



COVID-19 – Safety for External School/College Visits

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	Marketing COVID RA 001 v.03
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/reviewed:	13/09/21 (see p. 8)
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 UCB Staff and external schools and college students and staff members when conducting marketing visits.

COVID Safety – Compliant Control Measures

- Ensure good hygiene for everyone.
- Maintain appropriate cleaning regimes.
- Keep occupied spaces well ventilated.
- Follow public health advice on testing, self-isolation and managing confirmed cases of COVID-19

Reference:

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision>

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses>

Gov.uk Guidance - Working safely during coronavirus (COVID-19) – Updated 17-08-21

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

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.

		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

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

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)



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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	
Marketing COVID RA 001.01	UCB Vehicle Risks: Spread of virus through close contact with transmission by respiratory aerosols and / or touching of surfaces	a,	4	5	20	<p>Before returning vehicle to Estates, - Wipe clean/sanitise any part of the vehicle that you constantly touch while driving e.g. steering wheel, handbrake, gearstick, radio buttons, handles, etc. before and after use.</p> <p>Complete the car checklist yourself, security staff to not enter the car, but to complete external check.</p> <p>Wear face mask in car if travelling with others (see mitigations below)</p> <p>Estates to have cars cleaned more regularly/between users?</p> <p>Car sharing You should try not to share a vehicle with those outside your household or support bubble. If you need to do this, try to:</p> <ul style="list-style-type: none"> • share the transport with the same people each time • keep to small groups of people at any one time • open windows for ventilation • travel side by side or behind other people, rather than facing them, where seating arrangements allow • face away from each other • consider seating arrangements to maximise distance between people in the vehicle • clean your car between journeys using standard cleaning products - make sure you clean door handles and other areas that people may touch • ask the driver and passengers to wear a face covering <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/978597/coronavirus-safer-travel-easy-read-guidance.pdf</p>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 001.02	Ingress, Egress, Exhibition Space at School/College Risks: Spread of virus through close contact with transmission by respiratory aerosols and / or touching of surfaces	a,b,c,e,f	4	5	20	<p>Adhere to guidance/risk assessment provided by school to move around the school safely. Making sure you sanitize your hands on arrival, pass through a doorway one at a time, follow safe route around school, while adhering to 2m social distancing where possible. Ensure the waiting room, before being taken to the exhibition space, has the capacity to allow for 2m social distancing based on the number of exhibitors.</p> <p>Only move around the school, when students are not moving between classes to avoid being in crowded spaces.</p> <p>Exhibitor stands to be distanced with a minimum 2m gap between each.</p> <p>Where possible, ask for any windows to be opened to increase ventilation.</p> <p>Increased hand washing must be observed as government guidelines for minimum of 20seconds, - Hand Sanitising Stations to be available in exhibition space.</p> <p>Coats/outer belongings should be kept segregated from other persons belongings to avoid possible cross contamination with others clothing.</p> <p>If presenting in a classroom/assembly hall, make sure the front row of students is 2m away, and do not circulate around classroom</p> <p>All School Liaison team and ambassadors should be familiar with this risk assessment, and that provided by the school/college.</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				Rating	Revised		
			L	S	R					
Marketing COVID RA 001.03	Stand, Literature and Equipment Risks: Spread of virus through close contact with transmission by respiratory aerosols and / or touching of surfaces	a,b,c,d,e,f	4	5	20	Any equipment i.e. Ipad, course banners used are to be cleaned and sanitised where possible before and after use (use own spray/wipes) After a student has completed the enquiry form on the Ipad, it needs to be wiped clean/sanitised before another student uses it. All stands are segregated minimum of 2m apart School Liaison team to monitor cleaning supplies and any requirement for PPE to maintain a regular supply. All literature to be kept behind the table, and not displayed. Only to be handed to prospective students that are interested in our courses. Maximum of 3-4 students at our stand at one time. Do not use additional resources for presentations where it can be helped. Take own laptop to connect to whiteboard/projector.	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 001.04	Toilets Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces	a,b,c,e,f	4	5	20	School/college to provide safety guidelines to access their toilets. Where possible follow one in and one out system, and use staff toilets. 2m social distancing guidelines should be followed in all communal areas. Facilities to be available to wash hands in-line with the government guidance. (School/venue to provide risk assessment)	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 001.05	Refreshment Station Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces	a,c,e,f	4	5	20	Take own travel mug for drinks or use disposable cups, if available. Do not eat food that has been laid out, such as a buffet Only eat food that is packaged. Do not go to stand, if another exhibitor is using it. Wash or hand sanitize hands once return to stand.	1	5	5	
Marketing COVID RA 001.06	Cleaning & Clearing Risks: Spread of virus through respiratory aerosols and/or touching of surfaces	a,b,c,e,f				To ensure that the school/college is completing regular cleaning of key 'touch point areas' that could be infected, - seating areas, tables, door knobs/handles, toilet/washroom areas, stairways and stair rails, lifts etc. School Liaison team and ambassadors are to ensure they clean/sanitise their own workspaces/ stations/equipment/IT equipment etc. on completion of use and any waste and personal belongings removed from the work area at the end of the event.				Maintain, monitor and regularly review control measures.

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			L	S	R			L	S		R
Marketing COVID RA 001.07	Staff Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f	4	5	20	<p>No Staff Member should attend Campus or off-site visits if suffering symptoms of COVID-19</p> <p>All Staff should inform their Line Manager/Supervisor if they are unwell (immune system could be low), or have concerns of being at work and at high risk of infection/contracting COVID-19 being vulnerable as listed as either: BAME (Black and minority ethnic), pregnant, having underlying health conditions etc.</p> <p>https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</p> <p>Consultation is to be given on an individual case by case basis to assess the best control methods to adopt for the persons safer working conditions. Guidance for Line Managers/ Supervisors can be sought from Senior Management, H&S Manager or Human Resources.</p> <p>During the day – All Staff should highlight if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia) to their Line Manager.</p> <p>If Staff develop symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the buildings 'Isolating Area' – the buildings safe area which is designated as an isolation area and await arrangements to get them home safely for self-isolation. They should organise a COVID test immediately under 'Test & Trace' regulations.</p> <p>School reception should be informed if someone requires isolation on-site (Check with Host or local risk assessment for location of 'isolation area').</p> <p>(See government advice details below for COVID symptoms in Educational environment)</p>	1	5	5	Maintain, monitor and regularly review control measures.	
Marketing COVID RA 001.08	External Students & School Liaison Team Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,e,f	4	5	20	<p>Students/Staff to receive 'refresher training' at the beginning of the event to reiterate the importance of regular hand washing, keeping good social distancing with students and exhibitors as best possible. School Liaison team and ambassadors to be provided with training before they attend their first event based on the areas above, plus sanitising the stand, and equipment.</p> <p>School Liaison team and ambassadors are advised for the importance of daily changing of clothing/uniform, and increased regular washing of clothing worn particularly with the nature of their work and 'close contact working' with Students.</p> <p>School Liaison team and ambassadors are to inform the school/college, and UCB of either of their wellbeing if they are feeling unwell, suffering any symptoms for COVID 19 – (new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia)).</p> <p>Also to contact UCB if they have any concerns of being at high risk of infection/contracting COVID-19 – if concerns are for developing symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the school/venue's designated isolation area and await arrangements to get home safely for self-isolation. A COVID test should be organised immediately under 'Test & Trace' regulations.</p> <p>Security/Reception should be informed if someone requires isolation on-site who will have instruction for procedures to adopt. (See government advice details below)</p>	1	5	5	Maintain, monitor and regularly review control measures.	
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			L	S	R		L	S	R	
Marketing COVID RA 001.09	<p>COVID-19 Virus - Safety from Infection & Transmission</p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,e,f	4	5	20	<p>Although a lot of Government guidelines for protection have been relaxed, it is still advised to maintain 2meter social distancing as best possible and to regularly wash your hands for a minimum of 20seconds. Face coverings should be worn in areas with lots of people, unavoidable close contact and when using public transport.</p> <p>All School Liaison team and ambassadors to have read and understood all UCB COVID-19 control risk assessments.</p> <p>Educational environments: 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 - 20-07-21</p> <p>‘Most staff in education, childcare and children’s social care settings will not require PPE beyond what they would normally need for their work, even if they are not always able to maintain a distance of 2 metres from others. PPE is only needed in a very small number of cases if:</p> <ul style="list-style-type: none"> an individual child, young person or other learner becomes ill with COVID-19 symptoms and only then if a distance of 2 metres cannot be maintained · a child, young person or learner already has routine intimate care needs that involve the use of PPE, in which case the same PPE should continue to be used’ Increased/extra precautions. <p>COVID safety guidance requirements are to be sourced from the school/venue’s risk assessment. Where this is not available, clarification of the school’s policy for wearing of PPE is to be sought.</p> <p>When speaking to student’s/staff respect 2meter social distancing as best achievable - it is understood this may not always possible, -</p> <p>Where 2m cannot be maintained, work slightly behind or side-by-side with a Student – avoid all face-to-face interaction where possible – use tables or chairs to distance Limit any close interaction with a Student to as little time as possible, maximum guidance time is 15minutes Never directly touch another person/Student Consider the venue layout, - can it be arranged slightly differently to establish a sufficiently safe student/staff safe distancing?</p> <p>PPE protection of face shields, and cleaning sanitising wipes should be available where no clear COVID safety practices can be identified at the school/venue, - or the school have agreed the wearing of PPE. Visors must fit the user and be worn properly. It should cover the forehead, extend below the chin, and wrap around the side of the face.</p> <p>Where PPE is to be applied:</p> <ul style="list-style-type: none"> Full facial visor protection to be worn. Increased regular hand washing and hand sanitising is to be observed 	1	5	5	Maintain, monitor and regularly review control measures.
<p>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</p>										
Hazard Ref No.	Identify	Those at risk	Initial Risk Evaluation	Eliminate/Reduce/Mitigate/Action			Re-Evaluate	Review/Action		
		Those at risk	Risk Rating	Control Measures			Rating Revised	Further Actions / Recommendations / Observations		



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	Identified Hazards and Associated Risks		L	S	R		L	S	R	
Marketing COVID RA 001.10	Ventilation (Schools/Colleges) Risks: Spread of virus through transmission by respiratory aerosols	a,b,c,e,f	4	5	20	Where possible, - Ventilation should be increased where possible, supply and extraction fans should be turned on (not when supplied or extracted to other rooms/areas), and by opening doors (excluding fire doors) and windows where possible to increase natural airflow through/around the working area/class. (Check with school/venue risk assessment)	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 001.11	School Liaison Team/Ambassador Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,e,f	4	5	20	All School Liaison Team/Ambassador are advised to wear a face covering as protection dependant on advice from the school risk assessment. Maintain regularly wash/sanitize of hands and surfaces (See Hazard ref. 001.09)	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 001.11	Using Taxis and/or public transport Risks: Spread of virus through close contact and transmission by respiratory aerosols and touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> Wear a face mask/covering while using taxis/public transport at all times Use hand sanitiser before and after (& during) travelling Abide by social distancing measures in place at all times when possible If possible, open windows for ventilation Take as little resources as possible and ensure they are cleaned on return to the university 	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?

Further education coronavirus (COVID19) operational guidance: 17th August 2021

<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance>

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

When an individual develops coronavirus (COVID-19) symptoms or has a positive test

Students, staff and other adults must not come into the setting if:

When to self-isolate

Self-isolate straight away and get a [PCR test \(a test that is sent to the lab\) on GOV.UK](#) as soon as possible if you have any of these 3 symptoms of COVID-19, even if they are mild:

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

You should also self-isolate straight away if:

- you've tested positive for COVID-19 – this means you have the virus
- someone you live with has symptoms or tested positive (unless you are not required to self-isolate – check below if this applies to you)
- you've been told to self-isolate following contact with someone who tested positive – [find out what to do if you're told to self-isolate by NHS Test and Trace or the NHS COVID-19 app](#)

They must immediately cease to attend and not attend for at least 10 full days from the day after:

- the start of their symptoms
- the test date if they didn't have any symptoms but have had a positive test (whether this was a [Lateral Flow Device \(LFD\) or Polymerase Chain Reaction \(PCR\) test](#))

When you do not need to self-isolate

If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:

- you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS
- you're under 18 years, 6 months old
- you're taking part or have taken part in a COVID-19 vaccine trial
- you're not able to get vaccinated for medical reasons

Even if you do not have symptoms, you should still:

- get a [PCR test on GOV.UK](#) to check if you have COVID-19
- follow advice on [how to avoid catching and spreading COVID-19](#)
- consider limiting contact with [people who are at higher risk from COVID-19](#)

You must follow this process and ensure everyone on-site or visiting is aware of it.

Anyone told to isolate by NHS Test and Trace or by their public health protection team, has a legal obligation to self-isolate, but you may leave home to avoid injury or illness or to escape the risk of harm. More information can be found on [NHS Test and Trace: how it works](#).

If anyone in your class develops a new and continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), you must:

- send them home to begin isolation - the isolation period includes the day the symptoms started and the next 10 full days
- advise them to follow the [guidance for households with possible or confirmed coronavirus \(COVID-19\) infection](#)
- advise them to arrange to have a test as soon as possible to see if they have coronavirus (COVID-19)



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Review Record	This risk assessment must be reviewed at periods not exceeding <u>2</u> years or when circumstances surrounding the risk have changed		
Review Date / Reference	Review Assessed By	Findings / Changes	Signed
29-07-2020 Marketing RA 001 v.01	N/A	Initial assessment date	<i>G. Howard</i>
27-04-2021 Marketing RA 001 v.02	Gary Howard	<p>Addition:</p> <ul style="list-style-type: none"> - face coverings/masks to be worn in all indoor areas - exceptions only for those with medical exemption and carrying an exemption card, and; - where efficient and understanding of teaching/speaking may be inhibited due to the face covering but adhering to safe social distancing guidelines. (FE Students only may relax face coverings in class) - All Staff & Students encouraged to have lateral flow testing twice a week when possible. <p>Update: (26th March 2021) https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance</p>	<i>G. Howard</i>
13-09-21	Gary Howard	Addition of: using taxis/public transport	<i>G. Howard</i>

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