

## **COVID-19 RISK ASSESSMENT PLAN UP**

### **RISK ASSESSMENT PLAN, UNIVERSITY OF PRETORIA (UP)**

#### **PURPOSE**

This Risk Assessment Plan for the University of Pretoria (UP) was compiled in accordance with the prescripts established in terms of the Government Regulations promulgated under the Disaster Management Act, 57 of 2002 in order to ensure health and safety of workers throughout the risk-adjusted phased-in return of staff to the workplace. (See, inter alia, GG 43257 of 29 April 2020 and GG 43414 of 8 June 2020).

The risk assessment was conducted to establish the risk profile of UP with regards to the SARS-CoV-2 (Coronavirus), COVID-19. This document will establish a base-line for ongoing risk-assessment at UP. The purpose of the current measures and treatment plans incorporated in the document are to ensure UP compliance with occupational health and safety standards determined to counter the negative impact of COVID-19 at each stage of the government's risk adjusted strategy in establishing a safe work environment that is without risk to the health of workers and creates a safe study environment for all returning students that is consistent with the overarching imperatives to minimize the spread of COVID-19 to workers, students, suppliers, contractors and others; eliminate potential hazards; and prevent exposure to COVID-19.

This plan has been drafted in compliance with the OHS Directive issued on 29 April 2020 in GG 43257, compliance with which is a prerequisite for allowing persons additional to those who render essential services (and as identified under the Alert Level 5 prescripts), onto UP campuses.

The baseline risk assessment was done in accordance with the prescripts of S16(2) of the Directive and the UP Risk Assessment Plan is supported by the COVID-19 Policy and a host of SOPs to be applied to all areas of University operations to ensure the implementation of relevant measures in terms of GG 43257 and GG 43414.

This Risk Assessment Plan has been tabled before the Workplace Safety Committee and the Operational Risk Committee of the University for recommendation to the Executive Committee who have in turn, recommended it to the Vice-Chancellor and Principal who has approved same and appended his signature.

This Risk Assessment Plan is supported by detailed risk assessment plans for each Department and Faculty at the University, which risk assessment plans are lodged with the Compliance Officer; the Registrar, Prof CMA Nicholson who will make these available on request. Each Department and Faculty will implement, monitor, evaluate and revise its detailed risk assessment plan to ensure mitigating measures are applied and adjusted where necessary to maximise their effectiveness in addressing the identified risks.

In light of the above, this Risk Assessment Plan focused on institution-wide risks associated with COVID-19 and created the backdrop against which the detailed plans referred to above and supporting SOPs will be implemented, evaluated and monitored.

## CONTROLS ASSESSMENT RATING

Level	Description	Rating
Excellent	All measures and controls have as far as practically possible been implemented to mitigate the risk.	1
Good	Measures and controls are in place to mitigate the risk but could be improved.	2
Average	Measures and controls are in place but only partly mitigate the risk and should be improved.	3
Inadequate	Controls and measures in place do not adequately mitigate the risk and should be improved substantially.	4
Unacceptable	Very few or no measures and controls are in place to mitigate the risk. Measures and controls should be implemented or improved as a matter of urgency.	5

75 -125	Critical	40 -64	High	18 - 36	Medium	1-16	Low
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### RESIDUAL RISK MAP

INHERENT RISK RATING	CRITICAL	25	25	50	75	100	125
		20	20	40	60	80	100
	HIGH	16	16	32	48	64	90
		15	15	30	45	60	75
		12	12	24	36	48	60
		10	10	20	30	40	50
	MEDIUM	9	9	18	27	36	45
		8	8	16	24	32	40
		6	6	12	18	24	30
		5	5	10	15	20	25
	LOW	4	4	8	12	16	20
		3	3	6	9	12	15
		2	2	4	6	8	10
	1	1	2	3	4	5	
		1	2	3	4	5	
		EXCELLENT	GOOD	AVERAGE	INADEQUATE	UNACCEPTABLE	
CONTROLS ASSESSMENT RATING							

## UNIVERSITY OF PRETORIA

### SUMMARY OPERATIONAL RISK REGISTER AS OF 15 JUNE 2020

**OVER-ARCHING RISK:** "Not achieving the objectives as set out in the Operational Plans of the University."

RISK NO	RISK	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL	RESPONSIBLE MEMBER OF THE EXECUTIVE	TRENDS
1	Access to University by infected persons	5	5	25	5	2 Low	COO	
2	Phase-in return of students and staff to campuses	5	5	25	5	3 Medium	COO, Vice-Principal: Academic, Vice-Principal: Institutional Planning, Monitoring and Evaluation	NEW RISK
3	Phase-in return of students and staff to residences	5	5	25	5	3 Medium	Vice-Principal for Student Life	NEW RISK
4	Jobs at high risk of exposure (for example Security Services doing screening at entrances and residence staff screening residents)	5	5	25	5	2 Low	COO	NEW RISK
5	Conducting academic and other work-related activities	5	5	25	5	2 Low	Executive members	
6	Buildings, facilities and equipment	5	5	25	5	2 Low	COO	
7	Transport/public and private	5	5	25	5	3 Medium	COO	
8	Vulnerable staff and students	5	4	20	5	3 Medium	COO, Vice-Principal: Academic, Vice-Principal: Institutional Planning, Monitoring and Evaluation	
9	Mental Health and Wellbeing	4	5	20	4	4 Medium	Vice-Principal: Academic, Vice-Principal: Student Life and Vice-Principal: Institutional Planning, Monitoring and Evaluation	

10	COVID-19 lack of awareness	5	3	15	3	5	Registrar	NEW RISK
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#### LEGEND OF RESIDUAL RISK LEVEL

1	CRITICAL	
2	HIGH	
3	MEDIUM	
4	LOW	

#### LEGEND OF TREND

NO CHANGE	The residual risk rating is the same as the previous year.
↑	The residual risk rating has deteriorated from the previous year.
↓	The residual risk rating has improved from the previous year.
NEW RISK	New risk on the Risk Register.

<b>RISK NUMBER:1</b>						
<b>RISK OWNER: Registrar (Compliance Officer)</b>						
<b>RESPONSIBLE MEMBER OF THE EXECUTIVE: COO</b>						
<b>FIRST IN LINE OF RESPONSIBILITY: Director: Security Services</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
1	Access to University by infected persons	5	5	25	5	2
<b>CONTEXT:</b>						
a. Increased risk of exposure created if COVID-19 infected persons are allowed access.						
CURRENT AND PROPOSED RISK TREATMENT STRATEGY					RESPONSIBILITY	PROPOSED COMPLETION DATE
<b>Current controls/asures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policy and SOPs;</li> <li>• Biometric access system disabled;</li> <li>• Access cards to be sanitized before and after use;</li> <li>• No mask, no access;</li> <li>• All persons seeking access to the University to self-screen;</li> <li>• Temperature scanning at gates by trained employees;</li> <li>• No person experiencing symptoms or a temperature in excess of 37.5 degrees to be allowed access;</li> <li>• Reporting structures in place in the event a person is suspected of being COVID-19 positive;</li> <li>• Person will be isolated and referred to appropriate health care facilities;</li> <li>• Any potentially contaminated area will be shut-down and appropriately cleaned or disinfected;</li> <li>• Any person dealing with such a person will be appropriately equipped with PPE.</li> </ul>					Compliance Officer, Compliance Managers, Director: Security Services, Director: Facilities Management, All staff, students, contractors, suppliers or visitors.	

<b>RISK NUMBER:2</b>							
<b>RISK OWNER: REGISTRAR (Compliance Officer)</b>							
<b>RESPONSIBLE MEMBER OF THE EXECUTIVE: COO; Vice-Principal: Academic; Vice-Principal: Institutional Planning, Monitoring and Evaluation</b>							
<b>FIRST IN LINE OF RESPONSIBILITY: Deans and Directors</b>							
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL	
2	Phase-in return of students and staff to Campuses	5	5	25	5	3	
<b>CONTEXT:</b>							
a. Phased in return of students and staff to campuses as determined by the Minister of Higher Education, Science and Innovation, in line with lockdown regulations, increases the risk that a COVID-19 infected person could potentially transmit the virus to others on campuses or in residences.							
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>	
<b>Current controls/measures to mitigate the risk:</b>							
<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policies and SOPs;</li> <li>• Extensive awareness and training on COVID-19 symptoms, hygiene protocols;</li> <li>• Distribution and careful placement of COVID-19 related posters;</li> <li>• Provision of hand sanitizers and masks;</li> <li>• All staff and students to adhere to screening protocols at entrances to campuses and facilities;</li> <li>• No gatherings of any nature other than those permitted under prevailing lockdown regulations subject to all restrictions associated therewith;</li> <li>• No sporting events or social events;</li> <li>• Gyms and sporting facilities will remain closed save for the activities specifically authorised in of prevailing regulations at the appropriate lockdown level and in strict compliance with all restrictions;</li> <li>• Social distancing to be adhered to and appropriate measures put in place for managing seating and the like to facilitate same;</li> <li>• Cleaning to take place in accordance with schedules designed to ensure frequent cleaning of commonly used surfaces;</li> <li>• Visitors to campuses should be kept to an absolute minimum;</li> <li>• Vulnerable staff and students to be identified and not returned to campuses or residences.</li> <li>• Arrangements in place for the isolation of staff or students who become ill on campus until they be referred appropriately;</li> <li>• All facilities to be appropriately ventilated. (By natural or mechanical means)</li> </ul>					Compliance Officer, Compliance Managers, Deans and Directors, Facilities Management.		

<b>RISK NUMBER: 3</b>						
<b>RISK OWNER: Registrar (Compliance Officer)</b>						
<b>RESPONSIBLE MEMBER OF THE EXECUTIVE: Vice-Principal: Student Life</b>						
<b>FIRST IN LINE OF RESPONSIBILITY: Director: Residence Affairs and Accommodation</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
3	Phase-in return of students and staff to Residences	5	5	25	5	3
<b>CONTEXT:</b> A possible COVID-19 infected person in a residence creates a risk of possible transmission in the residence and beyond.						
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>
<b>Current controls/asures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policy and SOPs;</li> <li>• Implementation of detailed Residence Policies, SOPs and Protocols with regards to student life and the residence environment;</li> <li>• Distribution of masks and provision of sanitizer to residents, employees and additional PPE to employees where indicated as a consequence of their responsibilities;</li> <li>• Extensive awareness and training on COVID-19 symptoms and hygiene protocols;</li> <li>• Distribution and careful placement of COVID-19 related posters;</li> <li>• Implementation of a detailed cleaning protocol;</li> <li>• No social gatherings or extra-curricular activities;</li> <li>• No visitors to residences other than approved suppliers;</li> <li>• Appropriate measure put in place for food provisioning in dining halls;</li> <li>• All screening protocols of UP and the residences to be adhered to by all students and employees in residences;</li> <li>• Appropriate management of bed allocation to facilitate social distancing;</li> <li>• Vulnerable students to be identified and not returned to residences;</li> <li>• Adequate provision made for self-isolation of residents who become ill, either in their residence, where appropriate, or in alternative accommodation already identified for the purpose;</li> <li>• Residence accommodation to be appropriately ventilated. (By natural or mechanical means.)</li> </ul>					Compliance Officer, Compliance Managers, Director of Residences, Facilities Management, Heads of Residence, Residents, Food Services Management, Student Affairs.	

<b>RISK NUMBER:4</b>						
<b>RISK OWNER: Registrar (Compliance Officer)</b>						
<b>RESPONSIBLE MEMBER OF THE EXECUTIVE: COO</b>						
<b>FIRST IN LINE OF RESPONSIBILITY: Deans and Directors</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
4	Jobs at high risk of exposure (For example, Security Services doing screening at entrances and residence staff screening residents) persons	5	5	25	5	2
<b>CONTEXT:</b>						
Increased risk of exposure to persons suspected of being infected or who are infected with COVID -19						
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>
<b>Current controls/asures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policy and SOPs;</li> <li>• Adequate training;</li> <li>• Provision of appropriate PPE;</li> <li>• Self-screening by staff.</li> <li>• Reporting structures in place.</li> </ul>					Compliance Officer, Compliance Managers, Director: Facilities Management, staff members in high risk positions.	

**RISK NUMBER:5**  
**RISK OWNER: Registrar (Compliance Officer)**  
**RESPONSIBLE MEMBER OF THE EXECUTIVE: All**  
**FIRST IN LINE OF RESPONSIBILITY: Deans and Directors**

REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
5	Conducting academic and other work-related activities	5	5	25	5	2

**CONTEXT:**  
 Resumption of University activities ranging, inter alia, from academic activities to meetings, to rendering professional services could increase risk of exposure to an infected person and transmission of the virus.

CURRENT AND PROPOSED RISK TREATMENT STRATEGY	RESPONSIBILITY	PROPOSED COMPLETION DATE
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**Current controls/asures to mitigate the risk:**

<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policy and SOPs;</li> <li>• Academic activities to continue as far as possible by remote modalities, except for small groups where appropriate social distancing and hygiene measures will be applied;</li> <li>• Meetings to be hosted as far as possible, on electronic platforms and otherwise in strict compliance with lockdown regulations and subject to the application of all hygiene and social distancing rules;</li> <li>• Appropriate PPE to be used in all activities;</li> <li>• In situations where social distancing is impossible, Perspex screens are installed;</li> <li>• Regular cleaning of commonly used surfaces will take place;</li> <li>• TuksSport have developed SOPs for all sport activities permitted under applicable lockdown levels;</li> <li>• There will be a limited number of staff and students on campus in accordance with applicable lockdown levels to facilitate social distancing and reduce risk of exposure;</li> <li>• Reporting structures are in place for cases of suspected COVID-19 infection and known cases of COVID-19 infection.</li> <li>• Faculties and Departments’ risk assessment plans have been drafted and are being implemented;</li> <li>• Staff to continue working from home as far as possible;</li> <li>• Minimal visitors to campus and only by appointment subject to strict safety and health protocols;</li> <li>• Suppliers and contractors to complete their own risk assessment plans and align with UP measures when on UP campuses.</li> </ul>	Compliance Officer, Compliance Managers, Director: Facilities Management, All staff and students.	
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<b>RISK NUMBER:6</b> <b>RISK OWNER: Registrar (Compliance Officer)</b> <b>RESPONSIBLE MEMBER OF THE EXECUTIVE: COO</b> <b>FIRST IN LINE OF RESPONSIBILITY: Director: Facilities Management</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
6	Student Health and Wellness	5	5	25	5	2
<b>CONTEXT:</b> Employees and others are at risk of surface transmission of the virus where there may be contaminated surfaces or objects in University facilities or building or where there are multiple users of equipment and where ventilation is inadequate.						
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>
<b>Current controls/asures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policy and SOPs;</li> <li>• Facilities' Management Cleaning Policies and SOPs;</li> <li>• Limiting persons in any one facility at one time;</li> <li>• Cleaning of equipment before and after every use;</li> <li>• Staff tea rooms not to be used;</li> <li>• Kitchens to be used for preparation and take-away purposes only, no eat-in facilities;</li> <li>• Residences developed own SOPs for cleaning, for kitchens and for dining spaces in the Residences;</li> <li>• Appropriate ventilation by natural or mechanical means to be provided and Facilities management to ensure compliance with all restrictions regarding the use of HVAC systems to mitigate any risk of transmission of the virus through the ventilation systems;</li> <li>• HVAC action plan developed.</li> </ul>					Compliance Officer, Compliance Managers, Director: Facilities Management, All staff and students.	

<b>RISK NUMBER:7</b> <b>RISK OWNER: Registrar (Compliance Officer)</b> <b>RESPONSIBLE MEMBER OF THE EXECUTIVE: COO</b> <b>FIRST IN LINE OF RESPONSIBILITY: Director: Facilities Management</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
7	Transport/ public and private	5	5	25	5	3
<b>CONTEXT:</b> Members of UP community making use of transport to travel to and from the University; around and between campuses and for essential business travel are at risk of exposure if there is insufficient sanitization of vehicles, masks are not worn or social distancing is not practiced.						
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>
<b>Current controls/asures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>• Implementation of COVID-19 policies and SOPs;</li> <li>• Employees to be provided with sanitizers and masks for use during travel to and from the workplace, around and between campuses and for essential business travel;</li> <li>• Student transportation between residences and clinical training sites/other campuses to be provided with sanitizers and masks;</li> <li>• Needy students to be provided with masks;</li> <li>• Awareness campaigns, education and training on safe practices;</li> <li>• University to provide transport for essential services workers during lockdown levels 5 and 4;</li> <li>• All UP vehicles to be sanitized before and after use;</li> <li>• Social distancing rules, use of masks and sanitizers and occupancy limits to be strictly enforced in UP vehicles.</li> <li>• Use of vehicle fleet suspended until level 1.</li> </ul>					Compliance Officer, Compliance Managers, All staff and students.	

<b>RISK NUMBER:8</b> <b>RISK OWNER: Registrar (Compliance Officer)</b> <b>RESPONSIBLE MEMBER OF THE EXECUTIVE: COO, Vice Principal: Academic, Vice-Principal: Institutional Planning, Monitoring and Evaluation</b> <b>FIRST IN LINE OF RESPONSIBILITY: Deans and Directors</b>								
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL		
8	Vulnerable staff and students	5	4	20	5	3		
<b>CONTEXT:</b> Certain employees and students will be at an increased risk of serious illness or death arising from COVID-19 infection. These include those of 60 years or above and those suffering from co-morbidities such as HIV, TB, Diabetes, heart, liver or kidney diseases, etc.								
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>		
<b>Current controls/measures to mitigate the risk:</b> <ul style="list-style-type: none"> <li>Deans and Directors will assist to identify vulnerable employees and students and, as far as possible, they will not be returned to the campuses or residences;</li> <li>In the case of staff, they will be capacitated as far as possible to work from home; (HR policies may need to be adjusted and aligned to facilitate the work from home approach.)</li> <li>In the case of students, the remote modalities utilised for teaching will continue to be made available and academic support will continue to be offered insofar as possible;</li> <li>Education and information on vulnerabilities will be provided and staff and students will be encouraged to seek additional information from their health care practitioner;</li> <li>Disclosure will be encouraged subject to confidentiality.</li> </ul>							Deans and Directors	

<b>RISK NUMBER:9</b> <b>RISK OWNER: Registrar (Compliance Officer)</b> <b>RESPONSIBLE MEMBER OF THE EXECUTIVE: Vice-Principal: Academic, Vice-Principal: Student Life and Vice-Principal: Institutional Planning, Monitoring and Evaluation</b> <b>FIRST IN LINE OF RESPONSIBILITY: Directors HR and Student Affairs</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
9	Mental Health and Wellbeing	4	5	20	4	4
<b>CONTEXT:</b> The unprecedented measures introduced to deal with COVID-19 globally, nationally and institutionally have created an environment in which staff and students are at increased risk of developing stress, anxiety, insecurity and psychological problems.						
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>
<b>Current controls/measures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>The Employee Wellness programme continues to offer online seminars to support staff to deal with stress and anxiety. This programme will continue to disseminate information and share coping mechanisms to deal with stress and anxiety online.</li> <li>Online counselling support services remain available to any person, staff or student, who needs help and support and information with regards where such help is available on numerous platforms.</li> <li>Staff and students are encouraged to seek help when they feel overwhelmed, sad, depressed, anxious and unable to cope.</li> <li>Emergency numbers available on all possible platforms.</li> </ul>					Compliance Officer, Compliance Managers, Deans, Directors, Heads of Residences, Employee Relations, Student Affairs.	

<b>RISK NUMBER: 10</b> <b>RISK OWNER: Registrar (Compliance Officer)</b> <b>RESPONSIBLE MEMBER OF THE EXECUTIVE: Registrar</b> <b>FIRST IN LINE OF RESPONSIBILITY: Directors: Institutional Advancement and Facilities Management</b>						
REF	RISK DESCRIPTION	IMPACT	LIKELIHOOD	INHERENT RISK RATING	RESIDUAL RISK RATING	RESIDUAL RISK LEVEL
10	COVID-19 Lack of awareness	5	3	15	3	5
<b>CONTEXT:</b> Lack of information or failure to understand information with regards to COVID-19 could lead to spread of the virus.						
<b>CURRENT AND PROPOSED RISK TREATMENT STRATEGY</b>					<b>RESPONSIBILITY</b>	<b>PROPOSED COMPLETION DATE</b>
<b>Current controls/measures to mitigate the risk:</b>						
<ul style="list-style-type: none"> <li>• Making COVID-19 information readily available on all UP platforms;</li> <li>• Training and awareness campaigns supported by posters and Videos for UP Community including contractors and visitors to campus;</li> <li>• Posters and information made available at all key points;</li> <li>• Ongoing training sessions and peer support programmes;</li> <li>• Emergency numbers available on all possible platforms.</li> </ul>					Compliance Officer and Compliance Managers, Deans, Directors, Department of Institutional Advancement.	