



COVID 19 Safety - Movement & Safe Working in 'The Link' Building

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA008 v0.3
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:	15/12/20
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 Areas of 'The Link' building.

In every workplace, maintain 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:

Working safely during coronavirus (COVID-19) 14-12-20

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

Safe working in education, childcare and children's social care settings, including the use of personal protective equipment (PPE) 14-12-20

<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 -14-12-20

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

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

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	L	S	R		L	S	R	
COVID RA 008.1	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 of doorways at any one time where possible, - users should adopt a 'give-way' to persons exiting a room or building whilst adhering to 2meter social distancing guidelines. Security to monitor and control entrance to the building ensuring 2m distancing at turnstiles, waiting areas and reception lifts. Floor markings will highlight a waiting area at 2m spacing distance for queuing for the Reception Desk and lifts Hand sanitising points will be located in reception lobby area Access 'UP' to all floors will be by lift and the main stairs, - exit 'DOWN' from all floors will be via the rear fire escape stairs only – exit will be at ground level to exit the building via the front doors. (anyone with difficulty using stairs should contact security to advise on their need to use the lift to assist exiting the building) 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 008.2	Stairways Risks: As above	a,b,c,d,e,f	4	5	20	Movement around the building will predominantly be a one-way system to access and exit the building. Access 'UP' to all floors will be by lift and the main stairs, - exit 'DOWN' from all floors will be via the rear fire escape stairs only – exit will be at ground level to exit the building via the front doors. (anyone with difficulty using stairs should contact security to advise on their need to use the lift to assist exiting the building) Increased regular cleaning and sanitising of lifts, stairways, and 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 008.3	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 rooms where social distancing must be observed. 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 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 is to be included in cleaning routines and reformed cleaning risk assessments.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 008.4	Office Areas Risks: As above	a,b,c,d,e,f	4	5	20	Social distancing, - reduced number of people in the work area to keep persons to a minimum (working rostering in place), - assigning and keeping people to designated desk spaces to maximise the ability to social distance. Not 'hot' desking, - sharing of desk spaces. Staff to adhere to social distancing and increased hand washing Cleaning staff will clean/sanitise surfaces and key 'touch points'. Increased cleaning will be provided by UCB approved cleaning company as agreed with Estates.	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				Further Actions / Recommendations / Observations
			L	S	R		L	S	R		
COVID RA 008.5	Face Coverings 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	Masks (or suitable face coverings) will be required to be worn in all communal areas and in the corridors in any building spaces where 2m distancing is difficult/cannot be maintained. This applies to students and staff. Face coverings should be worn in all campus buildings: <ul style="list-style-type: none"> • When queuing 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 teaching and learning ability. Some staff and students will be exempt from wearing face coverings due to personal or sensitive needs. FE students; need not wear face coverings in lessons – but social distancing should be observed - (Class areas have been measured and spaced accordingly for this to happen)	1	5	5	Maintain, monitor and regularly review control measures.	
COVID RA 008.6	Transmission of COVID-19 Virus Risks: As above	a,b,c,d,e,f	4	5	20	COVID-19 is transmitted by touching surfaces that have been contaminated by other persons having the virus, or being infected through a person's respiratory aerosols (coughing, sneezing, talking) that has the virus. COVID-19 infects us by entry to the body through our eyes, nose or mouth. Government guidelines for your protection are to be maintained at 2meter social distancing (1m+ with extra precautions) and increased regularly wash of your hands for a minimum of 20seconds. Staff and Students are to inform their Line Manager/Instructor 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). Staff and Students should inform their Line Manager/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 'enclosed break-out area' on the ground floor which is designated as an isolation area and await arrangements to get them home safely for self-isolation. They should organise for a COVID test immediately under NHS 'Test & Trace' regulations by calling 119 or booking on-line. Security should be informed of the event who will have further instruction for procedures to adopt. (See government advice details below – P6)	1	5	5	Maintain, monitor and regularly review control measures.	
COVID RA 008.7	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. 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.	
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Hazard Ref No.	Identify	Initial Risk Evaluation	Eliminate/Reduce/Mitigate/Action			Re-Evaluate			Review/Action		

Hazard Ref No.	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 008.8	Lifts Risks: As above	a,b,c,d,e,f	4	5	20	Restricted use of lifts is to be observed to those with a disability / need and movement of heavy goods taking priority. Numbers of persons to use lifts will be indicated by information at the lift door and/or feet placings marks on the floor of the lift – these numbers are not to be exceeded. Information signage displayed. 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 008.9	Toilets, Kitchens, Locker Areas & Changing Rooms 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	Maximum numbers for persons to access of toilets, kitchen areas and changing rooms/locker areas will be displayed at the entrance to the facility. This is not to be exceeded. Face coverings to be worn in all changing rooms and toilets. Where available; - All communal showering facility areas to be taken out of use where social distancing cannot be exercised. Single showers may be used.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 008.10	Ventilation Risks: Spread of virus through respiratory aerosols	a,b,c,d,e,f	4	5	20	"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". Mechanical ventilation should not mix air flows from one room to the next. Natural ventilation should be increased in areas where windows and doors can be opened (not inc. fire doors) to increase natural air flow of the area.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 008.11	Cleaning 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	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 etc.	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 008.12	Signage & Safety Information Risks: As above	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase bin emptying) Reminder to increase regular washing of hands for minimum of 20secs 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.
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	Those at risk	Initial Risk Evaluation	Eliminate/Reduce/Mitigate/Action			Re-Evaluate	Review/Action		
			Risk Rating	Control Measures			Rating Revised	Further Actions / Recommendations / Observations		



	Identified Hazards and Associated Risks		L	S	R		L	S	R	
COVID RA 008.13	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.

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://www.gov.uk/government/collections/further-and-higher-education-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 - RA008 v0.3	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.