

<b>Risk Assessment ID:</b> (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA020 v0.2
<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>	27/10/20
<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 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.**

**Reference:**

Guidance: Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) - Updated 22-10-20

<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 - Further and higher education: coronavirus (COVID-19) – Updated 22-09-20

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

Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 23-10-20

<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 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	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA 020.1	<p><b>Ingress &amp; Egress</b></p> <p>Risk: Spread of virus through touching of contaminated surfaces or spread of a persons contaminated respiratory aerosols</p>	a,b,c,d,e,f	4	5	20	<p>Entry &amp; exit of the Library and ASC areas will be based on a one-way in and one-way out procedure, -</p> <p>Entry to all areas will be from the main stairs/lift end of the building.</p> <p>Exit from all levels will be via the rear fire escape stairs – leaving the stairs at the ground floor to exit the building past security via the main entrance/exit doors. (persons with mobility problems may use the lifts to enter and exit floor levels as required)</p> <p>There will be no precise limit of numbers of persons allowed to use the library facilities however:</p> <p>A booking system will be in place to manage expected numbers wishing to use the areas (also used for NHS track &amp; trace)</p> <p>A click and collect service is running to deliver books to students without them having to use shelves (although they can if they want to); there will be a 3 day quarantine on handled books.</p> <p>Where students attend without booking, numbers of persons will be monitored by Library Staff, - Staff will ‘patrol’ the library areas and where students are seen not using the area for obvious studying they may be asked to vacate the Library, - security may be called if problems are encountered.</p> <p>Hand sanitising points will be located on the landing areas and at ley points around the building. Hands to be sanitised on entry to the Library and ASC areas.</p> <p>All Students and Staff are to sanitise their hands prior to handling any books. Hand sanitiser is available at sanitising stations within the Resource Centre &amp; at Reception - Clear signage to be in place to inform students of hand hygiene requirements.</p> <p>Regular cleaning and sanitising of door handles/stair rails etc. will be conducted as directed by Estates and the Cleaning Company risk assessment.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 020.2	<p><b>Reception Desk</b></p> <p>Risks: As above</p>	a,b,c,d,e,f	4	5	20	<p>The front area of the Reception Desk is marked on the floor to show social distancing waiting areas away from the desk.</p> <p>Reception Staff are to monitor use and issue of disposable gloves. Reception Staff will be responsible for restocking supplies of gloves. Medium &amp; large to be available.</p> <p>Regularly clean/sanitise - phones, IT equipment/keyboards/mouse, reception desk counter. Monitor cleaning supplies to maintain a regular supply.</p> <p>Training to be given to all staff prior to initially conducting reception duties.</p>	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 020.3	<p><b>Reception areas and walk areas</b></p> <p>Risks: As above</p>	a,b,c,d,e,f	4	5	20	<p>No one should congregate/wait in the reception area unless waiting for assistance by Reception Staff. Social distancing and continual movement through the reception area should be maintained.</p> <p>Where possible, the floor areas will be highlighted showing areas for flow of traffic, and where walk areas have to be divided showing side of flow direction.</p> <p>Social distancing within the Library is to be maintained at 2m where possible.</p> <p>Remove any pamphlets and general information literature where possible</p>	1	5	5	Maintain, monitor and regularly review control measures.

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	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 020.4	Seating Areas Risks: As above	a,b,c,d,e,f	4	5	20	Seating areas will either be removed or identified as 'Out of Use'. Seating provided/identified will be positioned at 2m intervals or with mitigation Where seating is provided, this should be included in the cleaning schedule for increased regular cleaning and sanitising. <b>(Bean bags to be removed)</b>	1	5	5	Maintain, monitor and regularly review control measures.				
COVID RA 020.5	Books Risks: As above	a,b,c,d,e,f	4	5	20	All Students and Staff are to sanitise their hands prior to and after handling any books. Hand sanitiser is available at sanitising stations within the Library areas & at Reception - Clear signage to be in place to inform students of hand hygiene requirements. All books are to be 'quarantined' for three days prior to be returning to shelves for reuse.	1	5	5	Maintain, monitor and regularly review control measures.				
COVID RA 020.6	PC's Risks: As above	a,b,c,d,e,f	4	5	20	All PC's/work areas (inc. lower ground floor) are identified for uses and are spaced 2m apart or positioned with mitigation. All Students are to sanitise their work area with sanitising wipes prior to use and after use to cover all areas touched such as; – this is to include work surfaces, chairs, keyboards, mouse, monitors etc.	1	5	5	Maintain, monitor and regularly review control measures.				
COVID RA 020.7	ASC Areas Risks: As above	a,b,c,d,e,f	4	5	20	Access to ASC should be by booking only All persons entering ASC areas should sanitise their hands prior to entry All PC's/work areas will be identified for uses and be spaced 2m apart or positioned with mitigation. All PC's within the ASC will be for ASC assistance use only Meeting area/PC's should be wiped with sanitising wipes prior to use and after use – this is to include work surfaces, chairs, keyboards, mouse, monitors etc. All office staff should socially distance or work with mitigation, & increased hand washing	1	5	5	Maintain, monitor and regularly review control measures.				
COVID RA 020.8	Signage & Safety Information Risks: As above	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase bins?) Reminder to regularly wash hands for minimum of 20secs - Maintain hand hygiene, sanitise hands before and after handling books & literature. Sneeze into crook of arm Information to follow directional signage, exit signs and abide by corridor & stair segregation/division signs	1	5	5	Maintain, monitor and regularly review control measures.				
COVID RA 020.9	Cleaning Risks: As above	a,b,c,d,e,f	4	5	20	All books used for study periods are to be sanitised after use by Students wiping down external covers and binders. Books are to be place on the book trolleys/kept to one side for 24hrs prior to being returned to shelves for reuse. All Students are to sanitise their work area with sanitising wipes prior to use and after use – this is to include any books used (covers and binders), work surfaces, chairs, keyboards, mouse, monitors etc. A full cleaning schedule is to be agreed between Estates and the 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.				
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			L	S	R		L	S	R	
COVID RA 020.10	<b>Ventilation</b> Risks: Spread of virus through respiratory aerosols	a,b,c,d,e,f	4	5	20	Ventilation should be increased in areas where possible by opening windows and doors (not fire doors) to increase natural air flow of the area.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 020.11	<b>Fire</b>	ab,c,d,e,f	3	5	15	All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route. Social distancing should be exercised as best possible at the emergency assembly point.	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 23<sup>rd</sup> September 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 14 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.

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