



ALMA MATER STUDIORUM – UNIVERSITY OF BOLOGNA
Risk Prevention and Protection Service

Information for 1st year students in the 2020/2021 academic year

From the “Founding Principles” contained in the University Charter

2.7 Occupational health and safety

- a) The University promotes occupational health and safety and adopts preventative occupational health and safety strategies in order to improve the overall quality of working conditions and the activities performed by those working at the University.
- b) The University undertakes to provide information and ensure best practices in relation to occupational health and safety with a view to reinforcing the culture of prevention, as well as to provide the relative training for staff and students.

From the Occupational Health and Safety Regulation (R.D. no. 87/2013 of 7/2/2013)

ART. 11 - Students

1. When using University areas, students must abide by the health and safety provisions set out in the Regulation.
2. Students are responsible for their own health and safety and that of others present in the workplace who might be affected by their actions or omissions, in compliance with the training, instructions and resources provided by the employer.
3. All students must:
 - a. comply with the requirements and instructions set out by the teachers in the classrooms;
 - b. follow the instructions provided by the Fire Prevention Officers in the event of an emergency;
 - c. refrain from removing or modifying safety, warning or control devices;
 - d. avoid performing operations or actions for which they are not responsible or which could compromise their own safety or that of others.
4. It should be noted that students using the University's laboratories, as described in article 5, paragraph 2, are deemed equivalent to the workers referred to in art. 10 of this regulation.

Information on health and safety in places of work, study and research

The University of Bologna is proactive in the detection and assessment of potential hazards in the workplace and adopts the prevention and protection measures necessary to eliminate or reduce to a minimum the risks identified.

Each workplace environment has its own specific characteristics and tools. Knowledge of the rules concerning how to behave in the event of an emergency must be obtained before entering the workplace.

For further information, see:

<http://www.unibo.it/it/servizi-e-opportunita/salute-e-assistenza/salute-e-sicurezza/salute-sicurezza-ambienti-studio-ricerca/la-salute-e-la-sicurezza-negli-ambienti-di-studio-e-ricerca>

Health and safety training

The University of Bologna offers training courses to all its students as part of the programme to promote health and safety in study and research areas.

E-learning courses

General training (Module 1) and specific training (Module 2) are compulsory for all students who for study or research purposes work in laboratories, including IT laboratories, workshops, operating rooms, experimental fields, archaeological excavations, geological sites, and all other work places that present specific risks. According to the Consolidated Safety Act (Legislative Decree 81/08), the status of students in all of these situations, as concerning their safety, is deemed equivalent to that of workers, and like workers, they must be familiar with health and safety requirements in areas designated for work. The courses are available in Italian and English.

Courses are in any event open to all students, including those not of worker-equivalent status, even if for these students they are not compulsory.

To take the courses, students must access the e-learning platform: <https://elearning-sicurezza.unibo.it/> using their username and password and click on the chosen course.

The courses can be taken with effect from the date of matriculation. After completing each vocational training course online, students will be able to take the final test directly on the platform. Once they have passed the test, students can download the certificate from Studenti Online. The certificates are provided in Italian and English.

Classroom-based courses

The second part of the training (Module 3), which is organised by the relative academic departments, requires the physical attendance of students and covers the specific risks related to the experimental learning activities that the students will perform.

This training is compulsory for all students whose curriculum entails work performed in laboratories, with the exception of IT laboratories.

The course calendar and details on how to access the courses will be made available by the academic departments.

How to act in an emergency

All of the University's buildings are equipped with an emergency and evacuation plan and an emergency team ready to intervene.

In the event that a student sees or is directly involved in an anomalous situation (e.g. feeling unwell, the start of a fire, flooding, electrical fault, broken equipment, potentially hazardous equipment lying around,

etc.), he/she must immediately report the event to their teacher or to the nearest university staff member or in any case to the staff present in the security office.

The security office are usually identified in the conciergie.

During an emergency, all students must calmly follow the instructions given by the emergency team who can be identified by the orange vests they will be wearing.

The evacuation signal is usually an audible alarm; in some cases, the evacuation signal is given by voice or by megaphone.

In the event that it is necessary to evacuate the building:

- Make sure that everyone within your area is leaving the building
- Help disabled people or anyone who seems to be in difficulty
- Do not attempt to get any personal belongings or other materials
- Do not use the lifts
- Move away quickly following the routes indicated without running or pushing
- Make your way to the muster point so that a roll-call can be performed to check those present
- Employees may return to the building only when authorised to do so by the emergency personnel

To locate and reach the muster point outside the building, follow the instructions given by the emergency or external rescuers.

In the event of a “seismic emergency” (earthquake), as soon as the first tremors are felt, take refuge under tables or the lintels of load-bearing walls; move away from the centre of the room, from cupboards, cabinets, and wardrobes and from the windows.

Once the tremors have stopped, evacuate the building trying to keep calm.

Health and safety protocol to combat and contain the SARS-CoV-2 virus: Phase 3

The University of Bologna has prepared a health and safety protocol so that the precautionary containment measures adopted by the national and regional authorities can be applied at the University in order to combat the COVID-19 epidemic, taking into account the instructions given by said authorities for Phase 3.

University activities are also subject to the cardinal principles underlying the containment and spread of the virus:

1. social distancing;
2. rigorous hand, personal and environment hygiene;
3. use of a face mask to protect your airways.

The application of said principles is described in the health and safety protocol for all university activities.

A brief overview is given below:

No Access

Access to University premises will be denied to the following:

- anyone who has tested positive for SARS-CoV-2 (COVID+);
- anyone asked to self-isolate by health authorities;
- anyone with a fever (above 37.5 °C);
- anyone with other influenza-like symptoms;
- anyone aware of having been in contact over the past 14 days with people who have tested positive for the virus.

By accessing University premises, you deny being part of any of the categories above.

Your temperature will not be taken upon entering the University. It is therefore up to you to take responsibility with regard to your health. You are urged to take your temperature each morning before going to the University.

General rules of conduct

With regard to the general rules of conduct, please remember:

- to wash your hands frequently;
- to avoid contact with people who suffer from acute respiratory infections;
- to avoid hugging and shaking hands;
- to keep at least one metre away from other people;
- to not share drinking glasses or bottles;
- to avoid touching your eyes, nose and mouth with your hands;
- to cover your mouth and nose when you sneeze or cough;
- to avoid any form of gathering;
- to aerate rooms as often as possible;
- it is compulsory throughout the national territory to use respiratory protection in enclosed spaces that are open to the public and in any case at all times where it is not possible to guarantee the continuous maintenance of a safe distance.

Information

Information for students and for the entire university community is available on the home page of the university's website: <https://www.unibo.it/it/ateneo/covid-19-misure-adottate-da-alma-mater/covid-misure-universita-di-bologna>

Specific horizontal and vertical signs have been put up indicating the access ways and routes to follow within our structures.

We recommend watching the following video:

https://www.youtube.com/watch?time_continue=2&v=-3uTlnwAi38&feature=emb_logo

Accessing the structures

Upon entering the university buildings it is compulsory to sanitize your hands and wear a face mask.

You must then follow the indications and flow organisation signs to arrive at your destination (lecture hall, library, study room, laboratory).

You may only attend the lessons for which your presence has been authorised.

We recommend arriving at lessons in good time.

Conduct of lessons:

- Make sure that you maintain a distance from other people of at least 1 metre both when entering and exiting the lesson.
- Avoid gathering in groups.
- Enter the lecture hall only via the designated entrance doors.
- Clean your hands using hand sanitizer at the entrance.
- Take your seats starting from the row furthest from the entrance door, filling each row before occupying the seats in the next row (you may not take a seat in the next row until all the available seats in the preceding row are occupied).
- You may only sit in the seats with a sign indicating that they are available.
- If a student needs to exit the lecture hall during the lesson, the entire row must make space to ensure the required distance is maintained.
- At the end of the lesson, students must leave the lecture hall starting from the row nearest to the exit.
- Exit the lecture hall only via the designated exit doors.

- Community masks must be worn by students throughout the lesson.
- Medical masks must be worn by teachers until they reach their teaching podium and any time they move away from the same.
- If the teacher is positioned at a distance of at least two metres from any other person and does not move from this position, he/she may conduct the lesson without wearing a mask. If this distance cannot be ensured, the teacher must wear the mask.
- Ensure the air is frequently changed (for example by opening the windows in between each lesson and in any case not less than twice a day).
- The use of coat racks or stands is not permitted.
- In the event of any non-compliance with the instructions given during the lesson, the teacher is required to remind students of the correct behaviour and, if this does not produce the desired result, to suspend the lesson.

COVID-19 Officer

The University has designated a person to act as a “COVID -19 Officer”. The role will be covered on a rotating basis by the University's Competent Physicians. The COVID-19 Officer can be contacted by email at: referente.covid19@unibo.it .

The COVID-19 Officer will liaise between the University and the Public Health Departments of the Local Health Authorities in order to manage suspected and confirmed cases of COVID-19.

Rossella Serra
Coordinator
Risk Prevention and Protection Service