

What are the hazards?	Who might be harmed and how?	What controls are already in place?	What additional controls (if any) are required?	Action by whom?	Action by (when)?	Date of completion
Spread of Covid-19 Coronavirus via surfaces or via droplets in the air.	Staff, students, contractors , visitors and members of the public	<p>Staff</p> <p>Only essential staff are working on site. All Staff who can work from home should work from home as per current Scottish Government guidance. As guidance frequently changes it is important that everyone ensures that they keep updated and respond appropriately. An assessment of vulnerable staff to be undertaken by managers with HR support where required to identify any additional controls required.</p>	<p>Follow current HSE and Government guidance</p> <p>Possible ways to minimise risk are:-</p> <ul style="list-style-type: none"> • Minimise the time spent in the workplace • Enable worker to work at different times/shifts to others • Consider timetabling breaks to avoid contact with others <p>Isolate the worker by providing separated workspace away from others</p> <p>An assessment should also be completed for those employees with visual, hearing or mobility impairments in order to identify individual control measures required. Ensure that appropriate facilities and measures are in place to support individual needs.</p>	HR, Faculties, Directorates	Immediate	Aug 20 and ongoing
		<p>Access to buildings is being controlled by Faculties and Directorates. Only pre-approved/ sheduled individuals should enter</p>	<p>Access to be controlled by faculties and directorates and the use of QR codes to record entry should be encouraged.</p> <p>Entry and exits to buildings to be limited to the minimum number required.</p>	E&CS, All All	Immediate Before entry	Aug 20 July 20

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			<p>Access and exit from a building should be enabled without the need for physical touching where possible.</p> <p>Keep doors, excluding fire doors, open within buildings where possible to reduce the touch points</p> <p>All faculties and directorates are required to risk assess and approve work/ tasks that are required to be carried out on campus / at off campus facilities before staff and students attend campus. All measures required to reduce possible transmission of COVID-19 to be detailed and communicated.</p> <p>Individual assessments for those with health conditions or who may be of higher risk will also be required (See HR for advice).</p> <p>All identified control measures must be implemented and communicated to relevant staff. Inductions must also be carried out and a record maintained.</p> <p>All work/ tasks to be carried out in accordance with legislative requirements and industry and government advice</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Before entry</p> <p>Before building is opened</p> <p>Immediate</p> <p>Before entry</p> <p>Immediate</p> <p>Before entry</p>	<p>July 20</p> <p>Aug 20</p> <p>Aug 20 and ongoing</p> <p>Aug 20 and ongoing</p> <p>July 20 and ongoing</p> <p>July 20 and ongoing</p>



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			<p>Personal Emergency Evacuation Plans (PEEPS) must also be reviewed and amended where required. PEEPS may also be required for other staff and students. Reduce the risk by ensuring special needs are considered in all areas the worker may need to use through manager discussions and agreed special arrangements.</p> <p>Ensure suitable access and egress, including to support to safely use a lift, if this is required. Ensure pathways, one-way systems etc. are wide enough to allow for wheelchairs Ensure disabled toilets available nearby and have a suitable cleaning regime.</p> <p>Electronic recording (QR Codes) to be implemented in all buildings where possible. This will support any tracking that we are required to do.</p> <p>No non- essential visitors to be allowed on site. Prior approval is required.</p> <p>Information on arrangements to be communicated to all staff, students, contractors, partners, tenants and essential visitors to campus and off-campus facilities.</p>	<p>All</p> <p>E&CS and All</p> <p>IS</p> <p>All</p> <p>All</p>	<p>Before entry</p> <p>Before entry</p> <p>July 20</p> <p>Immediate</p> <p>Before entry</p>	<p>Aug 20 and ongoing</p> <p>July 20</p> <p>Aug 20</p> <p>July 20 and ongoing</p> <p>July 20 and ongoing</p>

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			<p>All staff must complete the online Workrite Coronavirus Workplace Induction before returning to campus.</p> <p>Identify maximum occupancy limits to enable social distancing and faculties and directorates to control entry to reflect this.</p>	<p>All</p> <p>E&CS, All</p>	<p>Before return to campus</p> <p>July 20</p>	<p>July 20</p>
			<p>Encourage staff to check their temperature, where possible, and symptoms before leaving home for work.</p> <p>Remind staff not to come to work if displaying any symptoms. Communications to reflect this.</p> <p>Require contractors etc., to confirm symptom free before coming onto campus/ off campus sites.</p>	<p>HR, All,</p> <p>CMR</p> <p>All</p>	<p>June 20</p> <p>Ongoing</p> <p>Immediate</p>	<p>July 20</p> <p>July 20</p> <p>July 20 and ongoing</p>
			<p>Optional temperature checks have been introduced at building entry points on campus. Procedures detailing what to do if a high temperature is registered has been communicated. Rooms in which to isolate those with elevated temperatures (maintaining social distancing/ separate rooms) have been identified. Support</p>	<p>E&CS,</p> <p>HR, CMR</p>	<p>July 20</p>	<p>Aug 20</p>

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			procedures also to be introduced and communicated.			
			<p>Advise staff and students on travel to campus/ off campus site. Avoid public transport where possible. Those who rely on public transport should work from home where possible or seek alternative travel times e.g. out with rush hour.</p> <p>Consider temporary change in role to enable working from home.</p> <p>Consider other options such as longer days on campus and days working from home.</p> <p>Do not share vehicles with others unless unavoidable. If unavoidable additional measures should be adopted such as ventilate the vehicle well, sit as far away from each other as possible e.g. one person positioned behind front passenger seat. Wear a face covering.</p> <p>Wash hands thoroughly or use hand gel before entry and after exit from vehicle.</p> <p>Where possible walk or cycle.</p>	<p>CMR All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Before entry</p> <p>Before return to campus/ off- campus facility</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p>	<p>July 20</p> <p>July 20</p> <p>July 20</p> <p>July 20</p> <p>July 20</p>

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			<p>Introduce door openers to reduce touch points.</p> <p>All persons to be reminded of the need to thoroughly wash their hands for 20 seconds or use minimum 60% alcohol sanitiser on entry to and exit from the buildings. Ensure gel is completely evaporate before touching anything.</p>	<p>E&CS</p> <p>CMR, All</p>	Ongoing	June 20
			<p>Ensure areas are well ventilated by keeping windows open and ensure increased fresh air intake in enclosed spaces</p>	All, E&CS	Ongoing	July 20 and ongoing
		<p>Hand hygiene</p> <ul style="list-style-type: none"> Hand washing facilities with soap and water in place. Stringent hand washing taking place. See hand washing guidance. https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/ Handwashing poster in each toilet area 	<p>Employees to be reminded on a regular basis to wash their hands for 20 seconds with water and soap and the importance of proper drying with disposable towels.</p> <p>Also remind all to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.</p> <p>Review current provision of hand gel and increase provision where required e.g. kitchen/ rest areas / copier rooms (where they remain open) / communal teaching spaces,</p>	<p>CMR, All</p> <p>CMR, All</p> <p>E&CS, Faculties and Directorates</p>	<p>Ongoing</p> <p>Ongoing</p> <p>June 20</p>	<p>Ongoing</p> <p>Ongoing</p> <p>July 20</p>



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		<ul style="list-style-type: none"> Drying of hands with disposable paper towels. Gel sanitisers position at main entry points. 	offices, corridors, offices etc. Ensure this provision is maintained. Ensure positioning of alcohol sanitiser dispensers does not present a fire hazard.			
		<p>Cleaning Frequently clean and disinfect objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.</p> <p>Staff performing cleaning instructed in safe procedures and provided with appropriate equipment.</p>	<p>Increase the frequency of cleaning of high touch and communal areas in occupied areas such as toilet areas.</p> <p>Cleaning materials to be provided to allow self-cleaning of offices, labs etc. Appropriate information and training to be provided where required.</p> <p>To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice via posters, leaflets and other materials. Provide regular communication bulletins and staff updates. Communicate messages both at an organisational level and local level.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19).</p>	<p>Commercial services</p> <p>All</p> <p>CMR</p>	<p>Ongoing</p> <p>Before return to campus/ off- campus facility</p> <p>Before return to campus/ off- campus facility</p>	<p>Aug 20</p> <p>Aug 20</p> <p>Ongoing</p>

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			Relocate furniture and notices in communal areas to reduce infection spread and to assist with cleaning requirements	E&CS	June 20	Aug 20
		<p>Social Distancing Social Distancing -Reducing the number of persons in any work area to comply with the 2-metre (6.5 foot) gap recommended by the PHE,HPS and UK and Scottish Government https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people</p> <p>Barriers, signage and procedures are currently in place in occupied areas of campus e.g. residences, security.</p> <p>Conference calls/ Teams to be used instead of face to face meetings. No handshaking.</p>	<p>Occupancy levels to be monitored to ensure social distancing can be safely carried out. Levels allowed in each area and building to be defined and controlled. This includes e.g. teaching spaces, laboratories, offices, meeting rooms, social spaces, library, sports areas toilet and communal areas. Where face to face interactions such as teaching, meetings, laboratory sessions etc. cannot meet social distancing requirements virtual solutions and other measures should be investigated and implemented.</p> <p>New measures must be communicated and signage posted to advise relevant staff and students. Physical measures such as removing furniture, the use of barriers/ screens and locking off some facilities may be required in some areas.</p> <p>Faculties and Directorates to review work schedules including start & finish times/shift</p>	<p>E&CS, All</p> <p>CMR, All</p>	<p>June 20</p> <p>Before return to campus/ off- campus facility</p> <p>Before return to</p>	<p>Aug 20 and ongoing</p> <p>Aug 20 and ongoing</p>



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			<p>patterns, working from home etc. to reduce number of staff on campus at any one time.</p> <p>Scottish Government guidance to be followed.</p> <p>Rearrange tasks to enable them to be carried out by one person or by maintaining social distancing.</p> <p>Where, after thoroughly applying the hierarchy of control (see COVID-19 RA guidance) tasks have to take place with persons closer than 2m consider other measures to reduce the risk such as limiting the time to below 15mins; minimising the number of times the task is performed with minimal numbers of staff. Use screens or barriers where possible and work back to back or side by side. Where possible conduct such tasks in open air</p> <p>Introduce an enhanced authorisation process for these activities.</p> <p>Arrange the work area so that staff are apart from others as much as possible.</p> <p>Keep the same individuals working together in fixed teams</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p>	<p>campus/ off- campus facility</p> <p>Immediate</p> <p>Before return to campus/ off- campus facility</p> <p>Before return to campus/ off- campus facility</p> <p>Immediate</p> <p>Before return to campus/ off- campus facility</p>	<p>Aug 20 and ongoing</p> <p>Ongoing</p> <p>July 20 and ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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			<p>Provide supervision to monitor and manage compliance Eliminate face to face meetings and working face to face. Relocate staff in larger areas</p> <p>Avoid hot-desking and sharing of equipment where possible. Where not ensure that all communal equipment is thoroughly cleaned and sanitised before and after use.</p> <p>Redesign and communicate procedures and processes to ensure social distancing.</p> <p>Provide signage and floor markings where required and implement safe queueing systems and procedures.</p> <p>Review timetables to ensure any pinch points are removed to support social distancing e.g. circulation areas where staff and students congregate before and after class. Movement of staff and students etc. to be modelled to identify control measures required to ensure required social distancing.</p>	<p>All All All CMR, All E&CS, All Faculties, SACS All</p>	<p>Before return to campus/ off- campus facility Before return Before entry June 20 June 20 Immediate</p>	<p>July 20 and ongoing Ongoing Ongoing Ongoing Ongoing Aug 20 and ongoing Aug 20 and ongoing</p>

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			<p>Restrict movement within buildings and between buildings to only essential movement, in initial phases and review as restrictions ease. Lifts to be reserved for key tasks and individuals. Social distancing to be maintained within lifts. Maximum capacities to be posted and lifts to be demarcated where required.</p> <p>Implement one way systems and passing places where social distancing requirements (currently 2m) cannot be maintained. Post signage and communicate plans.</p> <p>Install barriers where required to assist with social distancing e.g. at reception area.</p> <p>Use screens to prevent transmission where social distancing cannot be achieved.</p> <p>Identify separate entry to and exit from areas where possible or identify a suitable system to avoid close contact</p>	<p>E&CS, All</p> <p>E&CS, All</p> <p>All</p> <p>All</p> <p>All</p>	<p>Before entry</p> <p>June 20</p> <p>Before entry</p> <p>Before entry</p> <p>Before entry</p>	<p>Ongoing</p> <p>June 20</p> <p>Aug 20</p> <p>Aug 20</p> <p>Aug 20</p> <p>Aug 20 and ongoing</p>
			Use floor markings etc. to advise staff and students of distancing requirements.	E&CS, All	Before entry June 20	Aug 20

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			reduce transmission of infection. Where mail, deliveries etc. cannot be quarantined other control measures should be adopted.			
		<p>Wearing of Gloves Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff to be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p>	<p>Staff to be reminded that wearing of gloves is not a substitute for good hand washing.</p> <p>After removing gloves, as per safe procedure, persons should wash hands as per the guidelines and if washing facilities are not available then use hand sanitiser with a minimum 60% alcohol. Be sure to rub the alcohol gel in well and allow the gel to evaporate fully before touching anything. Ensure gloves are disposed of safely.</p>	<p>All</p> <p>All</p>	<p>Immediate</p> <p>Immediate</p>	<p>July 20 and ongoing</p> <p>Ongoing</p>
		<p>PPE <i>PHE, HPA, WHO guidance on the use of PPE (personal protective equipment) to protect against COVID-19 relates to health care settings. In all other settings individuals are asked to observe social distancing measures and practice good hand hygiene behaviours</i></p> <p>Where you are already using PPE in your work activity to protect against non-Covid-19 risks you should continue to do so.</p>	<p>Where PPE is required to be worn, as indicated in the risk assessment, this must be provided and face fit tests provided for those who will be required to wear face masks. N.B. This is not applicable to face coverings which are not regarded as PPE.</p> <p>PPE should be used in conjunction with safe procedures. The donning/doffing protocol for the provision of first aid can be found on the SEC webpage on the Portal. PPE should be</p>	<p>Faculties, E&CS, Commercial Services , Sports</p> <p>Faculties, E&CS, Commercial</p>	<p>Immediate</p> <p>Immediate</p>	<p>Ongoing</p> <p>Ongoing</p>

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		<p>Where PPE is a requirement for risks associated with the work undertaken the following measures will be followed-</p> <p>Tight-fitting respirators (such as disposable FFP3 masks and reusable half masks) rely on having a good seal with the wearer's face. A face fit test should be carried out to ensure the respiratory protective equipment (RPE) can protect the wearer. Wearers must be clean shaven.</p>	<p>thoroughly cleaned after use or disposed of as per the protocol.</p> <p>After removing PPE persons should wash hands as per the guidelines and if washing facilities are not available then use hand sanitiser with a minimum of 60% alcohol.</p> <p>PPE should not be used as an alternative to social distancing, except where there is no other practical solution.</p> <p>Advice on the use of PPE should be given to relevant staff and students.</p> <p>Cleaning of overalls and laboratory coats should be reviewed and confirmed as adequate</p> <p>There should be no sharing of PPE unless it can be sanitised before and after use.</p>	<p>Services, Sports All</p> <p>All</p> <p>All E&CS, Commercial Services, Faculties</p> <p>All</p>	<p>Immediate</p> <p>Before use June 20</p> <p>Immediate</p>	<p>Ongoing</p> <p>Ongoing</p>
		<p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.</p>	<p>Provide regular communication bulletins and staff updates. Communicate messages both at an organisational level and local level. Use internal communication channels to regularly cascade messages to all (through line managers) to reassure and support employees</p>	<p>CMR, All</p>	<p>Ongoing</p>	<p>Ongoing</p>

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		<p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and were recently on our premises HPS will be contacted for guidance.</p>	<p>in a fast-changing situation. EAP service also available to all staff.</p> <p>Line managers to offer support to staff who are affected by Coronavirus or has a family member affected.</p> <p>Communicate procedures on what to do if feeling unwell.</p>	<p>All</p> <p>CMR, HR</p>	<p>Ongoing</p> <p>Ongoing</p>	<p>Ongoing</p> <p>Ongoing</p>
		<p>Food safety controls such as removal of cash transactions, pre-ordering, and removal of self-serve options are currently in place.</p>	<p>Management of queues and impact on other areas to be determined and appropriate control measures implemented. Provision of service for larger numbers and control measures required to be identified.</p>	<p>Commercial Services</p>	<p>Ongoing</p>	<p>Ongoing</p>
		<p>First aid provision reduced to emergency support only. Procedure issued to Security and Residences along with PPE requirements and guidance</p>	<p>Review and expand procedure to include other first aiders such as sports staff. Provide information to relevant members of staff</p> <p>Procedures for seeking first aid remain unchanged.</p>	<p>SEC</p>	<p>June</p>	<p>June 20</p>
		<p>Fire procedures in place. Additional guidance on evacuations and social distancing issued to residences and relevant students.</p> <p>Self- investigation procedure now in place.</p>	<p>Fire measures to continue to be reviewed including Fire Marshal provision to reflect occupancy levels in buildings.</p>	<p>SEC, All</p>	<p>Ongoing</p>	<p>Ongoing</p>

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		<p>F&RS response to non-residential buildings temporarily amended. Security procedure implemented to include additional emergency call where required as advised.</p>	<p>Fire drills will not be conducted during the initial phase of returning to campus.</p> <p>Where one-way systems are in place within buildings these will cease on activation of the fire alarm and users should exit via the nearest evacuation route as normal.</p> <p>If occupancy is kept low and there is no crowding, infection risk during evacuation will be low as there will be minimal face to face contact.</p> <p>Fire exit routes should continue to be checked regularly. Other staff may need to be tasked with this duty where fire marshals are working from home.</p> <p>Managers must ensure that any essential higher risk work is sufficiently supported on site with suitable technical expertise.</p> <p>Staff, students and others should be encouraged to maintain social distancing at assembly points where safe to do so.</p> <p>Install auto hold backs where possible to reduce touch points.</p>	<p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>All</p> <p>E&CS</p>	<p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Immediate</p> <p>Before entry</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>

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		<p>Plant, equipment and services</p> <p>Legislative statutory checks and inspections continue to be undertaken as required e.g. on Fire alarm systems, sprinklers, extinguishers; lifting equipment and lifts; water systems including all taps, showers, eye wash and drench shower systems; gas systems; pressure systems</p>	<p>All equipment to be checked and confirmed safe to use before start up as per manufacturers guidance and safe protocols. It should also be confirmed that all statutory inspections have been completed prior to use. A record of this review should be maintained. Ensure all safety provisions work effectively e.g. guards, emergency stops, extraction systems, eye wash stations and showers etc. before use.</p> <p>First aid kits and other emergency equipment should also be confirmed as suitable and in working order.</p> <p>Local inductions may be required to refresh users on equipment and processes due to the duration of the absence.</p>	<p>All</p> <p>All</p> <p>All</p>	<p>Before use</p> <p>Before staff occupation of areas</p> <p>Before use.</p>	<p>Ongoing</p> <p>Ongoing</p> <p>Ongoing</p>
		<p>Wellbeing and welfare.</p> <p>Regular University communications to keep staff informed are circulated.</p>	<p>Provide communications to staff about returning to work safely. Communication strategy to account for those who are at home without internet access.</p>	<p>All, CMR</p>	<p>Immediate</p>	<p>Ongoing</p>

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		Managers to ensure that all staff are met with (virtually/ via telephone) on a regular basis to ensure that appropriate guidance and support is provided.	<p>Directorates and Faculties to implement controls to reduce the risk of exposure and ensure that these measures are communicated to all employees.</p> <p>Line managers to be aware of the effect of changes to working arrangements on staff. Support to be given as required.</p> <p>Concerns over workload or support needs to be escalated to line managers. See HR for guidance and EAP procedures.</p> <p>Managers to be sensitive to signs and symptoms of stress or that a person is working beyond their capacity to cope. Managers also to be aware of any external factor which may be causing difficulties. Support systems should be utilised.</p> <p>Support required for those who are in vulnerable groups or who have caring responsibilities to be identified</p>	All	Before entry	Ongoing
				All	Immediate	Ongoing
				All	Immediate	Ongoing
				All	Immediate	Ongoing
		Working from home Staff encouraged to take home equipment required to support their working from home	Where staff are expected to work from home on a more permanent basis a DSE risk assessment should be carried out and any reasonable measures implemented. Where	All	As raised	Ongoing

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		such as keyboards, mice and specialist equipment etc. Temporary working from home does not require a DSE assessment.	specific issues have been identified this should be raised as normal via HR and an Occupational Health assessment conducted.			
		Lone working Lone working system whereby Security are informed of those working alone on campus or at off campus facilities is currently in place. Additional measures were implemented as a result of COVID-19 in Aquaculture to support off campus facilities where by designated persons in Aquaculture monitor any lone working.	Introduce procedures to ensure any lone working is monitored and supported as required. Communicate procedures to relevant staff. Identify any tasks which should not be undertaken when working alone and communicate changes in working practices to relevant staff.	All All	Immediate Immediate	Ongoing Ongoing
		Use of vehicles Only one person per vehicle. Contact / touch points to be thoroughly cleaned before and after use.	Avoid multiple occupancy of vehicles where possible. If sharing of vehicles is unavoidable and essential for the task, consider fixed partnering/ pairing systems. Maintain maximum available separation within the vehicle. Wear face coverings. Keep windows open, to ensure thorough ventilation, if possible. Sanitise hands before entry and after from vehicle. Ensure thorough cleaning of contact surfaces between users.	All	Immediate	Ongoing

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			Work in accordance with published guides https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles			
		Travel No staff travel permitted in UK, unless essential, or out with UK as per FCO and Government advice	FCO and Scottish (and UK) Government advice to be followed on travel. Only necessary travel should be undertaken. Managers will assess whether any UK travel is necessary/appropriate and only authorise necessary travel. If using public transport, ensure that social distancing can be achieved. Use of face coverings are mandatory in the UK. If using private transport, assess whether social distancing be maintained if there is more than one traveller. This will not normally be possible within a private car Any national rules on travel must be followed. If international travel is considered essential: <ul style="list-style-type: none"> Investigate FCO and local advice in relation to the safety or the destination. Compile case demonstrating that the travel is essential. 	All	Immediate	Ongoing
				All	Immediate	Ongoing



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			<ul style="list-style-type: none"> • Discuss the trip with line manager/supervisor and senior manager to obtain agreement in principle. • Complete a Risk assessment and identify Covid 19 measures. • Submit for formal approval. This should only be granted if the trip is judged essential and appropriate insurance and safety measures are in place. <p>It should be noted that there is restricted cover with regard to COVID and as a result not all expenditure will be covered. It is therefore essential that the current position should be confirmed with Finance before arranging any travel.</p> <p>Current University instructions and procedures, as well as Government and FCO advice, must be followed at all times.</p>			



Completed by:	<i>A. Mansin</i>	Date:	01/09/20
Reviewed by (Line Manager):	<i>A. Mansin</i>	Date	01/09/20
Approved by USPG	<i>Gleen Scheffner</i>	Date	01/09/20