

## SAFE OPERATING PROCEDURE

### Research involving Face to Face Human Participants during the COVID-19 Pandemic

#### 1. Introduction

In person research, particularly involving members of the public, increases the risk of COVID-19 transmission both on campus and in the wider population. **The University position remains that wherever possible, research involving human participants should always be conducted remotely.**

This Safe Operating Procedure (SOP) applies to Swansea University Researchers working in person with human participants both on and off campus including;

- University staff and student volunteers
- Members of the public

This SOP must be read in conjunction with University information and guidance on managing COVID-19 risks on campus which can be found for staff on [Staff H&S COVID pages](#) and [Staff H&S Pages](#), and for post graduates on the [Student H&S COVID pages](#)

Much of the guidance previously circulated regarding COVID control at the University has not been repeated in this document.

This SOP considers the following;

- Roles and responsibilities of University staff in the authorisation of in person human participant research.
- Authorisation process:
  - Requirements of a Justification Report (see Appendix 1);
  - Requirements of Risk Assessment (see Appendix 2);
  - Development of specific SOPs.
- Generic COVID control measures relating to in person human participant research.
- COVID Considerations document (see Appendix 2).
- Participant COVID Questionnaire (see Appendix 3).
- Participant Information (see Appendix 4).

This SOP **does not cover** the use of participants for teaching activity, including clinical skills and teaching at the Wellbeing Academy, or research that does not involve human participants such as laboratory-based work. Existing University arrangements based on risk assessment are in place and must be followed for these activities.

Research involving human participants, which does not involve NHS patients, Human Tissue or Data as defined by the [Health Research Authority](#) - ([COVID-19 research - Health Research Authority \(hra.nhs.uk\)](#)) will require an ethical approval and risk assessment by a

Faculty or School Research Ethics Committee. Research involving human participants **must never commence** without appropriate levels of risk assessment and ethical approval.

The University has developed an authorisation process as identified in Section 3 of this SOP for research to take place using in person human participant methods.

Applications for in person human participant research should be considered on a case-by-case basis with reference to University and local/ national guidance and regulations at the time.

Researchers must complete a Justification Report as part of the University authorisation process (see Appendix 1), providing a very clear and strong rationale for undertaking this mode of data collection. A robust research activity specific risk assessment and activity Safe Operating Procedure (SOP) is also required as part of the authorisation process.

This SOP is based on the following assumptions;

- In person research involves healthy human participants (i.e. are not infected with COVID).
- The in person human participant research is not laboratory based COVID related. Specific arrangements are in place for laboratory based COVID research - [Health Research Authority](#)
- All existing University arrangements for authorising research, including ethics approval and risk assessment, fieldwork and international travel are complied with:
  - [COVID-19 Guidance for Fieldwork Leaders Information Sheet](#)
  - [COVID-19 University International Activity Information Sheet](#)
- In person human participant research is only authorised if it is deemed essential as per the Justification Report and cannot be conducted remotely.
- In person human participant research can be suspended/ stopped at any time depending on the local and national risk level and Government/ sector guidance. This could be a departmental decision based on risk assessment or led by the University.

## 2. Roles and Responsibilities

### 2.1 Researchers

- Are responsible for the health and safety of themselves and others during their research project, in accordance with the Health and Safety Policy (Part 2) available on the H&S webpage or contacting the H&S team.
- Must be occupationally competent and understand occupational health and safety risks and control measures.
- Are required to read and understand:
  - this Safe Operating Procedure and associated documentation;
  - University COVID-19 guidance found on the [Staff H&S COVID pages](#) and [Student H&S COVID pages](#).
- Must ensure they follow the Welsh and UK Government requirements, as well as sector guidance, for in person human participant research during the COVID-19 pandemic.

- Ensure that health and safety risks associated with their research are assessed and that appropriate control measures are implemented and communicated to those affected, including participants through the participant information sheet (see Appendix 4) and any other form of communication.
  - Ensure a specific research activity risk assessment and a SOP are produced in advance of the research taking place relating to COVID controls.
- Complete the Justification Report in Appendix 1, the specific COVID risk assessment and SOP for submission to Principal Investigator and Faculty/ School Research Ethics Committee as part of the authorisation process, prior to resuming research involving human participants.

## 2.2 Supervisor/ Principal Investigator/ Research Lead

- Must be occupationally competent and understand occupational health and safety risks and control measures.
- Are required to read and understand:
  - this Safe Operating Procedure and associated documentation;
  - University COVID-19 guidance found on the H&S COVID pages.
- Ensure that researchers are competent to undertake the activity, aware of the risks and control measures and are following the Welsh and UK Government requirements, as well as sector guidance for in person human participant research during the COVID-19 pandemic.
- Are responsible for approving the Justification Report, risk assessments and SOP for research, prior to submitting to Ethics Committee for students and staff where applicable.
- Must ensure that appropriate supervision arrangements are in place based on the level of risk.
- Must coordinate research groups as required, to ensure continuity in approach and communicate changes in best practice/ legal requirements.

## 2.3 Faculty/ School Ethics & Governance Committee

- Members must be occupationally competent and understand occupational health and safety risks and control measures.
- Are required to read and understand:
  - this Safe Operating Procedure and associated documentation;
  - University COVID-19 guidance found on the Staff H&S COVID pages.
- Must ensure all researchers are following the Welsh and UK Government requirements as well as sector guidance for in person human participant research during the COVID 19 pandemic.
- Ensure continuity in approach between research groups and communicate changes in best practice/ legal requirements.
- Are responsible for approving the Justification Report, risk assessments and SOP for student researchers.

## 2.4 University Research Integrity: Ethics & Governance Committee

- Members must be occupationally competent and understand occupational health and safety risks and control measures.
- Are required to read and understand:
  - this Safe Operating Procedure and associated documentation;
  - University COVID-19 guidance found on the Staff H&S COVID pages.

- Must ensure all researchers are following the Welsh and UK Government requirements, as well as sector guidance for in person human participant research during the COVID-19 pandemic.
- Ensure continuity in approach between research groups and communicate changes in best practice/ legal requirements.
- Are responsible for approving justification report, risk assessments and SOP for staff researchers.

### 2.5 Faculty Associate Dean for Research

- To ensure all processes outlined in this SOP are adhered to and any changes in University or regulatory requirements are communicated.
- To be kept up to date and aware of funded high-risk projects.
- Must ensure any research is following the Welsh and UK Government requirements, as well as sector guidance for in person human participant research during the COVID-19 pandemic.

## 3. Authorisation Process

### Student Research:

COVID Risk assessment, Safe Operating Procedure (SOP) and Justification Report to be completed by student and authorised by the Supervisor, prior to submitting to the Faculty/ School Research Ethics & Governance Committee for approval.

### Staff Research:

COVID Risk assessment and Justification Report to be completed by the lead researcher and approved by the PI (if the PI is not the lead researcher) and then submitted to the Faculty/ School Ethics & Governance Committee for approval.

### For high-risk research:

The Associate Dean of Faculty must be kept informed.

## 4. Generic COVID Controls

### 4.1 Preventing COVID Transmission

The University has produced a number of information sheets and SOPs detailing suggested control measures for preventing COVID transmission on and off campus. The researcher must identify appropriate control measures to manage specific research activity risks. Whenever possible in person human participant research should be completed on campus where COVID control measures are in place.

### 4.2 Symptomatic Individual

SOPs relating to reporting of symptomatic / confirmed cases and arrangements for isolation can be found

- Staff - [SOPs for reporting symptomatic and confirmed cases and arrangements for isolation](#)
- Students - [SOPs for reporting symptomatic and confirmed cases and arrangements for isolation](#)

All staff, students, and research participants who are feeling unwell are required to stay at home and not come into campus or participate in the research activity.

Individuals feeling unwell whilst on campus, or whilst taking part in research activity off campus, are required to follow the advice in the University guidance see links above.

#### 4.3 Confirmed Cases

Participants are asked to email [coronavirus-staff@swansea.ac.uk](mailto:coronavirus-staff@swansea.ac.uk) to notify the University of a positive test result, ensuring the researcher is copied in. Once this is actioned, there is no need to inform any other department within the University. Researchers are required to have a process in place to ensure that this guidance can be complied with and that participants are aware of their responsibilities.

All symptomatic individuals are required to follow Welsh Government guidelines for isolation and get a test by contacting the NHS 119 telephone line as part of the national test, trace and protect strategy if they have symptoms. See links above for more information.

#### 4.4 Social Distancing

Social distancing is a key control in the prevention of COVID transmission. Whenever possible in person human participant research should be completed on campus where COVID control measures are in place.

**On Campus**, a risk assessment for University buildings has been carried out. The capacity of rooms has been significantly reduced as a result of social distancing. You must comply with the following when using any onsite spaces:

- Ensure that you maintain 2 metre social distance from others at all times. Not all spaces will be set out with 2 metre social distancing arrangements in place and it is the responsibility of the researcher to ensure that all attendees are at least 2 metres apart.
- In spaces that have been set out with 2 metre distancing, use seating and furniture provided;
  - **Do not** alter centrally managed space/ room layouts and do not add any additional seats or furniture to any space under any circumstances.
- Where applicable, comply with maximum room capacities that have been identified. This information will be available on/ near to the door to the space.
- If alterations to the room layout is required for centrally managed spaces (e.g. teaching rooms) then you must contact;
  - [E&FM help desk](#)
  - Inform your Supervisor/ Head of Department for departmental spaces.
- Comply with building signage i.e. for one-way systems.
- Ensure that participants are aware of University requirements.

**Off campus**, the researcher is responsible for risk assessing the space and ensuring that 2 metre social distancing is in place. This may involve, moving of furniture, setting up the space, providing a one-way system and the use of signage/ floor markers.

When conducting research in another organisation such as a school or industry partner, then local rules defined by the host must be complied with.

**Where it is not possible to maintain 2 metre social distancing** during research activity, the risk assessment should include additional control measures and be implemented. The risk assessment must be documented, and the following controls considered;

- Minimising the time spent within 2 metres of others.
- Ensure good ventilation of the space.
- Avoid working face to face. Instead work side by side or back to back.
- Ensure that everyone present is wearing a face covering.
- Arrange people into permanent groups/ bubbles and maintain these for all activity within 2 metres. Keep a record of the members in the group/ bubble and the duration of the time spent within 2 metres.
- The use of screens or physical barriers.
- Ventilation – see section 4.12 below.
- Symptom checks and temperature checks.
- Lateral Flow Antigen testing (LFD) – see section 4.7 below.

For more information see the [Social Distancing Information Sheet](#).

#### 4.5 Pre-screening

Researchers are encouraged to pre-screen all participants and researchers prior to taking part in research. This can be conducted in several ways and should be identified on the risk assessment;

- Participant contacted 24 hours prior to visit to complete Participation Questionnaire (see Appendix 3).
- Temperatures of participants and researchers recorded upon arrival i.e. temperature  $\geq 37.8$  – up to 2 checks separated by 10 minutes allowed. Anyone with a high temperature will be asked to leave and advised to access the test, trace and protect service by contacting the NHS on 119 or [Welsh Government website](#).

#### 4.6 People at Increased Risk

In person human participant research can increase the risk of COVID to increased risk and vulnerable groups. The risk assessment must take account of individuals who are at increased risk of COVID i.e. those who are Clinically Extremely Vulnerable, Clinically Vulnerable and other increased risk factors including; ethnicity, age, disability, obesity, gender or pregnancy.

University staff who consider themselves at increased risk are required to read the University Attending campus Guidance and complete the checklist. Individuals considered at high and very high risk will be referred to the University Occupational Health team.

Researchers must consider the risk to staff and participants at increased risk of COVID and implement appropriate control measures to manage transmission.

#### 4.7 LFD Testing Researchers and Participants

**LFD testing does not replace other established COVID measures such as social distancing, face coverings, sanitising and cleaning, ventilation, etc.**

The University currently operates an assisted test centre on both campuses for staff and students and provides a collection service for LFD home testing kits.

The University strongly encourages staff and students to use LFD twice per week and take the necessary action as identified by Welsh Government. If a positive test result, they should access the test, trace and protect service by contacting the NHS on 119 or [Welsh Government website](#) and follow University guidance:

- Staff - [SOPs for reporting symptomatic and confirmed cases and arrangements for isolation](#)
- Students – [SOPs for reporting symptomatic and confirmed cases and arrangements for isolation](#)

**The university does not have sight of the results of the test so it cannot be verified on a risk assessment.**

Researchers can request that all staff and participants use an LFD tests in advance of in person human participant research and provide evidence of the results to the researcher, prior to the activity taking place.

#### 4.8 Arrival and Departure from Research Venues

Researchers are required to manage arrival and departure from research venues. Staff and participants must be aware of the following;

- Location of the research venue, any specific directions and meeting point arrangements to avoid individuals getting lost or spending time finding their way around a building.
- Do not congregate in foyers or corridors.
- Arrive on time (not early) for your appointment.
- Enter and leave the space in an organised fashion and comply with the 2 metre distance requirements.
- Avoid moving around the space and once seated, do not move seating.

#### 4.9 Cleaning and Sanitising

Researchers are responsible for ensuring appropriate cleaning arrangements are in place for their research activity both on and off campus. Risk assessments must identify cleaning and sanitising arrangements for high touch points, cleaning between users, cleaning of equipment (particularly if shared). The risk assessment must include the use of appropriate anti-viral cleaning materials for surfaces, equipment and IT equipment. COSHH assessments may be required.

On campus, the University has arrangements in place for enhanced cleaning and sanitising and details can be found in the Cleaning and Sanitising risk assessment. Researchers are required to inform the Campus Services team of any rooms used for research and agree the cleaning arrangements to be implemented. Researchers should be aware of the specific cleaning arrangements in place in laboratories and other specialised spaces. In addition to cleaning by the Campus Services team, the following arrangements are in place on campus;

- Sanitising wipes (Sanisafe 3) will be available in all (non-specialist) centrally timetabled environments.
- The sanitising wipe dispenser buckets are fixed to the surface so please do not attempt to remove.

- The sanitising wipes will be frequently checked and replenished. Please advise the [E&FM Helpdesk](#) of any supply issues.
- Researchers must ensure that user cleans are carried out and arrangements are in place to clean individual space and any shared equipment before use.

Please refer to the E&FM intranet page for a link to the live document identifying the sanitising solution in place for each Learning Environment space. Please contact the [E&FM Helpdesk](#) for queries and/ or updates to the list.

#### 4.10 The use of shared equipment

Avoid sharing equipment and materials where possible. Where equipment is required as part of the research, then the contamination and transmission risk is to be considered and controlled via a risk assessment.

Researchers must ensure that arrangements are in place to clean shared equipment and always maintain good hand hygiene in accordance with the University guidance when handling shared equipment.

##### **Sharing equipment such as, apparatus, tools, books, calculators, etc.**

All shared equipment is to be cleaned before and after use either by the user or staff member, using the sanitising equipment provided by the University. Remind participants of this requirement as part of the activity. Minimise the frequency of sharing and the numbers of people sharing at a time by;

- Purchasing additional equipment.
- Providing electronic books and handouts.
- Allocate equipment to one individual for the duration of the session.
- Develop arrangements for collection of equipment to minimise handling and cross contamination.
- Clean equipment before re-issue using the sanitising equipment provided.

The sharing of stationery such as pens, pencils and note paper is not advised. Researchers may wish to have a supply of pens, pencils and notepaper that they can issue to participants forgetting to bring their own.

#### 4.11 Personal Hygiene

COVID-19 is a respiratory virus and an individual having COVID-19 on their hand will not cause an infection unless they transfer it to their face. Where you are sharing equipment, touching high frequency touch points or where you have skin to skin contact as part of your work, washing or sanitising your hands before and after is usually a better control than the use of gloves.

Individuals are reminded to comply with the University requirements to wash and/ or sanitise hands frequently in accordance with the guidance and to avoid touching their eyes and face. Individuals are required to wash or sanitise hands when;

- Entering and leaving buildings.
- When entering and leaving research spaces.

- After cleaning/ wiping shared equipment or touching a high frequency touch point (e.g. door handles, lifts, stair railings, etc.).
- After coughing or sneezing.

#### 4.12 Ventilation and Thermal Discomfort

It is foreseeable that individuals will experience a degree of thermal discomfort as a result of increased natural and mechanical ventilation in campus research spaces. This is a balance of risk between minimising COVID transmission and individuals feeling cold. Where applicable, windows should be kept open. Staff and participants must be advised that rooms may be colder than usual and suitable clothing should be worn.

#### 4.13 Face coverings and PPE

As a reasonable measure, the University requires face coverings to be worn **in all buildings**, even in areas of the campus not open to the public. **This includes during a socially distanced research activity, unless you are exempt from wearing a face covering.**

For further information on the University requirements to wear face coverings:

- Staff - [Face covering information sheet](#)
- Students - [Face covering information sheet](#)

#### 4.14 Maintaining Attendance Registers and Test Trace & Protect (TTP)

The University has arrangements in place for TTP in line with Public Health Wales and local Health Board guidance.

On campus, all University staff and students are required to sign in to rooms via the existing salto and TDS points where available. Staff and students are also strongly encouraged to check in to the SafeZone app when attending campus.

Researchers are required to maintain attendance registers for all research activity both on and off campus including;

- Name and contact details of participants,
- duration of activity,
- location - including indoor/ outdoor,
- time spent within 2 metre social distance,
- any other specific COVID risks or concerns.

Participants must be informed in advance of the University duty to comply with PHW and TTP requirements, including the supply of contact details.

#### 4.15 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

Any Additional PPE/ RPE used during face to face research should be fit for purpose and have adequate cleaning regimes in place:

- Staff - [PPE Information Sheet](#)
- Students - [PPE Information Sheet](#)

#### 4.16 Emergency Situations on Campus

If you are a member of University staff or are a student, download and check in to the SafeZone App when on campus to be kept up to date and for support in the case of any emerging situations.

#### 4.17 Fire Evacuation

In the event of a fire alarm activation, individuals should immediately evacuate the building through the nearest safe exit;

- The one-way system and social distancing does **not** have to be adhered to in an emergency.
- Once outside and a safe distance away from the building, individuals should gather near to, but not congregate at, the muster point.
- Social distancing is to be maintained once outside of the building.

If you require assistance to evacuate a building in the event of an emergency:

- Staff: Inform your line manager and HR.
- Student: Inform the disability office and MyUni support.

The researcher is responsible for the safe evacuation of participants in the event of a fire alarm. The researcher must consider the following as part of the risk assessment;

- The availability of fire wardens in buildings.
- The exit routes from the research space.
- Any requirements a participant has for assistance to evacuate in the event of an emergency. The lifts will not operate in the event of an alarm activation.
- Appropriate selection of rooms to ensure access and egress.
- The provision of emergency information to the participants and other staff.

#### 4.18 First Aid on Campus

The researcher must be aware of the arrangements in place. If you require first aid;

- Inform a University staff member, contact a university reception desk or use the safe zone app to summon help;
- In the event of an emergency contact security (333 from a landline, 01792 604271 from an external phone) or use the SafeZone app or 999 for the emergency services.

**This is a live document and will be subject to regular review and update as guidance changes and new information becomes available.**

There are a number of useful documents produced to support your safe return to campus on the University staff intranet:

- <https://staff.swansea.ac.uk/healthsafety/COVID-19/>
- <https://staff.swansea.ac.uk/professional-services/estates-and-facilities-management/>
- <https://staff.swansea.ac.uk/>

## Appendix 1

### Justification Report

<b>Applicant Name:</b>	<b>Principal Investigator/ Supervisor:</b>	<b>Research Project Title:</b>
<b>Email:</b>	<b>Email:</b>	<b>Dates of Research Activity:</b>
<b>Requirement/ Justification</b>	<b>Evidence</b>	<b>Reviewer Comments</b>
<p>Brief description of project, including location(s) of fieldwork (maximum 300 words), including:</p> <ul style="list-style-type: none"> <li>• Location - on or off campus, including when entering participant homes</li> <li>• Activity</li> <li>• Travel plans</li> <li>• Accommodation (if required)</li> <li>• Participant detail and maximum number of participants (researchers, University staff/student volunteers, members of the public)</li> <li>• Nature of the work</li> <li>• Is the research COVID related?</li> </ul>		
<p>Is this project:</p> <ul style="list-style-type: none"> <li>• A resumption of a project that has already been granted full ethical approval by the Research Ethics Committee?</li> </ul>		

<ul style="list-style-type: none"> <li>• A new project that has not yet received full ethical approval?</li> </ul>		
<p>Is there any reasonably practicable alternative to face-to-face research (e.g. the use of technology/ data)? If not, why not?</p>		
<p>What is the impact if the research does not take place in person?</p>		
<p>Can the activity be delayed? If not, why not?</p>		
<p>Has a risk assessment been completed for the research:</p> <ul style="list-style-type: none"> <li>• Has the COVID risk been managed effectively? Is this detailed in the RA?</li> <li>• Does the risk assessment consider the risk to the individual participant and all researchers?</li> </ul>		
<p>What is the reason to start the work? Other than COVID-19, give details i.e.</p> <ul style="list-style-type: none"> <li>• the risk of allowing access to research participants are outweighed by the timely execution of the work;</li> <li>• Feasibility of resuming i.e., all of the required equipment, expertise and licences are in place to enable the work to happen safely.</li> </ul>		

- What is the degree of disruption to the research activity if not allowed to proceed?

Authoriser/ Reviewer Staff	Authoriser/ Reviewer Student	The Authoriser/ Reviewer is signing to confirm that the documents are in place and appropriate and based on the management of the risk, the research can go ahead in person with human participants.					
		Justification report	Risk Assessment	Safe Operating Procedure (SOP)	Authorisation signatures	Date:	Comments (if applicable)
Principal Investigator (if not lead researcher)	Principal Investigator						
University Ethics Committee	Faculty/ School Research Ethics & Governance committee						
Faculty Associate Dean for Research	Faculty Associate Dean for Research						

## Appendix 2

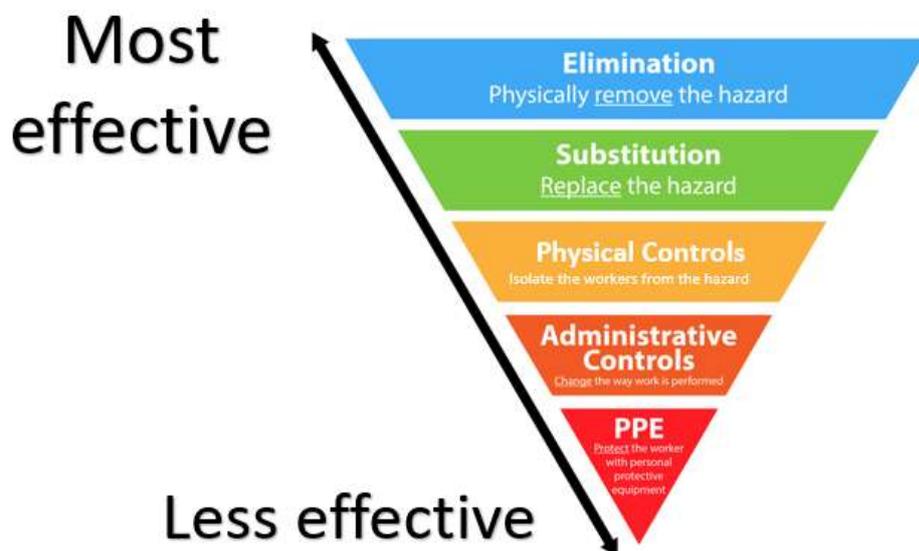
### Risk Assessment Process

In addition to the University research approval process, a thorough activity risk assessment must be completed by the researcher prior to the start of the in person human participant research, identifying robust control measures to prevent COVID transmission.

All existing projects will require additional/ amended risk assessment to cover the COVID risk before recommencement of in person human participant research activity.

Further advice and guidance on the University's risk assessment process can be found on the H&S intranet.

It is important to remember that when identifying appropriate control measures that elimination of the hazard is the most effective control and the use of personal protective equipment (PPE) is a last resort. This is demonstrated in the control hierarchy below.



Researchers are required to assess the COVID risk for activity both on and off campus. This document identifies many of the hazards and control measures that are applicable to in person human participant research. It is important that researchers are aware of the risks associated with their activity, including those arising in an emergency or as a result of failure of a control measure. The risk assessment and control measures will require regular review for the duration of the research to identify any changes or changing/ emerging risks.

UK and Welsh Government guidance must be considered as part of the risk assessment. Prior to undertaking work the local COVID-19 Alert level should be consulted. Details of this can be found here on the [UK Government website](#).

Changes to local and national alert levels will potentially affect the research. Researchers are required to review alert levels against their risk assessment and control measures. An increase in alert levels could result in research activities involving in person human participants ceasing/ being suspended.

This considerations document is an aide-memoir to assist in the production of a risk assessment and safe system of work. The list is not exhaustive and should be developed and refined further for specific research activities.

Health and Safety		Yes	No
<b>Consider the following as part of the development of your risk assessment and safe operating procedure:</b>			
1.	Can the research activity be completed remotely? Has every effort been made to minimise in person human participant research?		
2.	Participants – have you informed participants of risks associated with the research? Have participants read and signed to say that they will comply with the risk assessment and safety operating procedure?		
3.	Will the participant be accompanied? <ul style="list-style-type: none"> <li>Will the chaperone need to be present during the activity?</li> <li>Is the chaperone included as part of the occupancy numbers?</li> <li>All checks carried out e.g. pre-screening should include the chaperone if present during the activity?</li> <li>If they do not need to be in the room, can they stay in the car? Are they aware of the University procedures?</li> </ul>		
4.	Do you have arrangements in place for managing a staff member or participant presenting with COVID symptoms during the research activity?		
5.	Have you considered individuals at increased risk of COVID and implemented agreed additional control measures?		
6.	Do you have arrangements in place to maintain social distancing (2m) whilst undertaking the research, including arrival and departure from the location? <ul style="list-style-type: none"> <li>Changes to floor/ directional layout in all buildings?</li> <li>Are you familiar with the research space/ room that you will be using (participants may require specific information)?</li> <li>Will any others be using the space at the same time?</li> <li>How will you set up the room for your activity? Any adjustments required?</li> </ul>		
7.	Will you be within 2m of others at any time during the activity? Identify specific close contact working. <ul style="list-style-type: none"> <li>Minimising the time spent within 2 metres of others.</li> <li>Ensure good ventilation of the space.</li> </ul>		

Health and Safety		Yes	No
	<ul style="list-style-type: none"> <li>• Avoid working face to face. Instead work side by side or back-to-back.</li> <li>• Ensure that everyone present is wearing a face covering.</li> <li>• Arrange people into permanent groups/ bubbles and maintain these for all activity within 2 metres. Keep a record of the members in the group/ bubble and the duration of the time spent within 2 metres.</li> <li>• The use of screens or physical barriers</li> <li>• Ventilation – see section below.</li> <li>• Symptom checks and temperature checks.</li> <li>• LFD testing – see section below.</li> </ul>		
8.	<p>Will you be asking participants to partake in activity that could increase the risk of transmission?</p> <ul style="list-style-type: none"> <li>• Exercise, exertion or other aerosol generating activity</li> <li>• Handling of bodily fluids, sweat, urine, saliva, blood, etc.</li> <li>• Skin to skin contact i.e. attachment of medical sensors.</li> <li>• Does the member of staff/ researcher/ PGR student/ participant have any additional needs that could increase the risk of COVID transmission?</li> </ul>		
9.	<ul style="list-style-type: none"> <li>• Is the research space well ventilated?</li> <li>• Can you open windows/ doors (not fire doors) to increase natural ventilation?</li> <li>• Are all staff and participants aware of potential thermal discomfort?</li> </ul>		
10.	<ul style="list-style-type: none"> <li>• Will you be using IT equipment as part of your research? If so, what are the cleaning and sanitising arrangements in place?</li> <li>• Will you be using equipment as part of your research?</li> <li>• Do you have arrangements in place for issuing, sharing and cleaning equipment used?</li> <li>• Can each participant have their own equipment?</li> <li>• Will the equipment be shared at all?</li> <li>• How will shared equipment be cleaned? Are any parts of the equipment inaccessible for cleaning?</li> <li>• Is it necessary to quarantine equipment for 72 hours?</li> </ul>		
11.	<ul style="list-style-type: none"> <li>• Does your research activity require the use of PPE or RPE?</li> <li>• What are the arrangements for issue, storage, disposal or cleaning of PPE/ RPE?</li> <li>• PPE worn to protect against transmission of COVID must be compatible with PPE required to protect against other hazards.</li> </ul>		
12.	<p>Are you aware of the importance of good hygiene, including cleaning and sanitising arrangements?</p> <ul style="list-style-type: none"> <li>• Have you informed all staff and participants of the expectations?</li> </ul>		

Health and Safety		Yes	No
	<ul style="list-style-type: none"> <li>What sanitising equipment are you using? Have you sourced this with campus services? Is the sanitising solution suitable for the equipment being cleaned?</li> <li>What are the arrangements for user cleans before and after use?</li> <li>Are participants able to partake in user cleans/ if not what are the arrangements?</li> </ul>		
13.	<ul style="list-style-type: none"> <li>Do you have arrangements in place for hand sanitising?</li> <li>Do you have a supply of sanitiser available in the research space?</li> <li>Is the hand sanitiser suitable for participants? If not, what are the arrangements?</li> </ul>		
14.	<ul style="list-style-type: none"> <li>Are you aware of the requirement for face coverings on campus?</li> <li>Are you aware of anyone involved in research activity is exempt from wearing a face covering or may require individual communication arrangements?</li> <li>Are appropriate arrangements in place and agreed?</li> <li>Do you have a supply of disposable face coverings?</li> </ul>		
15.	<ul style="list-style-type: none"> <li>Have you considered emergency arrangements and evacuation?</li> <li>Does anyone involved in your research require assistance to evacuate a building in the event of an emergency?</li> <li>If so, what arrangements are in place?</li> </ul>		
16.	<ul style="list-style-type: none"> <li>Have you considered your first aid arrangements?</li> <li>Does any part of the activity increase the risk or likelihood of first aid treatment?</li> <li>What first aid arrangements do you have in place?</li> <li>Is the first aider aware of the risks and in particular the first aid COVID guidance? See <a href="#">First Aider Information sheet</a></li> </ul>		
17.	How to raise concerns such as non-compliance with University COVID requirements?		
18.	How and when to report an adverse event?		
19.	<p>As part of your research, do you provide food/ refreshments? The following considerations should be made during your risk assessment;</p> <ul style="list-style-type: none"> <li>Can attendees bring own refreshments?</li> <li>Can refreshments be consumed during outdoor breaks?</li> <li>Refreshments to be served in individual packages.</li> <li>Food and drink should not be shared – no buffets or shared tea/ coffee/ drink facilities.</li> <li>Ensure personal hand hygiene before and after eating.</li> <li>Cleaning and sanitising meeting space before and after eating.</li> </ul>		

Health and Safety		Yes	No
	<ul style="list-style-type: none"> <li>All waste to be removed from the meeting room and appropriately disposed of by the individual.</li> <li>Face coverings can be removed for short duration to consume refreshments. All other COVID control measures apply.</li> </ul>		

The University Risk Assessment templates can be found on the [H&S staff intranet page](#) or the [H&S MyUni webpage](#) for students.

## Appendix 3

### Participant Questionnaire

**Participant Name:**  **Date:**

Pre-screen Questions	Yes	No
Do you have symptoms any of the following symptoms; <ul style="list-style-type: none"> <li>• a high temperature,</li> <li>• new or continuous cough;</li> <li>• loss of taste or smell?</li> </ul>		
Does anyone in your family have the following symptoms <ul style="list-style-type: none"> <li>• a high temperature,</li> <li>• new or continuous cough,</li> <li>• loss of taste or smell?</li> </ul>		
Have you been contacted by Test Trace and Protect and asked to self-isolate?		
Have you been abroad in the last 14 days?		

## Appendix 4

### Participant Information

Swansea University is a COVID-secure campus. We have carried out thorough risk assessments of all our buildings in line with Welsh Government and Public Health Wales guidance. There are robust operating procedures in place to ensure all workplaces, learning environments and research facilities can continue to operate as safely as possible.

Below are the measures we have put in place for your safety and the expectations we have for the duration of your visit.

#### What we do:

- Regular cleaning and sanitising of all public areas and learning environments in accordance with our cleaning and sanitising risk assessment.
- Provide clear signage to promote social distancing, such as one way systems, room capacities and floor markers.
- Supply hand sanitising stations at the entrances and exits of all buildings.
- Facilitate COVID testing for our staff and student community as an additional control measure.
- Continue to monitor and review our arrangements in line with the latest legislation and guidance.
- Ensure adequate ventilation of all spaces on campus.
- Require everyone to wear face coverings in all buildings unless exempt.

#### What we ask you to do:

- Do not visit the campus if you have any of the recognised COVID symptoms.
- If you display symptoms on campus, make arrangements to leave immediately and return home. Maintain a 2m distance from others and avoid touching anything or using public transport. Inform your University contact you are leaving and of your locations visited. Contact NHS Test Trace Protect by calling 119.
- Only visit if you have a pre-arranged appointment with a member of staff or for an authorised event.
- Wear a face covering inside all areas of our University buildings. If you are exempt, we promote the use of the sunflower lanyard or digital exemption card.
- Wash and or sanitise your hands at regular intervals throughout the day, when entering a building and before eating or drinking.
- Follow any arrangements in place for user cleaning activity. For example, before and after using workspaces, equipment or kitchen facilities.

- Follow the signage and instructions provided to help maintain a safe distance of 2m between yourself and others.
- Follow any instructions provided to you by your host. Comply with risk assessments and safe operating procedures provided to you as appropriate.
- Report any concerns to your host or a member of security staff.

### Before your visit

- You will be called 24 hours before attending campus to go through the pre-screening questionnaire. This should only take a few minutes.
- Before entering the research location, you will be met by the researcher who will check your temperature and confirm the pre-screening questionnaire. If you are accompanied, they will also need to complete the pre-screening checks.

Please let your host know if you require additional measures in place i.e. if you are at increased risk.