



Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA016 v.01
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	18/08/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for protecting against transmission/spread of COVID-19 virus between persons in and around UCB Properties and Work Areas.

In every workplace, maintain 2meter distancing and increase frequency of hand washing and surface cleaning.

Reference:

Gov.uk Guidance Coronavirus (COVID-19): how to self-isolate when you travel to the UK - Updated 17-08-20
<https://www.gov.uk/government/publications/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk/coronavirus-covid-19-how-to-self-isolate-when-you-travel-to-the-uk>
 UCB Information Website - STATEMENT: Important information and advice on coronavirus outbreak – 17-08-20
<https://www.ucb.ac.uk/about-us/news/statement-important-information-and-advice-on-coronavirus-outbreak/>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
 - Flammable gases/liquids
 - Electricity
 - Machinery and equipment

- Workplaces
- Slips, trips and falls
 - Fall from heights
 - Transport (incl. loading)
 - Workstations and seating

- Occupational Health
- Noise exposure >80dB(A)
 - Hand-arm vibration
 - Hazardous substances
 - Musculoskeletal Injury/diseases

- Other Hazards
- Lone working
 - Display screen equipment
 - Manual handling of loads

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

	Severity	Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

Other Hazards (Specify):

Viral Hazard:
 Infection/cross contamination of COVID-19 virus,
 : Spread through close contact with other persons with transmission caused by respiratory aerosols and/or touching of other contaminated surfaces.

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
 Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

*Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
 (The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)*

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers														
Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action				Re-Evaluate			Review/Action	
	Identified Hazards and Associated Risks	Those at risk	Risk Rating			Control Measures				Rating Revised			Further Actions / Recommendations / Observations	
			L	S	R					L	S	R		
COVID RA ref: 016.1	<p>Travelling to The Maltings Accommodation</p> <p>Risk: Contracting / spreading the virus through touching of surfaces or spread of contaminated respiratory aerosols</p>	a,b,c,d	4	5	20	<p>All students need to complete a public health passenger locator form unless they are travelling within the Common Travel Area, and have been in the Common Travel Area for the past 14 days. If a person has been outside the Common Travel Area at any time in the last 14 days they will need to complete a public health passenger locator form.</p> <p>When arriving in the UK, students will not be allowed to leave the place where they are staying for the first 14 days (known as 'self-isolating') unless they are arriving from an exempt country.</p> <p>All Students just arriving in UK who need to self-isolate must make arrangements to travel directly to their accommodation avoiding any public transport where possible.</p> <p>If arriving at Birmingham International Airport, UCB will provide assistance - students can book a place on the UCB International Meet and Greet service, where a UCB student ambassador can arrange a taxi for transport to a chosen accommodation.</p> <p>All Meet & Greet personnel are to wear face coverings being indoors and located in a common area used by the general public. All arrivals should also be wearing face coverings.</p> <p>Face masks or face covering are to be worn at all times while travelling on public transport and in taxis. Only use public transport if there is no other option.</p> <p>(In England, if you do not self-isolate, you can be fined £1,000. If you do not provide an accurate contact detail declaration – or do not update your contact detail form in the limited circumstances where you need to move from the accommodation where you're self-isolating to another place to continue self-isolating – you can be fined up to £3,200.)</p>				1	5	5	Maintain, monitor and regularly review control measures.	
COVID RA ref: 016.2	<p>Self-Isolating – Quarantine</p> <p>Risk: Contracting / spreading the virus through touching of surfaces or spread of contaminated respiratory aerosols</p>	a,b,c,d	4	5	20	<p>You will self-isolate in your Flat for the full 14 days, where you will have food and other necessities delivered. A Flat will possibly contain three others self-isolating with the group designated as a single Household. You must self-isolate at the address you provided on the public health passenger locator form.</p> <p>In England, you can only leave your accommodation in limited circumstances. These include where:</p> <ul style="list-style-type: none"> you need urgent medical assistance (or where your doctor has advised you to get medical assistance) you need access to basic necessities like food and medicines, but only in exceptional circumstances such as where you cannot arrange for these to be delivered you need to access critical public services such as social services and victim support services, but only in exceptional circumstances you need to go to the funeral of a family member of someone you live with you need to visit a dying or critically ill family member or someone you live with you need to fulfil a legal obligation such as participate in legal proceedings there's an emergency <p>(cont.)</p>				1	5	5	Maintain, monitor and regularly review control measures.	

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			L	S	R		L	S	R	
COVID RA ref: 016.2 cont.	<p>Self-Isolating – Quarantine</p> <p>Risk: Contracting / spreading the virus through touching of surfaces or spread of contaminated respiratory aerosols</p>	a,b,c,d	4	5	20	<p>You are not allowed to change the place where you are self-isolating except in very limited circumstances, including where:</p> <ul style="list-style-type: none"> a legal obligation requires you to change address, such as where you are a child whose parents live separately, and you need to move between homes as part of a shared custody agreement it is necessary for you to stay overnight at accommodation before travelling to the place where you will be self-isolating for the remainder of the 14 days there's an emergency <p>If this happens, you should provide full details of each address where you will self-isolate on the public health passenger locator form. If, in exceptional circumstances, you cannot remain where you are staying, you must update the form as soon as possible.</p> <p>After self-isolating for 14 days If you do not have any coronavirus symptoms after 14 days, you can stop self-isolating.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref: 016.3	<p>Support when Self-Isolating</p> <p>Risk: Contracting / spreading the virus through touching of surfaces or spread of contaminated respiratory aerosols, Feeling depressed, lonely – leaving accommodation.</p>	a,b,c,d	4	5	20	<p>Buddy support for those quarantining in halls Onsite coordination: Connie Taylor and Hayleigh Farnsworth. Review resident list (Summer – September) for suitable students to contact regarding buddy scheme. Offer max 15 hours per week for 3 weeks (5th Sept – 25th Sept)</p> <p>All Students are to receive a 'welcome pack' with instructions for staying at The Maltings. Students are to receive a verbal brief on collection of keys and have accommodation instructions and safety information provided in English and the students native language where possible.</p> <p>Buddy</p> <ul style="list-style-type: none"> Daily contact by phone to designated group of residents to check on welfare whilst in quarantine. Log to be completed accurately. Support with distribution of food (twice weekly) for those in quarantine. Assist CT and HF is packing food order and delivering to flats whilst confirming to social distancing. PPE to be worn. Support in taking rubbish from flat to bin store bi-daily. Signposting quarantine students towards any UCB support required. <p>Coordinators</p> <ul style="list-style-type: none"> Compile 'basic shopping list' for those quarantining, distribute and reconcile as required. Order sent to Kim Weir (k.weir@ucb.ac.uk) on specific date. Stores order directly with Tesco, arrange delivery to the Maltings Sports Hall. Order to be split and delivered to residents using the 'Buddy Team'. Support in designating quarantine groups to 'Buddy Team'. Monitoring hours sheet and liaising with Accommodation Officers. Compile data from welfare log to be shared with Accommodation Officers. 	1	5	5	Maintain, monitor and regularly review control measures.

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			L	S	R					L	S	R		
COVID RA ref: 016.4	Ingress & Egress Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d	4	5	20	Doorways to buildings/flats is to be limited to one person in and one person out of doorways at any one time where possible, - Users should adopt a 'give-way' to persons exiting a room/building whilst adhering to recommended social distancing. Floor markings will highlight any waiting areas at 2m spacing distance for queuing for the Reception Desk/Key Issue/Collections (Internally & externally) Key routine TBC Hand sanitising points will be located in each entrance lobby & reception lobby area. Regular cleaning and sanitising of door handles/stair rails will be conducted as directed by Estates and the Cleaning Company risk assessment.				1	5	5	Maintain, monitor and regularly review control measures.	
COVID RA ref: 016.5	Stairways Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d	4	5	20	Initially, on joining, - all stairways and lifts are to be used on a one only basis. The person coming 'DOWN' a stairs will have priority similar to 'one out – one in'. When final accommodation is allotted, persons living in a Flat as in an 'Accommodation Flat Bubble/Household' may share the stairs and use lifts together as there is little chance to spread the virus between themselves other than already done so.				1	5	5	Maintain, monitor and regularly review control measures.	
COVID RA ref: 016.6	Visitors Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d	4	5	20	No person in quarantine is allowed visitors. No visitors are allowed in Maltings Flats during the current COVID outbreak. This decision will be reviewed on renewal of government advice/any relaxing of government restrictions.				0	0	0	Maintain, monitor and regularly review control measures.	
COVID RA ref: 016.7	Ventilation Risk: Spread of virus through close contact and respiratory aerosols	a,b,c,d	4	5	20	Natural ventilation should be increased in areas where windows and doors can be opened to increase natural air flow of the flat areas. (not fire doors)				1	5	5	Maintain, monitor and regularly review control measures.	
COVID RA ref: 016.8	First Aid / COVID-19 Symptoms Risk: Spread of virus through close contact and respiratory aerosols	a,b,c,d	4	5	20	Any person having symptoms of COVID-19 (new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)), are to contact their Buddy, or The Maltings Reception, immediately to arrange a COVID swab test as soon as possible. First Aid standard requirements will remain the same – First Aid boxes are available from Hall Managers or at Reception All First Aiders are to ensure they are familiar with updated guidelines for treatment for casualties during COVID-19 outbreak. Information UCB COVID H&S Guidance 003 also gives detail of what to do if someone complains of having symptoms of COVID-19				1	5	5	Maintain, monitor and regularly review control measures.	

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			L	S	R		L	S	R	
COVID RA ref: 016.9	Cleaning & Hygiene Risk: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d	4	5	20	<p>Washing your hands and keeping good hygiene Everyone should wash their hands regularly, but this is particularly important for people who have recently travelled to the UK because you could have contracted coronavirus and not yet developed symptoms. Wash your hands frequently with soap and hot water, for at least 20 seconds, rinse and dry thoroughly. Use alcohol-based hand sanitiser if soap and water are not available. Avoid touching your eyes, nose, and mouth.</p> <p>Cover your mouth and nose with a disposable tissue when you cough or sneeze. Dispose of tissues into a plastic waste bag, and immediately wash your hands with soap and water for at least 20 seconds, rinse and dry thoroughly.</p> <p>It is the responsibility of all Students to maintain the cleanliness and hygiene levels within their flat and their communal areas (kitchen)</p> <p>Any Staff (Hall Managers/Accommodation Officers) entering student flats in the course of their duty (ie Inspections) should wear face masks during the COVID outbreak, - plus while students are in quarantine, face shields should also be worn. Staff should regularly wash hands and use hand sanitiser when moving between flats.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref: 016.10	Kitchens Risk: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d	4	5	20	<p>Cleaning; All work surfaces should be kept clean and tidy whilst cooking/preparing food. On completion, all work surfaces are to be cleaned thoroughly and sanitised.</p> <p>All chopping boards, utensils and other equipment used are to be washed/cleaned thoroughly.</p> <p>(Social distancing should be observed as best possible at all times, - limit persons cooking at any one time. Where possible, try and organise a rota system for cooking).</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA ref: 016.11	Fire Emergencies	a,b,c,d	4	5	20	<p>All new joiners entering quarantine are to have fire safety information explained to them and demonstrated where the emergency assembly points are located.</p> <p>All fire emergency requirements will remain the same – evacuation from the building must be done as quickly as possible.</p> <p>Procedures for raising the alarm, searching and evacuating the building remain the same</p> <p>Once evacuated from the building assembly at the designated assembly points should be done as best possible while maintaining socially distancing (1meter+)</p> <p>At the end of the emergency, - controlled re-entry to the building should be monitored by Fire Marshals trying to maintain persons social distancing.</p>	1	5	5	Maintain, monitor and regularly review control measures.

Summary of any high risk (Red, 12 – 25) findings from the assessment after introduction of control measures and re-evaluation (if any?)

Proposed action plan to eliminate, or reduce identified risks where current controls require further improvement?

What to do if you get coronavirus symptoms:

You should look for any of the following symptoms in the 14 days after the day you arrive in the UK:

- new continuous cough
- high temperature
- loss or change to your sense of smell or taste

If you have any of these symptoms, you should continue to self-isolate. If you are staying with others and you develop symptoms, the whole household that you are staying with will need to begin self-isolating.

You should apply for a test if you have the symptoms of coronavirus. You can register for a test on the NHS website. If you have no internet access, you should call NHS 119 to arrange for a test.

If your test for coronavirus is positive you will be asked to share your contacts with the NHS test and trace service, and your contact detail declaration may be used to alert people who travelled to the UK alongside you.

If you feel you cannot cope with your symptoms at home, or your condition gets worse, or your symptoms do not get better after 10 days, then use the NHS 111 online coronavirus (COVID-19) service. If you do not have internet access, call NHS 111. For a medical emergency dial 999.

If you develop symptoms, you must self-isolate for at least 14 days from the point you arrived in the UK and if you get symptoms during that time for at least 10 days from symptom onset and until you are better and no longer have a high temperature. You will need to self-isolate for 14 days from the time that you arrived in the UK even if you have had and recovered from coronavirus symptoms in this time. If you are tested and receive a negative result for coronavirus, you must continue to self-isolate until you have been in the UK for 14 days, even if your symptoms have gone.

If you arrived in the UK more than 14 days ago, you do not need to continue self-isolation once you have had symptoms for 10 days and your temperature has returned to normal. Symptoms of a cough or changes to your sense of smell or taste can last for several weeks after the infection has gone and so you can stop self-isolating even if you have these symptoms. The household you are staying with should self-isolate for 14 days from the point that your symptoms start.

If you develop new symptoms or your existing symptoms worsen within your 14-day isolation period, then please contact NHS 111 again and follow their advice.

Copy of the completed assessment must be retained for review by the assessor or the department competent person.