

## RTOSW – Hierarchy of Control

The basis of all working plans will be to reduce COVID-19 transmission between individuals by applying the requirements and guidance set out by the UK Government.

The following hierarchy of control must be applied:

1. **Individuals must not work on-site if they, or anyone else in their household, are experiencing COVID-19 symptoms.**
2. **Individuals must not work on-site if they are self-isolating as outlined in the University’s BCP departmental planning guidance.**
3. **Individuals must not work on-site if a risk assessment, including the outcome of discussions following an individual vulnerability assessment, identifies that an individual is at an increased risk that cannot be appropriately mitigated by other means.**
4. **Social distancing guidelines must be followed, including, where possible, maintaining a 2-metre distance from others.**

Specifically:

- i. Ensure the number of people on-site at any one time enables an effective implementation of control measures.
- ii. Individuals must be regularly reminded to maintain good personal hygiene e.g. washing hands with soap and water or using hand sanitiser often, for at least 20 seconds.
- iii. Cleaning regimes must be enhanced to ensure contact points that are touched regularly are periodically cleaned and procedures are in place to reasonably clean down areas or surfaces if an individual who has been in work reports symptoms.
- iv. Work activities should be planned to reduce mixing of people to make sure that, as far as possible, an individual only meets a limited number of other people whilst in the workplace, to reduce the risk of cross-infection.
- v. The University’s policy on face coverings must be adopted.
- vi. Where the 2-metre distance cannot be maintained, especially for periods longer than 15 minutes, the risk assessment must determine whether a closer distance is required, and vital. The reasons for reducing the distance below 2 metres (with a minimum of 1 metre) should be documented, along with appropriate mitigations<sup>1</sup>. Such mitigations may include:
  - a. Modifying the activity to maintain as much distance as possible.
  - b. Keeping the activity time involved as short as possible.
  - c. Using screens or barriers to separate people from each other.
  - d. Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.
  - e. Reducing the number of people that each person has contact with by using “fixed teams or partnering” (so each person works with only a few others).
  - f. Increasing the frequency of hand washing and surface cleaning in that localised area.
- vii. If, after the above measures have been fully assessed, there is still considered to be a residual risk, then the use of personal protective equipment (PPE) will be adopted.

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1 <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>

- viii. Specific guidance, including on social distancing, for non-laboratory teaching space is available in Section 3 and Section 4. Specific guidance on laboratory teaching is available on the RTOSW SharePoint site.
- ix. Local contingency plans for use in the event of COVID-19 cases must be in place, in line with the University's guidance and business continuity planning protocols.
- x. Please note that under the NHS Test and Trace system, a 'contact' is *'a person who has been within 2 metres of someone who has tested positive for COVID-19 for more than 15 minutes'*; such contacts are required to self-isolate for 14 days. In considering a specific potential need for students and/or staff to undertake activities at a distance of less than 2 metres from each other, departments should weigh up the risks to those individuals and recognise that more people will need to self-isolate in the event of a positive test result than if 2 metres distance is maintained.