



COVID 19 - General Assessment – Working & Movement Around Internal Areas

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA004 v0.8
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/updated:	14/05/21
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 when working 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/sanitising and surface cleaning.

Reference:

Gov.uk Guidance - Further and higher education: coronavirus (COVID-19) – Updated -14-12-20
<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 01-03-21
<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 11-05-21
<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

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 contaminated respiratory aerosols and/or touching of contaminated surfaces with transfer of virus by hand to mouth/nose/eyes where the virus is ingested into the body

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 004.1	Ingress & Egress Risk: Spread of virus through touching of contaminated surfaces or spread of a person's contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Doorways to be limited to one person in and one person out at any one time where possible, - users should adopt a 'give-way' to persons exiting a room/building whilst adhering to 2meter distancing. One-way flow systems are in place around buildings with alternative exit routes posted where available. Floor markings will highlight waiting area spacing distance for queuing for Reception Desk Waiting areas external to rooms while waiting for entry will be denoted by areas measured out to be 2meteres apart. Tutors should open rooms at least 5min. prior to start of lessons to avoid over queueing in corridors. All class start and end times should be staggered to avoid mixing of classes when starting or finishing class. Hand sanitising points will be located in reception lobby areas and on stair landing areas to be used prior to entering buildings/class rooms. Regular cleaning and sanitising of door handles/stair rails, turnstiles/card readers 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 004.2	Stairways Risks: As above	a,b,c,d,e,f	4	5	20	One-way flow systems are in place around buildings where possible – directional arrows are marked on floors showing pedestrian flow direction and, where possible, advertising of safe alternative exit routes from the building are posted. Alternative exit routes should be followed to avoid possibilities of unnecessary close contact and maintain social distancing. Increased regular cleaning and sanitising of stairways, banisters/handrails is to be included in cleaning routines and reformed cleaning risk assessments.	1	5	5	Maintain, monitor and regularly review control measures.		
COVID RA 004.3	Corridors/ Passageways Risks: As above	a,b,c,d,e,f	4	5	20	No one should congregate/wait in the corridors unless waiting to enter class rooms Social distancing and continual movement through passageway areas should be encouraged/maintained. Where possible, the floor areas will be highlighted showing areas for flow of traffic, and at 'pinch points' where walk areas have to be divided showing side of flow direction. Social distancing is to be maintained at 2m where possible. Increased regular cleaning and sanitising of key 'touch' areas	1	5	5	Maintain, monitor and regularly review control measures.		
COVID RA 004.4	Face Coverings Risks: As above	a,b,c,d,e,f	4	5	20	Masks (or suitable face coverings) will be required to be worn in all indoor areas. This applies to students and staff. Face coverings should be worn in all campus buildings: <ul style="list-style-type: none"> • When queueing at café's/bars/restaurants and at the counters and payment points. • When using changing rooms • Or, any other times when social distancing cannot be exercised. HE students; for the period of the national lock-down restrictions, government advise that face coverings should also be used in all HE learning environments, providing that the use of face covering does not impact on teaching and learning. Some staff and students will be exempt from wearing face coverings due to personal or sensitive needs. FE students only may relax face coverings in lessons; but only if social distancing is observed, - (Class areas have been measured and spaced accordingly for this to happen)	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 004.5	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'. Any seating provided/identified will be positioned 2m apart or partitioned/segregated with mitigation. Increased regular cleaning and sanitising of areas is to be included in cleaning routines and reformed cleaning risk assessments	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.6	Toilets, Locker Areas & Changing Rooms Risks: As above	a,b,c,d,e,f	4	5	20	Masks/face coverings are to be worn in all toilets and changing areas – changing spaces will be marked out for appropriate social distancing or with mitigation. Changing rooms will be signed at the door to display maximum occupancy for each changing room – this must not be exceeded. Lockers must be used on a one-only basis allowing for social distancing. Toilets to be used on a 'knock and call' basis. All toilet cubicles may be used – sink areas and urinal areas to be used on a one-only basis or use of every other one where more than two are installed. Regular cleaning and sanitising of toilet areas, door handles and push plates etc. will be conducted by UCB approved cleaning contractor as directed by Estates. Showering facilities are limited. Only showers not taken out of use by Estates may be used. Outline of all procedures for toilets, changing rooms and locker areas are to be detailed within building booklet / induction.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.7	Signage & Safety Information Risks: As above	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase emptying of bins) Reminder to increase regular washing of hands for minimum of 20secs Protect others - Sneeze into crook of arm Information to follow directional signage and abide by corridor & stair segregation/division	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.8	Lifts Risks: As above	a,b,c,d,e,f	4	5	20	Priority use of lifts is to be observed to those with a disability/medical condition and movement of heavy goods. Information will be displayed for maximum numbers of persons to use lift with standing positions displayed on the floors of lift carriages to maximise use of lifts Increased regular cleaning and sanitising of regular 'touch' surfaces is to be included in cleaning routines and reformed cleaning risk assessments	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.9	Ventilation Risks: Spread of virus through respiratory aerosols	a,b,c,d,e,f	4	5	20	Where available, - Ventilation should be increased, supply and extraction fans should be turned on. Open doors (except fire doors) and windows where possible to increase natural air flow around the area. "Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Ventilation systems should provide an adequate supply of fresh air".	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 004.10	Cleaning Risks: Spread of virus through respiratory aerosols and/or touching of contaminated surfaces	a,b,c,d,e,f	4	5	20	A full increased 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 (inc. call buttons, floor level buttons) etc.	1	5	5	Maintain, monitor and regularly review control measures.			
COVID RA 004.11	Students Risks: As above	a,b,c,d,e,f	4	5	20	No Student should attend UCB Campus if suffering symptoms of COVID-19 When in class - Students 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). All Students should inform their Instructor if they feel unwell, or have concerns of being at high risk of infection/contracting COVID-19 – if developing 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 should be organised immediately under 'Test & Trace' regulations. Security should be informed if someone requires isolation on-site who will have instruction for procedures to adopt. (See government advice details below)	1	5	5	Maintain, monitor and regularly review control measures.			
COVID RA 004.12	Staff Risks: As above	a,b,c,d,e,f	4	5	20	No Staff Member should attend Campus if suffering symptoms of COVID-19 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, African and Minority Ethnic), pregnant, having underlying health conditions etc. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf Consultation is to be given on an individual case by case basis as required 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. 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. 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. Security should be informed if someone requires isolation on-site who will have instruction for procedures to adopt. (See government advice details below)	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				Rating Revised			
L			S	R	L	S	R			
COVID RA 004.13	Fire	a,b,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.

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) - Updated 1st March 2021

<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>

Further education coronavirus (COVID19) operational guidance:

<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:

- they have one or more [coronavirus \(COVID-19\) symptoms](#)
- a member of their household (including someone in their [support bubble](#) or childcare bubble if they have one) has coronavirus (COVID-19) symptoms
- they are legally required to [isolate having recently visited countries outside the Common Travel Area](#)
- they have had a positive test

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](#))

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 setting 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)

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
15/12/20 - RA004 v0.7	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>
14/05/21 – RA004 v0.8	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>UCB will still maintain requirements for social distancing, hand sanitising and wearing of face coverings from 17th May (Easing of lockdown restrictions level3)</p>	<i>G. Howard</i>

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