



# COVID 19 - General Risk Assessment Guide for Entry/Exits & Reception

<b>Risk Assessment ID:</b> (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA001 v0.4
<b>RA conducted by:</b> (List all involved in conducting the risk assessment)	G. Howard
<b>Signature</b> of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
<b>Date RA conducted:</b>	14/12/20
<b>Planned review date:</b>	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 government guidelines (04-07-20) for social distancing ('public to remain two meters apart "where possible" or "one meter plus" elsewhere'), increasing frequency of hand washing (min. 20 seconds per session) and surface cleaning hygiene.*

**Reference:**

Gov.uk Guidance - Further and higher education: coronavirus (COVID-19)

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

Guidance: Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) – Updated 13-11-20

<https://www.gov.uk/government/publications/safe-working-in-education-childcare-and-childrens-social-care/safe-working-in-education-childcare-and-childrens-social-care-settings-including-the-use-of-personal-protective-equipment-ppe>

Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 13-12-20

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

**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

Other Hazards (Specify):

**Viral:** Infection/cross transmission of COVID-19 virus:  
Spread through close contact with transmission between persons by respiratory aerosols and/or touching of contaminated surfaces with self-transfer for possible eye, nose or oral ingestion.

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.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	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

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  Control Measures	Re-Evaluate			Review/Action  Further Actions / Recommendations / Observations
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
RA COVID ref:001.1	<b>Ingress &amp; Egress</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	Doorways to be limited to one person in and one person out of entry/exit door at any one time to maintain government recommended social distancing. Right of way must be observed for the person exiting the building. Waiting areas external to the building for entry will be denoted by areas measured out to be 2metres apart ( <i>Safeguarding the 1meter plus guidelines as of 4<sup>th</sup> July 2020</i> ). Hand sanitising points will be located in reception area and area prior to using turnstiles and/or card readers to pass through security check points. Hand sanitising points will be located at points prior to using the exit doors for the building. 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.
RA COVID ref:001.2	<b>Face Coverings</b> Risks: Spread of virus through close contact and inhaling other infected respiratory areoles	a,b,c,d,e,f	4	5	20	Masks (or suitable face coverings) will be required in the following areas. This applies to students and staff. Face coverings should be worn on campus: <ul style="list-style-type: none"> <li>When using communal areas and in the corridors of Summer Row and Richmond House, and in any other spaces where 2m distancing is difficult/cannot be maintained.</li> <li>When queueing at any building café's/bars/restaurants and at the counters and payment points.</li> <li>When using any toilets and changing rooms</li> <li>Or, any other times when social distancing cannot be exercised/maintained.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref:001.3	<b>Reception Desk</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	The Reception Desk will be cordoned by social distancing floor marking denoting a 2m waiting distance from the desk. Floor markings will also highlight a waiting area at 2m spacing distance for queuing for the Reception Desk. Hand sanitiser will be available for use prior to persons signing into the building Reception Staff to regularly clean/sanitise - phones, IT equipment/keyboards/mouse, reception desk counter. Monitor cleaning supplies to maintain a regular supply. Training to be given to all staff prior to initially conducting reception duties.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref:001.4	<b>Reception areas and walk areas</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	No one should congregate/wait in the reception area unless waiting to be seen at Reception. Social distancing and continual movement through the reception area should be maintained. Everyone is to use the hand sanitiser in reception area prior to using the security turnstiles. 2m distancing guide markings will be highlighted on the floor area prior to the turnstiles to denote social distancing waiting areas. Where possible, the floor areas will highlighted showing areas for flow of traffic, and where walk areas have to be divided (corridors/stairs) showing side of flow direction.	1	5	5	Maintain, monitor and regularly review control measures.

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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			
RA COVID ref:001.5	<b>Signage &amp; Safety Information</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage Reminder to regularly wash hands for minimum of 20secs Sneeze into crook of arm Information to follow directional signage and abide by corridor & stair segregation/division 'Loop' video on TVs highlighting safety procedures for COVID 19	1	5	5	Maintain, monitor and regularly review control measures.		
RA COVID ref:001.6	<b>Seating Areas</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	Seating areas will either be identified as 'Out of Use' or seating provided/identified where it is positioned at 2m intervals. Where seating is provided, this should be included in the cleaning schedule for increased regular cleaning and sanitising.	1	5	5	Maintain, monitor and regularly review control measures.		
RA COVID ref:001.7	<b>Lifts</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	Restricted use of any lifts is to be observed to those with a disability/medical condition (exemption cards available) and movement of heavy goods only. Information signage is displayed to advise of numbers of people allowed in lifts and floor markings in lift carriages will show positions to stand to optimise social distancing. Increased regular cleaning and sanitising of regular 'touch' surfaces of lifts are to be included in cleaning routines and reformed and enhanced cleaning risk assessments.	1	5	5	Maintain, monitor and regularly review control measures.		
RA COVID ref:001.8	<b>Cleaning</b> Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	A full cleaning schedule is to be agreed between Estates and contracted cleaning company highlighting increased cleaning regime and sanitising of key 'touching areas' that could be infected, - seating areas, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc.	1	5	5	Maintain, monitor and regularly review control measures.		
RA COVID ref:001.9	<b>Ventilation</b> Risks: Spread of virus through close contact	a,b,c,d,e,f	4	5	20	Ventilation should be increased in the area where possible by opening doors/windows to increase natural air flow of the area.	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?

### **Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated December 2020**

#### **What happens if someone becomes unwell at an educational or childcare setting?**

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see ‘What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?’ below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

#### **What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?**

When a child, young person or staff member develops symptoms of coronavirus (COVID-19): a high temperature, new and persistent cough or a loss of, or change in, normal sense of taste or smell (anosmia), however mild, they should self-isolate for at least 10 days from when the symptoms started; or if they are not experiencing symptoms but have tested positive for coronavirus (COVID-19) they should self-isolate for at least 10 days starting from the day the test was taken.

If they have tested positive whilst not experiencing symptoms, but develop symptoms during the isolation period, they should restart the 10-day isolation period from the day they develop symptoms.

This only applies to those who begin their isolation on or after 30 July 2020.

Where the child, young person or staff member tests negative, they can return to their setting and the fellow household members can end their self-isolation.

Where the child, young person or staff member tests positive, the rest of their class or group within their childcare or education setting should be sent home and advised to self-isolate for 10 days. The other household members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms.

As part of the national test and trace programme, if other cases are detected within the cohort or in the wider setting, Public Health England’s local health protection teams will conduct a rapid investigation and will advise schools and other settings on the most appropriate action to take. In some cases, a larger number of other children, young people may be asked to self-isolate at home as a precautionary measure – perhaps the whole class, site or year group. Where settings are observing guidance on infection prevention and control, which will reduce risk of transmission, closure of the whole setting will not generally be necessary.

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/943707/Symptomatic\\_children\\_action\\_list\\_schools.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/943707/Symptomatic_children_action_list_schools.pdf)

<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>

Review Record	This risk assessment must be reviewed at periods not exceeding <b>2</b> years or when circumstances surrounding the risk have changed		
Review Date/Reference	Review Assessed By	Findings / Changes	Signed
14/12/20 - RA001 v04	Gary Howard	Updated self-isolation guidance for contacts of individuals who test positive for COVID-19. The self-isolation period is now 10 days instead of 14	<i>G. Howard</i>

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