1. Introduction

The purpose of this report is to inform Council of the mechanisms in place to ensure the University of Sheffield is meeting health and safety requirement and to highlight the actions being taken where these standards fail to be met.

Since the last report to Council, the focus of the Health and Safety Department has been almost exclusively dedicated to the management of COVID-19 and ensuring the safe return of staff and students to campus, where Government guidance has permitted this. This report reflects that focus.

2. Coronavirus (COVID-19) Management

The most significant risk to staff and the primary focus of the Health & Safety Department since the previous report in May 2020, has continued to be the University's response to the threat from Covid-19.

The University's response to Covid-19 has continued to be timely and proportionate and the key actions to ensure the safety of our staff, students and visitors since the last meeting in May have been:

- **Purchase of face coverings**
  In July 2020 the Health and Safety Department purchased 10,000 premier 2 ply reusable face coverings, which have been distributed to all departments that had returned to campus. A supply of face visors have also been made available from key locations for those who are exempt from wearing face coverings. In November 2020, the Health and Safety Department also purchased 1,000 FFP3 disposable face masks to be included in all first aid boxes.

- **Covid-19 Incident Management Team**
  The University convened a Covid-19 Management Group under the business continuity procedures. This group is co-chaired by Rob Sykes and Heidi Fraser-Krauss and continues to do an excellent job in integrating health and safety measures into other management responses being implemented to mitigate the effect of Covid-19 on staff/student safety and business interruption. The Covid-19 Management Group continues to convene once a week.

- **Covid-19 risk assessments**
  The Health & Safety Department continues to review and update the University’s Covid-19 risk assessment templates in line with Government/Department for Education guidelines, there are 4 templates:
    - Reviewed working arrangements for research and support staff
    - Students return to campus
Teaching staff returning to campus
Teaching support staff return to campus

These risk assessments were last reviewed by Health and Safety Department in January 2021 to include feedback from consultation with the COVID-19 JUCC H&S Subgroup.

Departments who have returned to Campus must ensure that they have up to date Covid-19 risk assessments in place. The Health & Safety Department has created a central repository for these risk assessments and most Departments have saved their risk assessments in this folder.

- **Trade Union Covid-19 Inspections**
  The Health & Safety Department, Estates & Facilities Management, Human Resources and a departmental contact have attended several Covid-19 safety inspections with Trade Union representatives. Health & Safety have produced follow-up reports which include an action plan; the reports have been communicated to all relevant parties. There have not been any significant breaches identified during these inspections.

- **University Track & Trace Team**
  The University has a team of eight contact tracers managed by the Health and Safety Department. The team has been in place since Saturday 24 October 2020 and has a high success rate (93%) for contact tracing.

  They operate from 10am to 6pm, seven days per week.

  **The team is responsible for:**
  - Contacting staff and students who have reported that they have tested positive for Covid-19, to work out who they have been in contact with;
  - Following up with staff and visitor contacts to advise them to self-isolate and seek a test if they become symptomatic;
  - Passing on details of positive student cases and of student contacts to Student Support Services who will undertake welfare checks, advise the students to self-isolate and ask them to complete the student reporting form if they haven’t already done so;
  - The team aim to complete all these actions within 24 hours of receiving a notification of a confirmed case.

- **Covid-19 Testing Centre**
  Estates & Facilities Management worked closely with Public Health experts to open a Covid-19 rapid testing facility for our students and staff on campus. This Centre opened on 30 November 2020.

  The Covid-19 Testing Centre is located in the Octagon Centre and offers free tests for staff and students using lateral flow testing kits, which provide results within 24 hours. It has the capacity to offer up to 16,000 slots per week.
• **Guidance for staff working from home**
  The University retains a duty of care for staff who are required to work from home. The Health and Safety Department has produced an online training course that includes a self-assessment. This training course and self-assessment is mandatory for all staff that are display screen equipment (DSE) users, who are working from home. This course has been put in place to provide DSE users with guidance to help reduce risks and mitigate injury from home DSE work.

3. **Significant Accidents and Incidents and Trends**

There have been two significant accidents the last report was made to Council (both October 2020):

3.1 A member of staff walked on some uneven, damaged paving, twisting their ankle and falling to the ground resulting in an over 7-day lost time absence.

This area is scheduled to replaced with vehicle specification paving and is now subject to a programme of maintenance.

3.2 A member of staff hurt their hand whilst carrying out paving works and laying slabs at ground level. This also resulted in an over 7-day lost time absence.

The manual handling risk assessments for this activity were to be reviewed by the department complemented by the need to provide further practical training (to provide the online training already completed).