locations and discuss actions with local manager.</p> <p>Additional equipment can be requested, office chairs, laptop risers and, in some circumstances, monitors, via normal procurements routes, subject to approval as essential spend or ability to use existing equipment.</p> <p>A standard set of equipment will be available to staff who are participating in the hybrid working trial. More information is available on the hybrid working website.</p>	3 x 2 Low Risk
			4 x 4 High Risk	<p>Building cleaning arrangements</p> <p>Upon reoccupation of the building, a daily clean of the building will commence in line with the Housekeeping and Cleaning Service SLA. The SOP RA CVD 09 outlines emptying of bins, use of cleaning equipment,</p>	4 x 2 Medium Risk

				<p>movement in buildings when cleaning, cleaning of washrooms and touchpoint cleaning.</p> <p>The Housekeeping, Cleaning and General Service team will carry out touch point cleaning, at regular intervals, in central areas during core operational hours in high footfall locations, which will include washrooms and central areas. Peak periods of movement within the building will be avoided.</p> <p>Building occupants should ensure they adopt a clean as you go approach within their work areas. Supplies will be provided from the Covid Central store.</p> <p>Teaching rooms used for face to face learning activities to be cleaned at least once per day by Housekeeping and Cleaning Services. This will include treatment of touchpoints and work surfaces with an effective anti-viral disinfectant.</p> <p>Anti-viral sanitiser wipes available on entrance and participants encouraged to wipe their work area at the start of the session. Used wipes disposed on exit of class.</p> <p>Session leaders asked to wipe down their own touchpoints</p>	
			<p>4 x 4 High Risk</p>	<p>Waste disposal</p> <p>Pedal operated lidded bins are available at various locations across the building for the disposal of general waste (including disposable face coverings, tissues etc. if used). These will be emptied by the Housekeeping and Cleaning team.</p> <p>All users are responsible for removing their own waste to identified central waste points at the end of each day.</p> <p>General waste will then be removed on a daily basis to the external waste bins.</p>	<p>4 x 2 Medium Risk</p>

				Necessary precautions will be taken around hand sanitizing / use of PPE in removing waste.	
			4 x 4 High Risk	<p>Information and instruction Staff based within the building will be provided with details of building operation during return to work inductions. Reference to this risk assessment should be made in inductions for all teams. General information on control measures will be provided to students and staff using the building via induction, directional signage and posters, information for users of specific spaces and by specific risk assessments and standard operating procedures.</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Actions to be taken if an individual is unwell (suspected covid) Staff/ students instructed not to attend if they feel unwell.</p> <p>Self-test infrared thermometer – an infrared thermometer and instructions are available for staff / students/ This is located in the Maths Admin Office, MCS2093 and with the Operations & Liaison Manager in room MCS1019</p> <p>If staff/ students begin to feel unwell on site, they should phone NHS 111 for advice if they feel unable to return home safely. If you have a single occupancy office you should remain here, rather than move around the building. If staff/ students feel well enough to leave the premises, and return to their accommodation/home, they are encouraged to do so and should inform the University Incident Control Centre (during office hours). The University process will follow to address out of hours requirements.</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Supporting individuals with Long Covid Staff and Post Graduate students Staff and Post Graduate Research students should discuss any ongoing symptoms, following acute C-19, with their line manager/supervisor, to</p>	4 x 2 Medium Risk

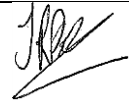
				<p>determine if any of the symptoms are likely to impact their ability to complete their normal role for the University. Where modifications to their role are identified, these should be documented by the line manager. In extreme cases, where modifications to their role cannot be identified locally, the line manager should refer the member of staff to Occupational Health. Further information on Long Covid is available.</p>	
			4 x 4 High Risk	<p>First aid arrangements The provision of first aid is a self-administered task in the first instance.</p> <p>For minor first aid requirements, individuals should self-administer first aid, this may be under the direction of a trained first aider. Where a first aider is required (and not available in the building) Security should be contacted on 0191 3342222.</p> <p>In the event of a serious health concern, the Ambulance service may be required, by contacting 999. Security should also be notified to help direct the ambulance to the correct location and can provide additional support. The postcode for the building is DH1 3LE First Aid boxes can be found throughout the building, locations Each kitchen station and at the centre of each street area on every level of the building.</p> <p>Additional first aid provision can be found Catering MCS0003, Careers and Enterprise Hub MCS0015, Maths Admin Reception MCS2093 and Computer Science Admin Reception MCS1014.</p> <p>Grab bags: PPE inclusive of a visor and apron and IIR surgical mask (to be worn by the first aider if able) available via the Operations & Liaison Manager, MCS1019. Should the office be locked you can request access to</p>	4 x 2 Medium Risk

				<p>MCS1019 via the Maths or Computer Science reception desks or call ext. 44337.</p> <p>Existing qualified First Aiders are: John Turner Melanie Allchurch Sharon Etherington Gemma Dart Camila Caiado Toby Breckon Jackie McKenna</p>	
			<p>4 x 4 High Risk</p>	<p>Fire evacuation</p> <p>The business as usual processes for fire evacuation will often not be possible due to limited numbers of trained fire wardens in the building due to changes in building opening hours and hybrid working. If the alarm sounds, staff should ensure they exit the building and report to the fire assembly point. Staff should familiarise themselves with this point on re-entry to the building.</p> <p>The Assembly Point for the Maths and Computer Science Building is the existing middle car park to the East of the building, (NHS Building, John Snow House).</p> <p>During an evacuation staff should be respectful of personal space during leaving and re-entering the building and at the assembly points. A face covering should be worn if to hand.</p> <p>After a fire evacuation - Access back into the building will be staggered to prevent queueing.</p> <p>All staff to ensure their online DUO fire training is up to date before returning to site.</p> <p>The GSA for the building carries weekly fire alarm checks.</p>	<p>4 x 2 Medium Risk</p>

				<p>Deliveries Deliveries to your department reception areas will resume as normal from 31st August 2021. They no longer need to be quarantined for 72 hours before they can be handed over to the intended recipient.</p>	<p>4 x 2 Medium Risk</p>
			<p>4 x 4 High Risk</p>	<p>Visitors, Contractor and members of the public</p> <p>Visitors Visits to the University should be arranged in advance, and visitors provided with key information on C-19 control measures, in advance, e.g. where to wear face coverings. Visitors should either be accompanied or provided with a short induction on local arrangements. Visitors should follow sign-in procedures required in the building they are visiting, such as QR codes or physical sign-in records, which provide a contact telephone number. Visitors should be asked to inform their host if they display symptoms or test positive for C-19 during, or seven days, after their visit. This information should be notified to the C-19 Incident Control Centre (ICC), via email or form. Any visitors will remain the responsibility of the member of staff they are visiting.</p> <p>Contractors All visits by contractors and their scope of works should be arranged and agreed in advance, both with the person organising the visit, and the people in charge of the area to be visited. The person organising the visit should provide contractors with information on key control measures in place at the University and expectations of behaviour, e.g. wearing face coverings, and any other pertinent local information, e.g. areas in Colleges where individuals may be self-isolating. Contractors should be asked for risk assessments and method statements covering their activity, including C-19 specific controls, these should be reviewed in line with standard contractor management arrangements.</p>	<p>4 x 2 Medium Risk</p>

				<p>Contact details of individuals attending site should be retained (including telephone number) and they should be asked to inform their host if they display symptoms or test positive for C-19 during, or seven days after, their visit. This information should be notified to the C-19 ICC, via email or form.</p> <p>Members of the public</p> <p>Members of the public attending University premises and events will be informed of requirements to wear face coverings, cleaning, etc. through local signage and will be asked to check-in using QR codes, for the purposes of track and trace.</p>	
			4 x 4 High Risk	<p>Roof Access</p> <p>Access to the roof must be requested via the Operations and Liaisons manager and subject to individual risk assessment. Access must be planned and requested in good time. Before accessing the roof space the user must wear a deaf alerter device which will alert the individual of a fire alarm should an evacuation occur.</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Lab Protocols</p> <p>Lab work is permitted to continue as normal from September 2021. You should adhere to all covid guidelines provided in this risk assessment and the building covid protocols. Individual lab risk assessments should be reviewed before carrying out lab work.</p>	4 x 2 Medium Risk
			4 x 4 High Risk	<p>Air Quality Management (AQM)</p> <p>All HRU and HVRF units (air conditioning units in the ceiling) will run 2 hours before core times and two hours after core times. The traffic light displays in each room will be relabeled and reprogrammed via the BMS to indicate CO2 air quality (REHVA covid-19 CO2 levels).</p> <ul style="list-style-type: none"> • <1000ppm – Green – no action required. • 1000ppm – 1500ppm – Amber – windows and doors should be opened wider, air quality remains acceptable. • 1500ppm – Red – indicates poor air quality. The room should be vacated for at least 10 minutes to allow circulation of fresh air before being reoccupied. 	4 x 2 Medium Risk

				<p>Window contacts will be disabled so they do not shut HRU or HVRF's down when opened.</p> <p>Toilet and shower extracts are to run 24hrs</p>	
<p>Contingency Planning: Government guidelines permit either the local Director of Public Health or central Government to require the implementation/re-implementation of further mitigations based on factors including, but not limited to: increase in local cases, risk of overwhelming local or national NHS services, including hospital admissions, and new variants of concern that have a potentially higher impact. As a result, it is essential the University has contingency plans in place.</p> <p>A summary of the intended further controls, subject to review of the scenario resulting in the need for enhanced mitigations.</p>					
				<p>In order to establish if there is a requirement to implement further mitigation measures, above those detailed in this assessment, the University has established a plan to ensure action can be taken in a timely and proportionate manner.</p> <p>MONITOR: the ICC will monitor University, local and national data to establish any emerging issues.</p> <p>ANALYSE: the Chief of Staff and C-19 Oversight Group will meet, at least weekly, to assess incoming data and how mitigation measures are performing.</p> <p>DECIDE AND COMMUNICATE: recommendations from the C-19 Oversight Group will be communicated to the UEC.</p> <p>ACT: where required, actions and outcomes will be communicated and implemented.</p>	
Increasing cases impacting the University or wider-community		Transmission of virus within University premises via direct and indirect contact.		<p>University and local risk assessments will be reviewed and mitigation measures updated and implemented accordingly.</p> <p>Foreseeable controls to be reinstated include, but are not limited to: Work, study and research activities will move to 1m+ social distancing and/or online activity.</p> <p>Face coverings will be reinstated across the University estate, to form part of the plus element of 1m+.</p> <p>Click and collect services will be reinstated at catering outlets.</p> <p>Prevailing Government or local guidelines will be reviewed to determine how wider student experience activities are impacted.</p>	

Internal Guidance/Linked Documents:		Catering Risk Assessment Teaching Spaces Risk Assessment Covid-19 Guidance Document on the Operation of Buildings and Facilities Covid-19 Guidance Document on People Behaviour and Communication Covid-19 First Aid Guidance Policy on Face Coverings Durham University COVID-19 Ventilation Assessment Building Ventilation Assessment	
Competence Requirements:			
Supervisor/Manager Review and Comment:			
Assessment Prepared by:		Supervisor/Manager acceptance	
Name:	John Turner	Name:	John Parker
Signature:	J Turner	Signature:	
Date:	19/08/21	Date:	10/09/21
This risk assessment should be read by those performing and supervising the work in conjunction with all relevant documentation including method statements and safe systems of work			

Health and Safety Risk Matrix

		Probability/ likelihood of risk realisation					
		Almost Impossible (1)	Not Likely to occur (2)	Could occur (3)	Known to occur (4)	Common occurrence (5)	
Health and Safety		A freak combination of factors would be required for risk to be realised	A rare combination of factors would be required for risk to be realised	Could happen when additional factors are present otherwise unlikely to occur	Not certain to happen but an additional factor may result in risk being realised	Almost inevitable that risk will be realised	
Potential Consequences	Severe (5)	One or more fatalities. Irreversible health problems	5	10	15	20	25
	Major (4)	Partial or medium-term, disabilities or major health problems	4	8	12	16	20
	Moderate (3)	Lost-time injuries or potential medium-term health problems	3	6	9	12	15
	Minor (2)	Minor, very short-term health concerns on recordable injury cases.	2	4	6	8	10
	Insignificant (1)	Inherently safe, unlikely to cause health problems or injuries	1	2	3	4	5

Extreme risk	High risk	Medium risk	Low risk