

## **Process for visits to AME**

### **➔ BEFORE ATTENDING AME (Unipart)**

- Unipart Security require notification of any contractors or visitors attending the Unipart site with a minimum of 24 hours' notice for planned works. E-mail [upa.security@unipart.com](mailto:upa.security@unipart.com) advising the company and name of person/s attending on behalf of Coventry University
- If urgent, an emergency call out and within 24 hours, please call them on 02476 581487 giving the same information
- Ensure any visitors to AME have read the buildings Covid-19 Risk Assessment (below) and follow the guidelines when in the building

### **➔ WHEN ATTENDING AME (Unipart)**

- Sign in at the Unipart Gatehouse entrance in Beresford Avenue on arrival (they should be expected) and sign out on departure.
- Please observe the one-way system in the Unipart car park.
- Reverse park when possible - depending on the vehicle size and any unloading required.
- Please observe the speed limit in the car park.

# ANNEX 1 - RAD 01 – COVID-19 AME Risk Assessment Document v.3

## COVID-19 Risk Assessment

COVID-19 is a new respiratory illness caused by a coronavirus called SARS-CoV-2. Symptoms range from extremely mild to fatal and the risk is presented to any persons who come to campus, including staff, students, contractors and the public, however certain groups are more vulnerable to serious symptoms particularly older people and those with certain pre-existing conditions (see [NHS](#) for further details).

Transmission is mainly from droplets generated by infectious persons coughing or sneezing, either directly to people from the air or indirectly from people touching contaminated surfaces then touching their face. SARS-CoV-2 remains active up to 3 hours in indoor air and 2-3 days on room surfaces at common indoor conditions. As a novel virus, research is still ongoing about the properties of the virus and transmission routes; this assessment is based upon the latest research and government advice at the time of publication.

Coventry University Group takes the safety of all its community very seriously and has risk assessed its activities to determine how the risk of spread of COVID-19 on campus can best be mitigated whilst maintaining our high standards of activity, following the hierarchy of controls principle.

As the most effective measure is to eliminate the risk is working from home, this should be adopted for any activities which can be safely, effectively and sustainably delivered this way for the foreseeable future, even after government restrictions are eased. Assessment to identify support for persons identified as vulnerable or extremely vulnerable must be made. Where this is not possible the University Group will adopt the most effective precautions which are reasonably practicable, prioritising work planning to reduce the number of persons on campus and in contact with each other, ensuring social distancing, ventilation and hygiene measures reduce the risk for all occupants. Personal Protective Equipment (PPE) will only be adopted as a control measure where more effective means cannot be implemented.

All of these controls will be underpinned by arrangements to ensure all persons understand new working requirements and the University Group is able to robustly respond to incidents of ill health should they occur.

This is a **generic COVID-19 AME Risk Assessment** for dealing with the current Covid-19 situation in the Phase 4 of reopening the AME Building which will extend the previous ground floor reopening phases to the first floor offices and classrooms. This document is not intended to replace the AME Risk Assessment Document, but rather to complement it with the COVID-19 related risks that the AME stakeholders must consider and mitigate. This document will be updated on a regular basis and it must be considered alongside the “**CUG Standard Covid-19 Return to the Workplace Procedure**” and the “**Guidance for Safe Working in the AME - Post Lockdown Period**”.

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University Group Control Measures	Local Control Measures	Local Actions Required	Person Responsible
<b>Working practices</b>			
<p>Organisation Development will produce a re-induction package to highlight key requirements staff will have to follow to ensure each other's safety and to provide information about changes to working practices.</p> <p>This will include outlining enhanced hygiene measures on campus and reminding staff about the need for regular personal hygiene measures, respecting other's 2m space.</p> <p>The People Team will review and ensure the existing Managers Guide – COVID-19 is updated and will produce additional guidance for Managers on requirements before spaces can be reoccupied and staff return to the workplace. . Any developed COVID-19 procedures will also be amended to support a controlled and phased return (e.g. Employer referral testing).</p>	<p>Managers must:</p> <p>Ensure all staff attending site have completed the OD induction package, in advance of returning, and information about any local arrangement for their local area are clearly communicated.</p> <p>Supervise staff appropriately in workspaces and communal areas to ensure they adhere to the controls in place, follow hygiene measures and do not attend campus if symptomatic.</p> <p>Ensure they follow People Team guidance and take necessary action where breaches of social distancing or advised risk assessment requirements. Managers must also effectively manage staff concerns and on-going/changing needs to ensure they remain safe in their environment. Operate a collaborative approach and respond to feedback from staff about ways to optimise H&amp;S arrangements.</p>	<p>Line managers to contact their staff before returning to work to ensure that all individual risk assessments have been completed where necessary. They should be pointed to the University Web site that holds all relevant "Return to Campus" information and they acknowledge by email response that they have read and understood the information.</p> <p>Staff to have completed all <i>Coventry Essentials</i> return to campus modules. Whilst we cannot monitor who has not completed this module, line managers should also ask staff to confirm by email that it has been completed.</p> <p>Regular reviews of communal areas to ensure social distancing is being applied. Facilities teams with the assistance of cleaners will open all windows in classrooms (where possible) and open doors so students can enter the rooms without queuing. Doors must be closed by the last person should there be a fire alarm.</p> <p>Staffing Rotas and Timetables to be produced and to be adhered to ensure correct occupancy of the building. Student groups will be split into smaller groups where practical. Students on some courses using engineering workshops will operate a "carousel" system where each group of</p>	<p>Line Managers</p> <p>All Staff</p> <p>Centre Directors</p>

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<ul style="list-style-type: none"> <li>Installation of hand sanitiser points at entrances to buildings, within main occupied building areas and any spaces where access to handwashing is limited.</li> <li>Installation of hand towel dispensers in toilets and kitchenettes.</li> <li>Installation of handwashing guidance next to sinks.</li> </ul> <p>Reduction of 'touch points' – to discuss options around door sensors replacing switches, sanitising handles, holdbacks, wedging doors (not fire/security).</p>	<p>Contact Estates if they identify potential problems or improvements to that could affect the effectiveness of control measures.</p>	<p>a rota to fit in with timetabled teaching to assist with track and trace.</p> <p>Staff will be advised to clean their workstations at the beginning and at the end of each booking session (where this is less than a full day) with sanitising materials provided in cleaning stations available across the AME building.</p> <p>The AME will have a one way walk system (denoted by floor signs) and hand sanitisers have been placed at all entrances, corridors stair wells and in classrooms. Staff will be advised to familiarise themselves with the changes that have been made when they first return to the AME.</p> <p>A Break out areas for all occupants in the AME foyer area.</p> <p>The AME Staff kitchenette will also be available, but for one staff member at a time, staff will be encouraged to stagger break times and asked to clean up after they have finished and not leave any utensils in the kitchenette areas.</p> <p>AME staff will be asked to bring their own refreshments. Cold water fountains are available on the ground floor and first floor entrance areas, using water bottles is to be advised.</p> <p>Cleaning staff will clean all classrooms at a timetabled slot each day at which point the rooms will need to be evacuated. Staff to make themselves aware of the cleaning slot schedule</p>	<p>All Staff</p>
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		so that cleaners are not left waiting to enter a classroom.	
<b>Travel to Work</b>			
Staff free parking is provided at the AME in line with the drive to reduce the need for staff to travel by public transport.  Managers will need to be aware of staff travel arrangements including those that may need to use public transport.	Managers should review situations for their staff who travel by public transport in line with the Managers Guidance. Where possible this will enable work from home or enable staggered working hours to ensure travel during quieter periods on transport is possible.	Individuals to ensure that they avoid using public transport where possible and travel by car, bicycle or walk. Managers should allow for staggered start/finish time to avoid congestion at building entrances/staff car park.  Details of the University bike scheme will also be distributed so staff without alternative transport may take advantage of this.	Individual/ Managers
<b>Individual Factors</b>			
The People Team will assist in identifying staff who may be vulnerable, etc. and other risk factors and are at an increased risk of COVID-19, and will liaise with the manager to support them in determining appropriate mitigations and individual assessment. Estates will ensure routes through buildings and facilities continue to enable disability access. If fire evacuation procedures for an individual relied upon buddy systems in close proximity to persons, the H&S team will provide support to identify alternatives.	If any employee is at increased risk of serious ill health from COVID-19 managers (with the support of the People Team) must make an assessment of their personal circumstances and working arrangements must be made before they return to campus  Managers must ensure any persons with disabilities have a Personal Emergency Evacuation Plan (PEEP) in place and this has been reviewed following changing working practices for COVID-19.	Prior to coming on site, Managers must ensure that staff member is fit for work and identify if they have any requirement for PEEP to be in place.  Manager must ensure that a Covid19 individual risk assessment has been completed for each individual returning on site. If a member of staff has been shielding or is clinically vulnerable, advice should be asked from people team as an Occupational Health report may be required to	Individual/ Manager

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		ensure the member of staff has all the support they need.	
<b>AME Teaching / Workshops / Shared Office Areas Specific Risks</b>			
Risk Category	Detail	Control Measures	Responsible
Communication	Risk of students/attendees misunderstanding and ignoring precautions	<p>Providing pre-event communications in multiple ways to inform student of AME Policies</p> <p>Remind all students that social distancing will be required</p> <p>Use extensive signage at the AME class rooms</p> <p>Consider equalities impacts in advance</p>	AME Director AME Course Director
Test and Trace logging	Cross-infection between students and staff members	Use AME booking systems as a logging system for students, staff and visitors or keep manual record of people entering the building and their contact details for 21 days.	AME Director AME Course Director
Detection of infection	Detecting COVID-19 cases and encouraging COVID-19 symptom reporting	<p>Signage and verbal reminding of students and staff not to ignore COVID-19 symptoms</p> <p>Potential use of non-contact thermometers on entry as nudges.</p>	AME Director AME Course Director
Classroom Air viral load	Risk of transmission through the air	<p>Limit occupancy levels</p> <p>Opening of windows and doors to increase the flow of fresh air.</p>	AME Director AME Course Director

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Proximity	Proximity of large groups while entering, using or exiting the building	<p>Staggered entry, breaks and exit times for AME students and staff.</p> <p>Use of face coverings for communal areas of the building during entry, breaks and exit.</p> <p>One-way routes around the AME for students and staff to ensure social distancing compliance.</p> <p>Marked queueing locations on ground for toilets and cleaning stations.</p>	AME Director AME Course Director
	Proximity of large groups in the office, meeting room or classroom	<p>Limit capacity to a level which can maintain social distancing and obeys the AME maximum capacity rules</p> <p>Potential use of face coverings where required to allow for large group classes (max of 30 people).</p> <p>Creation of prearranged layout or preassigned seating plan.</p> <p>Remove or block out unnecessary seats</p> <p>Remove or block out areas of tables to socially-distance</p> <p>Consider whether household groups can sit together (for AME students who share accommodation)</p>	AME Director AME Course Director
	Proximity during shop floor or exercise interactions	<p>Lecturers and supervisors to avoid going round class, or students moving around each other.</p> <p>Where possible, prepare videos for detailed demonstrations.</p>	AME Director AME Course Director

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		<p>Live feed from labs to the classroom or use of a visualiser connected to computer &amp; projector to show demonstration detail on the large screen.</p> <p>Avoid students moving around the room.</p>	
Surface contact	Transmission of virus via doors, taps, toilets, etc.	<p>Prop open doors for ingress/egress.</p> <p>Increase the frequency of cleaning regime for hotspot areas.</p> <p>Use of hand sanitiser.</p>	AME Director AME Course Director
	In-room surfaces such as tables, chairs, etc.	<p>Cleaning all surfaces before and after desk, equipment and/or room use.</p> <p>Use of gloves and masks where applicable (for cleaning potentially contaminated surfaces)</p> <p>Use of hand sanitiser and washing facilities after touching potentially contaminated areas.</p>	AME Director AME Course Director
	Lab or teaching equipment such as clickers or microphones	<p>Use individual equipment.</p> <p>Students and staff to use their own personal equipment.</p> <p>Use of gloves for cleaning of equipment where necessary.</p>	AME Director AME Course Director
	Risk of cross-infection via water sources	<p>Individuals to bring their own water bottles.</p> <p>No handwashing is allowed at potable water taps such as the hot water tap in the AME kitchen.</p>	AME Director AME Course Director

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	<p>Risk of cross-infection via toilet facilities</p>	<p>Allocation of specific toilets in the AME to different groups (individuals should use the toilet located in the floor where they are booked).</p> <p>Communication (via signage and/or in advance) of toilet locations and usage rules.</p> <p>Check that cleaning equipment is available in toilets.</p> <p>Signage to encourage handwashing, and cleaning of sinks etc after use.</p> <p>Signage at the toilet door to indicate where the toilet is in use and avoid multiple occupancy in the toilet.</p>	<p>AME Director AME Course Director</p>
<b>Review Existing H&amp;S Procedures</b>			
<p>The AME management and the Estates team will ensure that the AME building is safe for reoccupation completing a programme of work prior to building reopening.</p> <p>The H&amp;S team will provide guidance on requirements for review of routine health and safety arrangements prior to reoccupation including ensuring all maintenance and testing of equipment is current, any health surveillance and refresher training has been completed, required PPE is available and procedures for fire evacuation and first aid have been reviewed.</p>	<p>Managers must ensure the relevant sections of the <a href="#">reoccupation checklist</a> have been completed and any relevant information communicated to their staff.</p> <p>In many cases this will be managed by the IFTC or Faculty Operations teams. The requirements vary dependent upon the activity and equipment in areas, but as a minimum fire evacuation and first aid procedures must be reviewed by all areas.</p> <p>All procedures and assessment must be undertaken/reviewed prior to any member of staff returning to campus.</p>	<p>Estates/FMO have managed health and safety arrangements to ensure that the work environment meets regulations.</p> <p>First Aider service available from First Aiders if on site or Protection officers. First aiders should have received PPE and guidance from H&amp;S team.</p> <p>Managers to check that all first aid qualifications are up-to-date and staff booked on further training if necessary.</p> <p>Facilities Manager to ensure that all fire evacuations are up-to-date and reviewed and where necessary, assistance is requested from</p>	<p>Estates/FMO /Protection</p>

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		<p>the University fire safety advisor. Staff to be advised that they can still use any exit should we have an alarm, trying to maintain distancing where possible.</p> <p>Managers responsible for labs/workshops must ensure that staff member has seen risk assessment for their activity. These may require review if Covid 19 distancing measures have an impact on their safe delivery.</p>	<p>FMO</p> <p>AME Director</p>
<b>Mental Health</b>			
<p>The on-going mental health and well-being of staff is paramount.</p> <p>Additional support has been introduced to enhance manager/employee engagement, through communication and awareness, along with a number of support mechanisms.</p>	<p>Managers should conduct regular check-ins with staff to ensuring their on-going health and well-being, including staff that may be furloughed.</p> <p>Managers should continue to engage with staff and raise awareness of the support mechanisms and service that have been put in place and, as appropriate, take required action, in liaison with their People Partnering representative.</p>	<p>Managers should be following this procedure already.</p>	<p>Managers/ Protection</p>
<b>Infection Control</b>			
<p>The People Team will implement a procedure to ensure appropriate action can be taken in the event of an individual who has been on the premises in the days or hours prior to developing COVID-19 symptoms.</p>	<p>Managers, following People Team guidance, must ensure that central space booking systems are used correctly where relevant, or they maintain records about working patterns and locations so that effective contact tracing is possible should someone</p>	<p>The IFTC admin team will maintain the central booking system for all staff members and students and other visitors using the AME building.</p>	<p>Admin FTC / AME Director</p>

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This will ensure a risk assessment is conducted and, following Public Health England guidance contacts are traced and contacted and buildings appropriately sanitised to minimise the risk of transmission on campus.	who has been on a campus subsequently develop systems. They must ensure any such potential cases are reported immediately to the People Team and access to occupancy information is available rapidly 7 days per week.	Staff, students and visitors must be booked and approved prior to coming on site. This information is stored and can be shared on request.	
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Risk Assessment completed by:	Marcos Kauffman	Contributors/ Reviewers:	Date: 08/09/2020
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H&S Reviewed by:	Karen Lawrence	Date: 08/09/20
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Risk Assessment Approved by:	Carl Perrin	Date: 08/09/20
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The Risk Assessment must be reviewed weekly for the first month, then monthly thereafter to ensure any issues or concerns can be resolved.

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**Unipart Eberspacher Exhaust Systems Ltd**  
**Beresford Avenue**  
**Coventry CV6 5LZ**

Tel: 024 7663 8663 - Fax: 024 76661084  
[www.uees.co.uk](http://www.uees.co.uk)



From M40 

- Leave the M40 at junction 15 to join the A46 towards Coventry.
- As you approach Coventry at the junction with the A45 continue ahead onto the A444.
- At the next junction bear left onto the A4114 towards the city centre.
- Continue to the Ring Road junction 4 and turn right.
- Leave the Ring Road at junction 1 to join the B4113 Foleshill Road.
- Continue on the B4113 for 1 mile and bear left onto the B4118 (Lockhurst Lane).
- Continue along the B4118 for approx. 1/2 mile and turn right at the foot of a bridge onto Durbar Avenue.
- Continue ahead at the mini roundabout.
- You will find our main entrance on the left hand side.

From M6 J34

- Leave the M6 at Junction 3 (signed Bedworth, Coventry (N), Nuneaton & A444).
- Join the A444 (Phoenix Way) following signs for Coventry.
- Remain on the A444 over two roundabouts then at the next roundabout (Blue Ribbon Island) take the third exit onto the B4113 Foleshill Road.
- Take the first right onto Churchill Avenue.
- Continue to the mini roundabout and turn right onto Beresford Avenue.
- You will find our main entrance on the left hand side.

From M1 

- Leave the M1 at junction 19 to join the M6 towards Coventry.
- Follow as From M6 junction 3 above.

**By Train** 

- Coventry Station is the nearest mainline railway station.
- We are a short taxi ride from the station.
- For further information on train times and fares please call the National Rail Enquiry Line on 08457 48 49 50.

*• Please note that all deliveries should be made to the Phoenix Way Gate.*

