

Policy and Arrangements for Managing COVID-19 Health and Safety Risks

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0. INTRODUCTION

This continues to be an unprecedented time for our students, staff and the wider community and UCA remains committed in its efforts to help ensure good public health and safety, both on and off our campuses.

UCA's approach has been formed in line with the UK government guidance and in collaboration with local public health and health protection teams.

0.1. Updates

Where text has been added in this version it is shown in red text for ease of identification.

0.2. Scope

This document sets out UCA's approach to managing risks from COVID-19 for students and staff on and off our campuses within the UK. The arrangements in this document are also applicable to those that visit our campuses. Ensuring that the quality of academic delivery is maintained throughout the pandemic is not within the scope of this document.

This document replaces the previous COVID-19 Policy.

0.3. References

This guidance was produced taking into consideration advice from a range of sources including but not limited to; [Department for Education](#), [Health & Safety Executive](#), [Public Health England](#), [UK Government](#), [Universities UK](#) and the [Universities Safety and Health Association](#). The ISO/PAS 45005:2020 document "Occupational health and safety management, General guidelines for safe working during the COVID-19 pandemic" was used as a guide to laying out this document.

0.4. Leadership

The COVID-19 pandemic has become a part of everyday life with many aspects of managing COVID-19 now incorporated into business-as-usual activities within the University. Managers and directors take the lead for managing the specific aspects of COVID-19 that fall within their area of responsibility.

Oversight is maintained via the Head of Campus Operation Group which is chaired by the Assistant Vice Chancellor (Academic) who is a member of the leadership team. This is the primary decision-making forum for COVID-19 issues that need co-ordination across different departments in the University.

1. ASSESSMENT OF RISK FROM COVID-19

There are no longer national restrictions on the approach to teaching and learning in Higher Education (HE) as a result of COVID-19. There is no requirement for social distancing or other measures within in person teaching. HE Providers are therefore able to shape their courses without restrictions to face-to-face provision.

Although there are no longer any national restrictions, UCA continues to have a legal responsibility to protect workers and others from risk to their health and safety, including from the risks of COVID-19. Within UCA the health and safety risk from COVID-19 is managed through the risk assessment process.

1.1. UCA Risk Assessment

The health and safety team is responsible for maintaining a UCA COVID-19 risk assessment which outlines the collective measures across the University. These collective measures form the basis of the policy and arrangements in this document.

UCA does not handle the COVID-19 virus as part of its undertaking, as such it is not a workplace hazard in the normal sense. The virus is transmitted by an infected individual who will contaminate the air or surfaces with the virus thus putting others at risk. The only reasonably foreseeable circumstance where staff may **knowingly** come into contact with the COVID-19 virus is when dealing with a person who shows symptoms of or tests positive for COVID-19. For example, a person falls ill while on campus or a student living in campus accommodation.

For that reason, UCA's general approach recognises that the COVID-19 pandemic is a public health crisis and that the way UCA manages risk from the COVID-19 virus is largely determined by government and public health restrictions, programmes and guidance. Thus, the risk assessment process focuses on these as the way to reduce risk, acknowledging that the risk to individuals is also determined by their exposure to the COVID-19 virus in other non-UCA settings.

The UCA risk assessment is detailed in *Annex A* and is reviewed **yearly or when there is any significant change** and approved by the Head of Campus Operational Group. For specific processes and spaces, the COVID-19 risk and control measures are assessed as part of the process risk assessment, as part of an Event Safety Plan, or as part of an area COVID-19 assessment. For individuals that remain vulnerable to the virus, risk can be managed through an individual risk assessment.

1.2. Process Risk Assessment

Where a process or activity presents a specific COVID-19 risk, it is the responsibility of the process owner to ensure that this is assessed and captured on the [process risk assessment](#) and that any controls are communicated to those affected.

Note, where an existing process risk assessment exists then the COVID-19 risk and any related controls should be added to this existing process assessment. There is no requirement to have a separate "COVID-19" process risk assessment unless the risk is complex, in which case advice should be sought from the health and safety team. Where there is a process related COVID-19 risk but no existing process risk assessment then a new process risk assessment should be created.

1.3. Event Health & Safety Plan

By their nature, events have a potential to bring together large numbers of those who might not normally be in contact with each other, increasing the potential spread of the covid virus. Where such events are less structured the risk is likely to be increased further.

The event organiser is responsible for ensuring that the event is planned using the "[Event Management Health and Safety Policy and Procedure](#)" and that the requirements in this document and national guidance on covid-19 and events are followed. The event organiser should add any covid controls to the Event Health and Safety Plan, either within the main body of the plan or else in section 15, Additional Information.

For large unstructured events of 500 people or more and venues operating a nightclub this will include the use of the NHS Covid Pass as a requirement for entry.

Where a third party is running an event on campus, either on behalf of the University or through a venue hire or similar, then the member of staff who authorised the event must ensure that event organiser has met the requirements in this document and national guidance on covid-19 and events.

Note, the Student Union is a third party and their events on campus will normally be authorised by the Head of Campus.

1.4. Area Covid Assessment

At campus level each indoor space is listed on a COVID-19 area assessment which details the COVID-19 controls required for each space. The COVID-19 area assessment and process are detailed in *Annex B*. The Head of Campus is responsible for maintaining the COVID-19 area assessment with responsibility for assessing each space delegated to the responsible occupier. For example, for a library the responsible occupier is Gateway, for a workshop the responsible occupier is Technical Services.

Note, the responsible occupier for communal areas is normally the Estates department. For other shared spaces where there are multiple occupiers, then the principle of majority occupier can be used, i.e. the group that occupies the space the most is the responsible occupier. Where this remains unclear the Head of Campus should nominate the responsible occupier.

Where non-standard controls are identified for a space, these should be added to the COVID-19 assessment for that space and communicated to users of the space - displayed on the entrance of the space and on the room booking information where relevant. It is the responsibility of the Head of Campus to ensure that this is completed.

Note, non-standard controls may include screens that were used previously remaining in place. An example of where keeping screens might be considered are locations where someone spends a lot of time interacting with those passing through, for example, Perspex screens at reception and enquiry desks.

Once the COVID-19 area assessment has been completed, any specific COVID-19 area risk assessments that exist from previous lockdowns should be archived. The regular area risk assessments should continue to be used as normal. Any additional COVID-19 related controls should be transferred to the regular area risk assessment and displayed.

Note, where area risk assessments are being replaced by regular area risk assessments, the regular area risk assessments should be reviewed and authorised before being issued and displayed.

1.5. Individual Risk Assessment

There will remain a number of people that are more at risk from the virus, either because they are medically more vulnerable to the virus and / or are not vaccinated, and consequently they are less likely to be protected by collective measures. For those that are more at risk from the virus there are a number of circumstances where it is appropriate to undertake an individual risk assessment. The following table provides guidance as to which circumstances an individual risk assessment should be considered noting that it is the responsibility of individuals who are more at risk to the virus to make themselves known to the University.

Guidance on when to undertake an individual risk assessment

Remains more vulnerable to the virus	Has partial or full vaccination	Has not been vaccinated because of medical reasons*	Action where individual identifies themselves as more at risk to the virus
✓	✓	✗	Individually risk assess
✓	✗	✓	Individually risk assess
✓	✗	✗	Individually risk assess
✗	✓	✗	No further action required
✗	✗	✓	Individually risk assess
✗	✗	✗	Individual to take personal responsibility for risk to their safety.

* Other reasons may exist that prevent a person being able to have the vaccine, but it is not possible to foresee these. Thus, these are to be assessed on a case-by-case basis.

Those who are more vulnerable to the virus include those identified as [clinically extremely vulnerable](#). This may include those who have had the vaccine but are unable to build up anti bodies against the virus.

The process for triggering an individual risk assessment is as follows:

For Staff. Staff who are more at risk from the virus are encouraged to identify themselves to their line manager. The line manager must then follow the *Guidance for managers in discussions with staff returning to campus and an Individual Risk Assessment Tool*.

For Students. Students who are more at risk from the virus are encouraged to identify themselves to their Programme Director. The Programme Director is responsible for completing an individual assessment, working alongside Gateway Service colleagues, to ensure consideration and delivery of any required reasonable adjustments.

2. SOCIAL DISTANCING AND HOME WORKING

There is no longer any national directive on [social distancing in higher education](#) as a result of COVID-19, however home working (where possible) has been re-introduced. Managers are responsible for identifying roles or work that can be done from home, noting that normal provision of student learning and student experience should be maintained. Managers must also consider if work travel between campuses is absolutely necessary and whether meetings can be facilitated online using Teams. The following table provides general guidance for managers.

Manager guidance on working from home

Type of role	Presence on campus or homeworking?
Student facing or support role where attendance on campus is critical to the student experience or the operational running of the campus	Continue with current working arrangements i.e working on campus or blended working where agreed.
Student facing or support role where some elements could be done from home without detracting significantly from the student experience	Identify which parts can be done from home on a temporary basis to minimise time on campus. When attendance on campus is necessary, where possible work in 'bubbles' to reduce potential transmission.
Non-student facing or support role where work can be undertaken from home without any significant impact on the student experience.	Work from home and attend campus only where necessary: <ul style="list-style-type: none"> • For in-person meetings which cannot be undertaken remotely; • Where you need access to equipment which is not available at home; • To undertake a campus Health and Safety role; • The home environment is not suitable for home working.

Note. Blended Working arrangements do not need to be altered to enable staff to work from home in accordance with national covid restrictions and guidance.

Although social distancing restrictions have been removed on campus, staff, students, visitors and contractors are encouraged to follow [national guidance on staying safe](#) by meeting others socially outside where convenient and minimising the number, proximity and duration of social contacts.

Social distancing restriction may be reintroduced at a local level if requested by local public health teams or in response to outbreaks. Refer to the *Procedure in the event of a suspected or confirmed case of COVID-19* for more details.

3. COVID-19 VACCINATION

In the absence of national restrictions and social distancing, vaccination is collectively the single most effective measure against COVID-19. The University encourages all staff, students, visitors and contractors who are eligible to take up the offer of a COVID-19 vaccination as a reasonable measure to protect themselves and others.

Proof of vaccination is not required for general access to campus, but it may be required for specific circumstances identified by a risk assessment or for access to certain venues and events, refer to the section on NHS COVID Pass.

4. TESTING AND ISOLATION

It is the responsibility of all staff and students to follow the national guidance on testing and isolation.

4.1. Asymptomatic Testing

Around 1 in 3 people with COVID-19 do not have any symptoms. This means they could be spreading the virus without knowing it. Testing twice a week increases the chances of detecting COVID-19 when infectious but not displaying symptoms, helping to reduce the spread of COVID-19. Testing remains vital as a collective measure against COVID-19.

All staff, students, visitors and contractors are expected to take part in asymptomatic testing and UCA supports this through the provision of rapid lateral flow home test kits (sometimes referred to as LFD test kits). It is the responsibility of the health and safety team to administer the provision of home test kits for staff and students to enable asymptomatic testing for:

- Twice weekly testing (staff and students)
- Testing before entering high risk settings (staff and students)
- Test before travel (students)
- Test on return (students)

Note. High risk settings includes spending time in crowded and enclosed spaces, or before visiting people who are at higher risk of severe illness if they get COVID-19.

Home test kits are currently distributed through the gateway services. It is the responsibility of the health and safety team to manage the collection of home test kits with staff training being administered by the L&D team and logistics support, including provision of PPE provided by the Estates & Facilities department.

4.2. Reporting Test Results

All test results, whether positive or negative must be reported to the NHS. When reporting rapid lateral flow test results to the NHS, staff and students are encouraged to link their result to the UCA campus where they are based.

All staff and students:

- Must report their positive result to NHS Test and Trace
- Must report their positive result to the University.

All positive test results must be reported to the University as follows:

- Staff – Report to their line manager who then completes [the staff COVID-19 notification form](#) and an absence notification on iTrent.
- Students – Report to their campus registry who will then complete a myRECORDS COVID-19 notification.

For further details of the reporting process, refer to the *Procedure in the event of a suspected or confirmed case of COVID-19*.

4.3. Self-Isolation

Staff and students who have COVID-19 symptoms or who tested positive for COVID-19 either with a rapid lateral flow test or a PCR test or who are required by law to self-isolate must not attend campus or any other University appointment away from their home. Failure to comply puts others at significant risk and may result in disciplinary action.

Staff and students that are close contacts should follow government guidance on self-isolation. Where students are self-isolating as a close contact, they should notify their campus registry who will then complete a myRECORDS COVID-19 notification. This will trigger welfare support where required.

5. MANAGING SUSPECTED OR CONFIRMED CASES OF COVID-19

It is the responsibility of the Health and Safety team to maintain the *Procedure in the event of a suspected or confirmed case of COVID-19*. This procedure provides policy and arrangements for the following:

- COVID-19 notification process
- Monitoring the University-wide COVID-19 case profile
- Response to any suspected or confirmed case relating to the University
- Outbreak response and action to prevent further transmission
- The arrangements in place to work with key partners, public health and communities to manage any potential outbreak on Campus

Further guidance on outbreak management is provided in *Appendix 10 of the University Emergency Response and Incident Management Procedure (UERIMP)*.

6. CONTACT TRACING

The NHS Test and Trace service provides contact tracing and instructs contacts to self-isolate if they are not exempt. The contact tracing element of NHS Test & Trace is supported by the NHS COVID-19 app and NHS QR codes.

Note, NHS Test & Trace contact tracing is triggered by a positive PCR result. If a person tests positive with a rapid lateral flow test it is imperative that they get a PCR test straight away in order that contact tracing can start.

6.1. NHS COVID-19 App

The [NHS COVID-19 App](#) is the fastest way for people to identify if they are at risk from the virus from being a contact. The more people who use the NHS COVID-19 App the more effective it is in identifying those who have come into contact with the virus, therefore all staff, students and visitors are encouraged to download and use the app on their mobile device.

6.2. NHS QR Codes

NHS QR codes provide an easy way for people visiting venues to check in with their NHS COVID-19 app. On campus it is expected that the following venues will display an [NHS QR code](#) and encourage those visiting the venue to check in:

- bars, nightclubs, restaurants and cafes
- tourism and leisure, including theatres, museums and cinemas
- close contact services

It is the responsibility of the managers or supervisors of these venues to inform the Head of Campus Operational Group that they are displaying an NHS QR code. The Head of Campus Operational Group will maintain a list of venues displaying a QR code.

Note, managers and supervisor can create a unique QR code [here](#).

It is the responsibility of the manager or supervisor of the venue to ensure that they are aware of any changes or updates to the guidance on the use of NHS QR codes. Where an NHS QR code is displayed the venues above are no longer expected to collect customer or visitor details for covid contact tracing.

6.3. University Administered Contract Tracing

In certain circumstances the University will undertake its own contact tracing, this will normally be in response to outbreaks or to support local public health teams; arrangements for university contact tracing are detailed in the *Procedure in the event of a suspected or confirmed case of COVID-19*. University

administered contact tracing will be directed through the *University Emergency Response Incident Management Procedure (UERIMP)*.

7. NHS COVID PASS

Where vaccination or test status is required, the University will use the NHS COVID Pass. The NHS COVID Pass enables sharing of COVID-19 vaccination records or COVID-19 test status in a secure way. Any use of the NHS COVID Pass on campus must be authorised in advance by the Head of Campus Operational Group at least two weeks in advance. The Head of Campus Operational Group will only authorise the use of NHS COVID Pass where:

1. It is a legal requirement OR it has been identified as necessary in a risk assessment.
2. A responsible person is identified to oversee the use of the NHS COVID Pass.
3. The responsible person has a written procedure demonstrating:
 - how government guidance on using the [NHS COVID Pass](#) will be implemented
 - provision for exemptions for those who are eligible
 - compliance with any relevant University [data protection policies](#).

It is the responsibility of the responsible person to ensure that they are aware of any changes or updates to the NHS terms and condition for use of the NHS COVID Pass and any changes to the government guidance on using the [NHS COVID Pass](#) and that they update their own written procedures accordingly. The responsible person must notify the Head of Campus Operational Group of any significant changes. Where the use of the NHS COVID Pass is enduring, for example, a regular event or venue then its use only needs to be approved by the Head of Campus Operational Group once with a review every 3 months.

8. FACE COVERINGS

Those on campus must wear a face covering at all times when indoors, unless exempt. Any individual who is unwilling to follow this policy may be denied access to campus buildings.

8.1. General Exemptions

Students, staff and visitors are exempt from wearing a face covering indoors in the following circumstances:

- When in the process of eating & drinking in the refectory/café or other areas identified for food consumption. Face coverings should be worn when ordering food and moving about.
- If wearing a face covering impedes other personal protective equipment that is required to be worn.
- If the individual is working alone.
- When a risk assessment says it is safe to dispense with or remove a face covering.
- If the individual has a legitimate reason that means wearing a face covering is not possible.

Government guidance considers a legitimate reason **as** circumstances where an individual cannot put on, wear or remove a face covering because of a physical or mental illness or impairment, or disability. This includes where putting on, wearing or removing a face covering causes distress. Refer to the exemptions below for details of what further actions are required where this is the case.

8.2. Staff Exemptions

Staff are exempt from wearing a face covering in the following circumstances:

- Delivering teaching to groups or providing pastoral support where 2-metre social distancing is in place. In these circumstances a visor must be worn as an additional measure.
- When behind a screen that separates the member of staff from others.
- In ventilated offices where 2-metre social distancing can be maintained.

Staff who cannot wear a face covering for a legitimate reason must notify their line manager and work with them to reduce the risk of transmission or decide if it is appropriate for the member of staff to attend site.

Those with a legitimate reason for not wearing a face covering are encouraged to wear a sunflower lanyard. This is to signify that the wearer has a legitimate reason to not wear a face covering.

8.3. Student Exemptions

Students who cannot wear a face covering for a legitimate reason must notify their Programme Director, year lead or an alternative member of academic staff and work with them to reduce the risk of transmission or decide if it is appropriate for the student to attend site.

Those with a legitimate reason for not wearing a face covering are encouraged to wear a sunflower lanyard. This is to signify that the wearer has a legitimate reason to not wear a face covering.

8.4. Visitor Exemptions

Those hosting visitors who cannot wear a face covering for a legitimate reason should discuss the University arrangements with the visitor and decide if it is appropriate for the visitor to attend site. Where they attend site, the host should encourage them to identify by wearing a sunflower lanyard. This is to avoid challenges from others as sunflower lanyards signify the wearer has a legitimate reason not to wear a face covering.

9. CONTAMINATED SURFACES AND HYGIENE

Contaminated surfaces or contact transmission are an important route of infection. The measures to control the spread of the virus from contaminated surfaces on campus are :

- Cleaning
- Hand hygiene
- Quarantine

9.1. Organised Cleaning

The Estates & Facilities department is responsible for providing enhanced cleaning on campus during core campus opening hours. This includes communal areas (outside of shared flats) within university provided student accommodation. This enhanced cleaning will be, as a minimum, provided in accordance with the government guidance [COVID-19: cleaning in non-healthcare settings outside the home](#) and is detailed in the cleaning schedule in *Annex C*.

The Estates & Facilities department is responsible for providing deep cleaning after an individual with symptoms of, or confirmed, COVID-19 has left the setting or area. This enhanced cleaning will be, as a minimum, provided in accordance with the government guidance [COVID-19: cleaning in non-healthcare settings outside the home](#) and is detailed in the cleaning schedule in *Annex C*. The Estates & Facilities department will be notified which areas to deep clean via the COVID-19 notification process. Once notified, deep cleaning should occur as soon as possible with or at most within 3 hrs during core opening times. Deep cleaning can be delayed for more than 3 hrs where an area will not be in use but must be completed before the area is reoccupied. Areas should be closed while cleaning takes place.

9.2. User Cleaning

User cleaning materials are provided for individuals to clean shared equipment and facilities. As a general guide, user cleaning materials should be provided where there is any shared equipment such as IT or workshop equipment and shared facilities such as kitchenettes and University-provided student accommodation. The user cleaning materials are detailed in the cleaning schedule *Annex C*.

The Accommodation service is responsible for providing the students in University-provided accommodation with guidance about cleaning to reduce COVID-19 transmission.

The Estates & Facilities department is responsible for liaising with schools and professional services departments to purchase and distribute user cleaning materials. The COVID-19 area assessment is used to capture the user requirements for each space. The Estates & Facilities department assess the user requirements and liaises with the responsible occupiers, if it believes the requirements need altering. The Estates & Facilities department is responsible for collating data on usage of user cleaning materials to monitor user behaviour. This data is reported monthly to the Head of Campus Oversight Group.

9.3. Hand Hygiene

It is the responsibility of individuals to ensure they maintain hand hygiene to protect themselves and reduce the spread of the COVID-19 virus. As a general guide, hand hygiene stations will be provided at the entry/exit points of buildings and on access points to each floor, and in common areas more than 20 meters from an existing hand hygiene station. Hand hygiene stations can be wall mounted or free standing. The Estates & Facilities department is responsible for provision and refilling of the hand hygiene stations.

In addition, hand sanitizer bottles are provided in teaching spaces and offices where the occupier has identified this as a requirement. The Estates & Facilities department is responsible for purchasing and replenishing hand sanitizer bottles.

The Estates & Facilities department is responsible for collating data on usage of hand sanitizer to monitor user behaviour. This includes both hand sanitizer stations and hand sanitizer bottles. This data is reported monthly to the Head of Campus Oversight Group.

9.4. Quarantine

The infection risk from a COVID-19 contaminated surfaces decreases over time. It is not yet clear at what point there is no risk from the virus, however, in non-healthcare settings, the risk of residual infectious virus on surfaces is likely to be significantly reduced after 48 – 72 hours. There is no requirement to routinely quarantine equipment or spaces because surface cleaning takes place, either through organised cleaning or by user cleaning, but quarantine remains an option if required.

There is a requirement to quarantine waste from those who shows symptoms of or tests positive for covid-19. This waste must be handled in accordance with the government guidance [COVID-19: cleaning in non-healthcare settings outside the home](#), which includes a 72-hr quarantine.

10. VENTILATION

Adequate ventilation reduces how much of the virus is in the air and helps reduce the risk from aerosol transmission. The risk from aerosols is greater in areas that are poorly ventilated. Although ventilation reduces the risk from aerosols, it has minimal impact on droplet transmission (from people being in close contact) and contact transmission (touching surfaces).

It is the responsibility of the responsible occupier to complete the COVID-19 area assessment for each of their spaces, refer to the risk assessment section for more details. The COVID-19 area assessment will highlight any spaces where the responsible occupier has a concern or where additional ventilation controls are in place. These highlighted spaces will be reviewed by the Estates & Facilities department using existing ventilation survey data and where necessary ventilation measurements and with reference to the Health and Safety Executive guidance - [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#). Where this process identifies spaces that are poorly ventilated, additional ventilation controls will be considered and those controls will be displayed in the room and recorded on the CAFM and room booking software. It is the responsibility of the responsible occupier to ensure that any additional controls are followed.

Where ventilation measurements are considered necessary and are suitable then initial ventilation measurements will be based on CO2 levels. There is no single standard for CO2 levels as ideal levels depend on the type of usage, however, the Health and Safety Executive guidance [Ventilation and air conditioning during the coronavirus \(COVID-19\) pandemic](#) provides general guidance on CO2 levels. As a general guide, an average of 1500ppm CO2 concentration over the occupied period in a space is an indicator of poor ventilation. Additional ventilation controls are likely to be introduced where CO2 readings are consistently higher than 1500ppm.

Note, measuring CO2 levels requires the room to be occupied and CO2 data loggers to be correctly positioned in the room.

If CO2 levels are inconclusive then, where possible, the air changes per hour will be determined using CO2 decay rates. The relevant CIBSE guidance will be referenced to determine if the number of air changes per hour is sufficient. The CO2 levels and air changes will be measured by the Estates department or the health and safety team. Where CO2 levels or air changes per hour remain inconclusive or impractical then consideration should be given to consulting a ventilation specialist or occupational hygienist.

Note, Additional ventilation controls can be introduced without taking any measurements, for example, where there is an obvious advantage for their introduction.

11. COVID-19 SAFE TRAVEL

Rules and guidance on COVID-19 safe travel vary by country and these rules and guidance are subject to change at short notice.

11.1. Travelling with or on behalf of the University

Travelling with or on behalf of the University includes business travel on public, private and university-provided transport. It also includes any student travel organised by the university, for instance for field trips or shuttle services.

Note: Business travel does not include an individual's commute from their home to their normal place of work or study or students travelling between their home and term time accommodation.

Only travel between campuses if it is necessary to maintain the student experience. Before travelling on university business, all those travelling must review and be familiar with the rules and guidance in the countries that they are travelling, (including within England) and must ensure that they can comply. This must be done before any commitment to travel is made and if this is more than a day in advance, the rules and guidance must be reviewed for updates again the day prior to the journey starting; this includes onward and return journeys.

It is the responsibility of those travelling to check the guidance for updates. If the rules and guidance change before the journey starts then the travel should be reviewed to ensure that compliance can be maintained, else the journey should be postponed or cancelled. If travel becomes impossible mid-journey, for instance if rules and guidance change when travelling over days or weeks, then the those travelling must inform their manager at the earliest opportunity and work together to find a safe resolution.

Note, for travel in England refer to "[Coronavirus \(COVID-19\): safer travel guidance for passengers](#)" (the guidance can be found [here](#)). The guidance also links to guidance for the other nations in the UK and "[Working Safely during Coronavirus, section 8.2](#)" Updates to the guidance are summarised at the end of the documents.

Where travelling outside of England, the rules and guidance for England should be taken as the minimum requirement. Where a country's standards for COVID-19 safe travel are to a lesser standard than England's, then the travel should not go ahead without a separate risk assessment (assistance with risk assessment can be sought from the Health and Safety team). It is the responsibility of those travelling to make the assessment as to whether another country's rules and guidance are to a lesser standard than England and where doubt exists this should be escalated through their line management.

Travel outside the UK is subject to additional restrictions and travel abroad for student study or field trips should not take place.

11.2. Staff travel abroad for personal reasons.

Staff returning from travel abroad may be affected by COVID-19 travel rules and requirements to self-isolate. Staff who are planning to travel abroad should familiarise themselves with the HR [“Guidance for staff who travel abroad for holiday and are required to quarantine when they return”](#).

12. VISITORS AND CONTRACTORS

Visitors and contractors to campus are welcome. Visitors are those that access campus who are not current employees or students of UCA or do not have a site pass. This includes any members of public that access campus to attend UCA events and all contractors who do not have a site pass but does not include those passing through a campus on a public right of way. The visit host is the UCA employee or student, that invites visitors to campus.

Where possible visits should be pre-arranged in order that:

- the visitor or contractor can be pre briefed on the COVID-19 arrangements for visiting campus
- where necessary the visit can be risk assessed

It is the responsibility of the visitor host to ensure that the visit is COVID-19 safe and that all other visitor or contractor policies and processes are followed.

12.1. Pre-Arranged Visits

At least 1 week prior to the visit the host must send the visitors the guide in *Annex D, UCA COVID-19 safety measures and information for Visitors*. If the host is arranging for more than one visitor to attend and those visitors are part of an organised group, then the host needs only to send *Annex D* to the designated group lead who can then reply on the group's behalf. If the group has no organised lead, then the host must send *Appendix 1* to each separate visitor.

The visitor or group lead must confirm to the host by return of e-mail that they have read the guidance and they or any members of the group will not knowingly attend campus if they are at risk of transmitting COVID-19. Unless the guidance changes, visitors only need to reply once for multiple or repeat visits. If the guidance does change, they will need to be sent the new guidance and confirm by e-mail again prior to attending campus.

Once the host has received the reply confirming that the visitor or the group understand the requirements, the host must notify campus reception of the visit by e-mail attaching a copy of the reply and providing the dates, times and names of those visiting. This should be submitted to reception at least 2 working days prior to the visit. The normal booking process for visitors should then be followed.

For campus tours and applicant days the host does not need to provide campus reception with a copy of the reply. Normal procedure for liaising with reception about the visits apply.

12.2. Unplanned or Walk-in visits

Some visits will be unplanned or as a result of someone accessing a public walk-in service or public event. For example, this might include those visiting; the Crafts Study Centre, campus reception, gallery or show.

At locations where walk-in visitors are expected, information should be displayed at entrances in order that the visitor can comply with any control measures. If the walk-in visitor is staying to use the campus facilities, then they must be briefed on the covid measures.

12.3. Visit Risk Assessment

The normal risk assessment process applies to all visits. Visits that are low risk, such as office visits or small meetings are unlikely to have additional COVID-19 risks that are not already included in the UCA covid risk assessment. Hence where collective COVID-19 measures are sufficient there is no requirement for any additional risk assessment. For visits where specific COVID-19 risks apply (i.e. that are not included in the UCA COVID-19 risk assessment) then those visits are likely to require further risk assessment. For example, this is likely to include but not limited to:

Visit includes	Examples	Method of risk assessment
Close contact activities	Hair dressing, fittings, make up, face casting, filming, acting	Use existing process risk assessment
Large groups	Tours, events, productions, exhibitions, conferences	Use the event safety plan
Travel	Travel between campuses or off campus venues	Use existing process risk assessment or the event safety plan

It is the responsibility of the visitor host to ensure that the visit is risk assessed where applicable.

12.4. Supervision of Visitors

Upon arrival, visitors must sign in at reception in the normal way and be issued a pass and lanyard. The visitor will wait at reception for their host to collect them. The host must brief the visitors on the COVID-19 arrangements. Only those required to host or supervise the visitors should do so and staff and student contact should be kept to a minimum. For repeat visits the same staff or students should host the same visitors. The host must ensure that the visitors are supervised throughout their time on campus. The host must ensure that the visitors sign out at reception at the end of their visit.

If a visitor develops or reports COVID-19 symptoms while on campus the host must follow the arrangements in the *Procedure in the event of a suspected or confirmed case of COVID-19* arrange for the visitor to leave campus. In addition, the host must then sign out the visitor once they have left campus.

12.5. Student Visitors

Where it is necessary for students to invite visitors to campus as part of their course of study, the student must ensure that their course or Programme Director has agreed to the visit being necessary. The student will act as the host with UCA oversight provided by the course or Programme Director who has agreed to the visit. Oversight means assessment of whether the visit is permitted; suitability of COVID—19 safety arrangements for the visitors, staff and students; acting as UCA staff contact; and specifying any additional conditions that need applying to the visit.

13. FIRST AID

The University follows the Health and Safety Executive guidance [First aid during the coronavirus \(COVID-19\) pandemic](#). In addition, the University encourages all first aiders to have the COVID-19 vaccine. Additional information for first aiders is provided in *Annex E*.

The arrangements for dealing with those that develop symptoms of COVID-19 while on campus are provided in the *Procedure in the event of a suspected or confirmed case of COVID-19*.

14. COMMUNICAITONS AND MESSAGING

The UCA COVID-19 risk assessment and the resulting COVID-19 measures outlined in this document are subject to change at short notice. Many of the collective measures rely on key behaviours as the social norm being adopted by staff and students. These key behaviours are:

- Uptake of the COVID-19 vaccine
- Participation in testing and where required, self-isolation
- Use of the NHS COVID-19 app
- Continued wearing of face coverings
- Good hand hygiene

It is the responsibility of the Communications team to develop and maintain a communication strategy to ensure staff and students are aware of the latest changes and requirements for managing COVID-19 and promote the key behaviours.

15. ASSURANCE

It is the responsibility of the health and safety team to provide assurance that these arrangements are working effectively through the use of audits and inspections. The inspection results and audit findings will be reported to the Head of Campus Operation Group.

ANNEX A – UNIVERSITY FOR THE CREATIVE ARTS COVID-19 RISK ASSESSMENT

Risk Assessment

September 2021

Activity	What are the hazards	How harm might occur	Who might be harmed	National Measures	Initial Risk			UCA Measures	Residual Risk		
					L	S	Risk		L	S	Risk
Working and studying on campus	Contact with those who are known to have the virus	Contract COVID-19 leading to death or severe illness through contact with: >COVID-19 infected Students self-isolating in halls >COVID-19 contaminated waste	>Accommodation staff >Maintenance staff and contractors >Cleaning contractors >First aiders	>National restrictions to self-isolate >NHS track and trace >Vaccination programme	4	5	20	>Notification process to identify students self-isolating and notify accommodation and estates and follow a no contact and no entry to accommodation policy. >Follow HSE and Gov guidance on first aid response >Procedure and risk assessment for entering accommodation of self-isolation students when entry is the only option. >Contaminated waste handling procedures and risk assessment >Procedure for staff to self-identify as vulnerable and be assessed for exclusion from handling waste or entering accommodation of self-isolating student.	2	5	10
	Contact with those who are suspected to have the virus	Contract COVID-19 leading to death or severe illness through contact with: >Those who become ill on campus	>Staff >Students >Contractors >Visitors >First aiders	>National restrictions to self-isolate >NHS track and trace >Vaccination programme	3	5	15	>Case Management and outbreak response plan >Follow HSE and Gov guidance on first aid response >Contaminated waste handling procedures and risk assessment >Deep clean procedure	2	5	10

	Contact with Asymptomatic individuals.	Contract COVID-19 leading to death or severe illness through contact with: >Anyone on campus who is asymptomatic.	>Staff >Students >Contractors >Visitors	>Twice weekly Asymptomatic testing >Test before Travel >Test on Return >Vaccination programme >Wearing of face coverings >Work from home where possible >Covid pass for large events and venues >Test before entering high risk setting	4	5	20	>Case Management and outbreak response plan >LFD Home collect service >NHS QR codes in venues >Face covering policy >Visitor policy >Procedure for staff to self-identify as vulnerable and be individually risk assessed. >Procedure for students to self-identify as vulnerable and be individually risk assessed. >Communications strategy reinforcing positive behaviours including test before return and test on return >COVID-19 awareness training for staff and students >Follow government and sector guidance for performing arts, film, close contact services and venues.	2	5	10
	Individuals not following measures	Contract COVID-19 leading to death or severe illness through contact with: >Anyone on campus who is asymptomatic and not familiar with measures >Anyone on campus who is asymptomatic and familiar with measures but choosing not to follow them	>Staff >Students >Contractors >Visitors		4	5	20	>COVID-19 Awareness training for staff and students >Visitor policy >Communications strategy identifying groups at risk of not following measures >Student code of conduct >Staff discipline process	2	5	10

	Contaminated air	Contract COVID-19 leading to death or severe illness through breathing in contaminated air via: >Unventilated or poorly ventilated areas. >Recirculation of contaminated air. >Faulty ventilation systems	>Staff >Students >Contractors >Visitors	>National restrictions to self-isolate >NHS track and trace >Vaccination programme	4	5	20	>Ventilation standards set with action levels. >Spaces assessed for social distancing and reduced occupancy. >Room booking system enforces any reduced occupancy and shows user instructions. >Room signage with user instructions.	2	5	10
	Contaminated surfaces	Contract COVID-19 leading to death or severe illness through touching: >Common touch points >Hire equipment >Shared equipment	>Staff >Students >Contractors >Visitors	>National restrictions to self-isolate >NHS track and trace >Vaccination programme	4	5	20	>Hourly touch point cleaning >Provision of user cleaning materials for shared equipment >Provision of hand sanitiser >Hand cleaning signage >Option for quarantine or UV treatment of hire equipment >Notification process to identify staff or students self-isolating and trigger deep clean where needed.	2	5	10
Living in University accommodation	Contact with those who are known to have the virus	Contract COVID-19 leading to death or severe illness through contact with: >covid infected Students self-isolating in shared accommodation >COVID-19 contaminated waste	>Household members	>NHS track and trace >Vaccination programme	4	5	20	>Procedure for household member to self-identify as vulnerable and assist with arranging alternative temporary accommodation.	1	5	5
	Contact with Asymptomatic individuals.	Contract COVID-19 leading to death or severe illness through contact with: >Anyone in a household who is asymptomatic	>Household members	>Twice weekly Asymptomatic testing >Test before travel >Test on return >Vaccination programme	4	5	20	>No gatherings and or parties in the Terms and Conditions of Residence contract.	2	5	10

	Contaminated surfaces	Contract COVID-19 leading to death or severe illness through touching: >Common touch points >Shared items	>Household members	>National restrictions to self-isolate >NHS track and trace >Vaccination programme	4	5	20	>Provision of cleaning materials for households >Provision of household guidance for students	2	5	10
	Required to Self-isolate	>Physical harm through malnutrition >Mental harm through isolation and boredom	<Household members		4	5	20	>Gateways support to students self-isolating >SU support to students self-isolating	2	5	10

Risk Matrix

Likelihood (that hazard will manifest)	Severity (worst probable outcome)				
	Negligible	Minor injury or illness	moderate injury or illness	Serious or life changing injury or illness.	Death or multiple deaths
unlikely to occur	1	2	3	4	5
unlikely, though possible	2	3	6	8	10
Likely, though infrequent	3	6	9	12	15
Likely to occur	4	8	12	16	20
Highly likely to occur frequently	5	10	15	14	25

Risk Rating

1-5	Low	Appropriate control measures are in place and activities should be monitored to ensure control measures remain appropriate.
6-12	Medium	Activities can take place with close monitoring and additional control measures should be considered and implemented where possible.
10-25	High	Safely suspend the activity until the risk can be reduced.

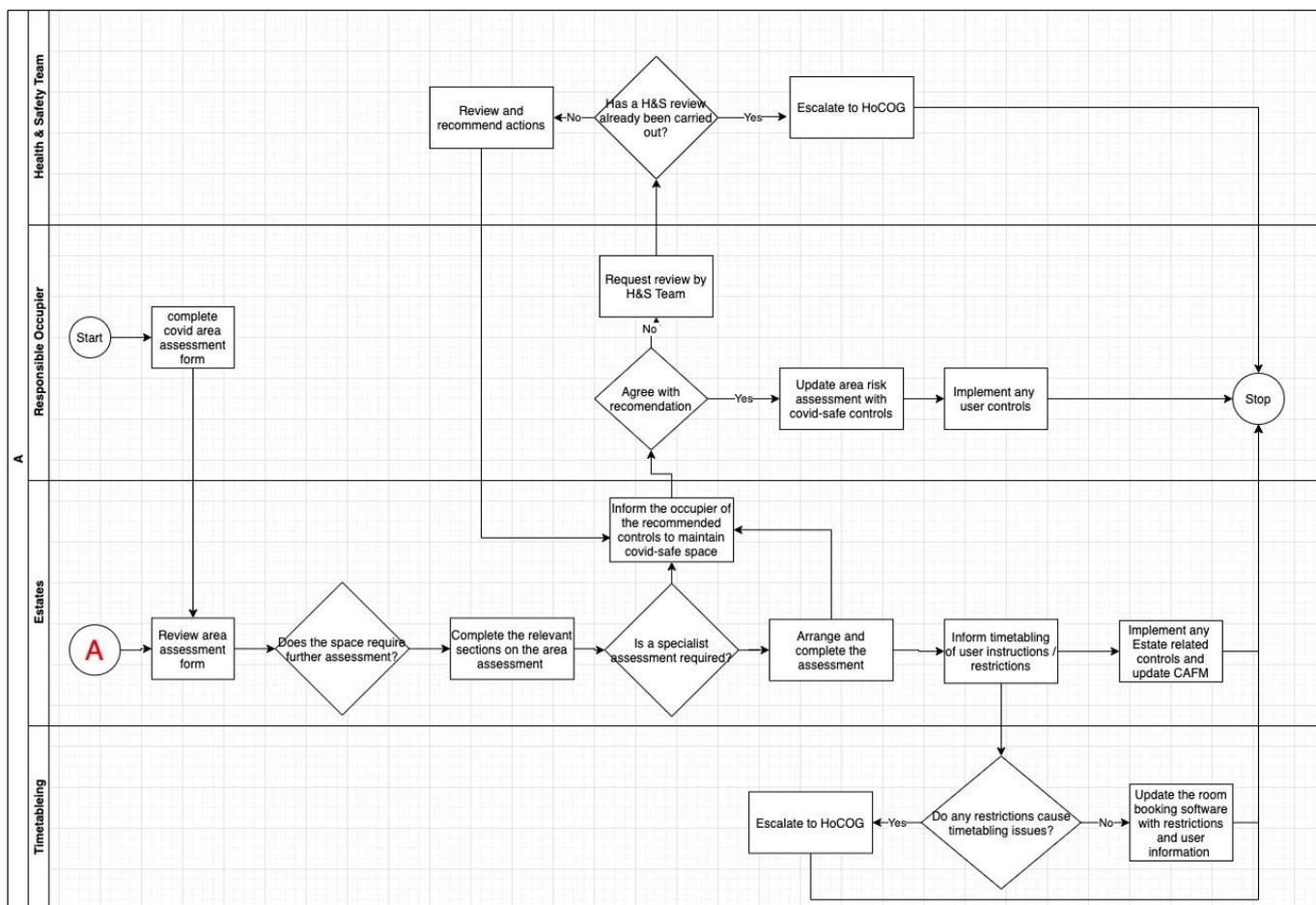
ANNEX B – COVID-19 AREA ASSESSMENT PROCESS

General Guidance for the COVID-19 area risk assessment process

Guidance for the COVID-19 area risk assessment process is described in Process Chart B1 below and replaces the previous COVID-19 Area Risk Assessments. This process should be initiated by the responsible occupier by completing a COVID-19 area risk assessment form on Teams. The health and safety team will work with each Head of Campus to identify the responsible occupier and provide them with access to the form.

If there is a significant change to the way the room or space is used as time passes, then the responsible occupier must complete a new covid area assessment form. If there is estates work carried out in the room or space that effects the covid area assessment, then the Estates Department must review the area risk assessment and start the process at point A indicated on the chart.

Process Chart B1 – Guidance for COVID-19 Area Risk Assessment Process



Where recommended controls cannot be agreed upon within the above process they should be escalated to the Head of Campus Oversight Group (HoCOG) via the HoCOG secretary (Senior School Executive Officer).

Guidance for measuring CO2 levels.

The covid area assessment may trigger a survey to measure CO2 levels. The CO2 levels will be measured by the Estates department (with the health and safety team assisting where required) using a desk top CO2 data logger. The CO2 data logger must be factory calibrated and recalibrated or else replaced yearly. The CO2 data logger must be used in accordance with the manufactures instructions and in accordance with the [HSE guidance on use of CO2 monitors](#). This includes deciding if CO2 measurements are suitable. Thereafter:

1. Confirm that the room or space is suitable for CO2 measurements.
2. Review the room schedule or usage with the occupier to determine the best time to take representative measurements.
3. Set the date and time on the CO2 data logger and complete all the manufactures recommended checks and user calibrations.
4. Set the period between data log points to ensure that at least 10 measurements are taken during each period the room is occupied. This is advisable where the data cannot be exported to a computer and analysed. Where the data can be exported to a computer then the time between data points can be reduced to provide more detailed data.
5. Position the CO2 data logger as per the HSE guidance and start the measurements.
6. On completion of the measurements, export the data to a computer or manually scroll through the data to record the results as follows for each CO2 data logger used:
 - Location
 - Date
 - Time
 - CO2 data logger serial number
 - Who took the measurements
 - Room occupancy
 - CO2 levels for each data point
7. Calculate the average CO2 level during the period the room was occupied. Repeat for each period of occupation.
8. Note the average CO2 levels on the covid area assessment.

Where the CO2 levels require further clarification then the air changes per hour can be measured. This will be done on a case-by-case basis by the health and safety team, occupational hygienist or ventilation specialist.

ANNEX C – COVID-19 ENHANCED CLEANING REGIME, PPE, AND OTHER SAFETY MEASURES

Cleaning in Staff Offices / Meeting Rooms / Kitchenettes	
Products used: Micro Kill Sprayer	<ul style="list-style-type: none"> ▪ Offices are cleaned once a week by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris, etc.). Carpeted rooms are vacuumed once a week, hard floors twice a week. Bins are emptied daily. ▪ Staff kitchenettes are cleaned every morning by the cleaners and anti-bacterial spray and blue roll will be available for staff to clean the surfaces throughout the day if required. Department created tea points will not be covered by Estates and it is the responsibility of departments to clean as required.
Cleaning in IT Studios	
Products used: Sanitising Disinfectant Wipes Micro Kill Sprayer	<ul style="list-style-type: none"> ▪ IT Studios are cleaned once a week by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris), etc. Carpeted rooms are hoovered once a week, hard floors twice a week. Bins are emptied daily. ▪ Anti-bacterial wipes are provided in IT studios for individual users to wipe & clean computers and surfaces before and after each use.
Cleaning in Teaching Spaces	
Products used: Dettol Surface Cleanser 750ml Ref PC-00259 Micro Kill Sprayer	<ul style="list-style-type: none"> ▪ Teaching spaces vary subject to process, discipline, and environment. Typically, the majority of rooms are cleaned once a week by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris), etc. Carpeted rooms are hoovered once a week, hard floors twice a week. Bins are emptied daily. ▪ Anti-bacterial spray and blue roll is available for students and staff to clean the surfaces throughout the day if required.
Cleaning in Workshops/Studios	
Products used: Universal Disinfectant Wipes Dettol Surface Cleanser 750ml Ref PC-00259 Micro Kill Sprayer Hand Sanitiser/ Hand Gel/Foam	<ul style="list-style-type: none"> ▪ Workshop spaces vary subject to process, discipline, and environment. Technicians maintain clean and tidy environments. Floors are swept and mopped daily by cleaning teams. Bins are emptied daily. ▪ Hand sanitisers & disposable gloves & aprons will be available for specific areas. ▪ Alcohol based gel in fixed hand sanitising dispensers in high traffic entrance / exits to workshops. ▪ Equipment will be wiped down before and after use and all staff and students will be required to sanitise and wash their hands before and after use.
Portable Equipment	
Products used: Uvisan - Portable UV Sanitisation unit	<ul style="list-style-type: none"> ▪ Portable cabinet for sanitising electrical, photographic and media loan items. There will be one on each campus and located within the Equipment Hire Department.

Cleaning in Toilets	
Products used: Micro Kill Sprayer	<ul style="list-style-type: none"> ▪ All toilets will be cleaned, and supplies checked every hour throughout the day. An electronic audit system has been installed to monitor the frequency and standard of cleaning. ▪ Roller towels have been removed and replaced with hand driers
Cleaning in Communal Areas	
Products used: Micro Kill Sprayer Hand Sanitiser in fixed locations – Entrances/Exits	<ul style="list-style-type: none"> ▪ Additional cleaners are present on all campuses completing hourly cleaning of high contact points such as handrails, light switches, door handles and re-filling of hand gel/foam units. ▪ Hand sanitisers are in close proximity to MFDs, enabling staff to sanitise hands before and after use. ▪ From 5th October water dispensers will be available for use and will be cleaned regularly throughout the day as part of the communal cleaning regime (bottled drinking water is available from reception in the meantime).
Cleaning in Accommodation	
Products used: Micro Kill Sprayer Hand Sanitiser in fixed locations – Entrances/Exits Alcohol based gel/foam in fixed/mobile hand sanitising dispensers Alcohol free foam Alcohol based foam	<ul style="list-style-type: none"> ▪ Enhanced cleaning in communal and shared areas is undertaken twice a week by cleaning teams, including frequent touch points. Students with ensuite facilities will clean their own bathrooms.
Cleaning in Libraries	
Products used: Universal Disinfectant Wipes Dettol Surface Cleanser 750ml Ref PC-00259 Micro Kill Sprayer Gloves Standard nitrile gloves Hand Sanitiser in fixed locations – Entrances/Exits	<ul style="list-style-type: none"> ▪ Libraries are cleaned daily by the cleaners. This covers all furniture and fittings including desks (where work surfaces are completely free from debris, etc.). ▪ Fixed/mobile hand gel/foam dispensers have been provided at the entrances of the libraries and internal spaces. ▪ Gloves are available for staff who request them for specific tasks. ▪ Face visors are available but are note a suitable alternative to face coverings, the use must be risk assessed.
Cleaning in Refectories	
Products used: Catering cleaning products: http://diverseysolutions.com/ProductDocuments/691a13943daf43d1a756a36516421159.pdf https://www.nisbets.co.uk/innuscience-one-flip-h%26h-103c-cleaner-and-sanitiser-super-	<ul style="list-style-type: none"> • Refectories/cafes are cleaned daily. In addition, catering staff continue regular cleaning throughout the day, wiping down tables, vending machines and spraying all surfaces.

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PPE	
<u>Face Visors</u>	Face visors are available but they are not considered a suitable alternative to face coverings and their use should be supported by a risk assessment.
Perspex Screens	Perspex screens have been installed in key areas where front line services are provided e.g., refectories, art shops, accommodation office, reception, Student Union, Gateway services, technical services, etc.
<u>Fluid-repellent face masks</u>	Disposable face masks are available for staff, students, and visitors by exception for people who have lost, forgotten or damaged their own.
Gloves <u>Standard nitrile gloves</u>	If required for specific activities identified by risk assessment (such as skin to skin contact, administering first aid, processes with risk of cross contamination), then gloves will be provided. Wearing gloves will not necessarily protect from COVID-19 and may still lead to the spread of germs, so the recommendation is to ensure good hand hygiene (hand washing and using hand sanitiser).
<u>Disposable Aprons</u>	If required for specific activities, aprons will be provided.
Hand Sanitiser in fixed / mobile locations – Entrances / Exits <u>Alcohol based gel/foam in fixed/mobile hand sanitising dispensers</u> <u>Alcohol free foam</u> <u>Alcohol based foam</u>	Hand sanitiser units are in place throughout the campus buildings including at all main entrances to buildings.
PPE for First Aiders (products listed above)	First Aiders can collect PPE from campus reception, except in Farnham where these can be collected from Gateway in the Library. Disposable gloves and other First Aid supplies can be replenished using the campus supplies, held in the First Aid rooms, including <ul style="list-style-type: none"> ▪ Fluid repellent face mask Type IIR ▪ Face Visor – used for eye protection ▪ Disposable apron ▪ Disposable gloves ▪ Hand sanitiser

UCA COVID-19 safety measures and information for Visitors

1. Welcome

- Welcome to UCA. We want you to have a safe, productive and enjoyable experience when you visit our campuses.
- We have carried out a COVID-19 risk assessment which has been completed based on government guidance. From this risk assessment each of our campuses have put in place arrangement to reduce potential transmission of COVID-19.
- You can request a copy of our COVID-19 risk assessment prior to attending campus.

2. Before Attending Campus

- You should receive and read this guide before attending campus.
- Before attending campus, we ask that you e-mail your UCA host and confirm that you and all the members of your group that will be attending campus understand the arrangements in this guide and that you or any of your group will not attend campus if you:
 - i.* have any COVID-19 symptoms
 - ii.* have been identified as a contact in the last 10 days
 - iii.* have been abroad to a country on the Red or Amber list in the past 10 days
 - iv.* have any other circumstance that may put you at additional risk
- You may not be able to access campus if you have not replied.
- We ask that where possible you take a COVID-19 home test before you travel to campus and encourage you to have the NHS COVID-19 App on your mobile device.

On Campus

- You must wear a face covering when inside any campus buildings. Your host will let you know when you can remove it. If you are exempt from wearing face coverings, please let your host know.
- Please use one of the hand sanitisers stations when you enter or exit the building.
- Report to reception where you will sign in. Your host will collect you from reception. You must sign out at the end of your visit.
- Your host will brief you on the COVID-19 arrangements. Please follow these arrangements.
- We encourage you to let your UCA host know if you have any concerns. Everyone is empowered to challenge to ensure the safety of themselves or others.
- Sign in with your NHS COVID-19 App anywhere you see a NHS QR code.

ANNEX E – ADDITIONAL INFORMATION FOR FIRST AIDERS

This information is taken from the Health and Safety Executive guidance “First aid during the coronavirus (COVID-19) pandemic”.

Although the University has now removed social distancing in most workplace situations, first aiders should still consider the precautions set out in this guidance to reduce the risk of COVID-19 infection.

Try to assist at a safe distance from the casualty as much as you can. Minimise the time you share a breathing zone.

Although treating the casualty properly should be your first concern, you can tell them to do things for you if they are capable.

Remember the 3P model – preserve life, prevent worsening, promote recovery.

Preserve life: CPR

Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms. Ask for help. If a portable defibrillator is available, ask for it. Seek help from campus staff to direct the emergency services to the incident on their arrival.

Before starting CPR, use a cloth or towel to cover the patient's mouth and nose. This should minimise the risk of transmission while still permitting breathing to restart following successful resuscitation.

If available, you should use:

- a fluid-repellent surgical mask
- disposable gloves
- eye protection
- apron or other suitable covering

Only deliver CPR by chest compressions and use a defibrillator (if available) – **don't** do rescue breaths.

Prevent worsening, promote recovery: all other injuries or illnesses

If you suspect a serious illness or injury, call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms.

If you're giving first aid to someone, you should use the recommended equipment listed above if it is available.

You should minimise the time you share a breathing zone with the casualty and direct them to do things for you where possible.

After delivering any first aid

Make sure you discard disposable items safely and clean reusable ones thoroughly. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible.