



# Campus Tours - Visits On Campus (Individuals & Small Groups)

<b>Risk Assessment ID:</b> (Include revision number, e.g. 1.1, .. B, C..... v2?)	Marketing COVID RA 003 v.02
<b>RA conducted by:</b> (List all involved in conducting the risk assessment)	Bethan Ford
<b>Signature</b> of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
<b>Date RA conducted:</b>	08-10-20
<b>Planned review date:</b>	On-going – As required Last reviewed 29/03/21

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, student ambassadors and visiting students and staff members from external schools and colleges whilst attending on campus events. **In every workplace, maintain 2meter distancing where possible (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.**  
**Reference:**  
 Gov.uk Guidance - COVID-19: What FE colleges and providers will need to do from the start of the 2020 autumn term - Updated 26<sup>th</sup> March 2021  
<https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/what-fe-colleges-and-providers-will-need-to-do-from-the-start-of-the-2020-autumn-term>  
 Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 26<sup>th</sup> March 2021  
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>

**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 - respiratory aerosols and/or touching of contaminated surfaces.

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)*

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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				
Marketing COVID RA 003.01	<b>Slips, Trips and Falls</b>  <b>Risk:</b> Slips and trips whilst moving around the building. Potential for muscle injury, bruises, fractures, burns, cuts & grazes	a,b,c,d,e,f	4	4	16	<ul style="list-style-type: none"> <li>Good housekeeping maintained throughout the premises and any issues reported to Estates/Security. Floors cleaned daily by cleaning company.</li> <li>Coats and bags kept in appropriate hangers/ lockers or designated spaces away from working area to keep work areas and walkways clear. Segregate coats &amp; personal belongings in visiting group containment to prevent potential COVID transmission. (Visitors to be advised to attend with no, or minimum bags)</li> <li>Clear up any spillages immediately</li> <li>Be self-aware of any trailing leads, spillages or other potential slipping tripping hazards.</li> <li>If applicable presentations should be setup and designed to ensure enough space for required movement and social distancing.</li> <li>Visitors advised that food and drink should not be consumed in lecture theatres/classrooms or practical areas.</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.			
Marketing COVID RA 003.02	<b>Reception areas and walk areas</b>  <b>Risk:</b> Spread of COVID virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>To avoid overcrowding in the reception areas floor marker will be used to identify where visitor bubbles should stand and wait. Staff and ambassadors to maintain 2-meter social distancing from waiting groups.</li> <li>Continual movement through the reception area should be maintained to maximise social distancing as much as possible.</li> <li>Everyone is to use the hand sanitiser in reception area prior to using the security turnstiles.</li> <li>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 be highlighted showing areas for flow of traffic, and where walk areas have to be divided (corridors/stairs) showing side of flow direction.</li> <li>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.			
Marketing COVID RA 003.03	<b>Illness and Injury</b>  <b>Risk:</b> Accidents whilst moving around the building, pre-existing illness or injury (i.e. allergies), allergies to food causing various injuries such as anaphylaxes, seizure	a,b,c,e,f	3	4	12	<ul style="list-style-type: none"> <li>First aid is available on all University sites. First Aiders aware of updated requirements of treatment/procedures for casualties with suspected COVID-19 symptoms.</li> <li>Isolation Area for visitors with suspect COVID-19 symptoms available at request by attending at reception/security</li> <li>Report accidents/incidents to Reception/Security and complete Accident Form</li> <li>Attendees to disclose health, mobility or sensory difficulties to the Marketing team via email prior to tour commencing, relevant staff informed and appropriate arrangements made to accommodate. If these are not declared prior to visit, they should be disclosed on arrival and arrangements made to accommodate.</li> <li>Tour routes should be altered to ensure they are accessible. Any visitor who has declared a mobility issue to be offered to use of lifts and taxis to, from, and around campuses and accommodation blocks. If viewing accommodation ground floor accommodation should be available for viewing.</li> <li>Any food and drink at university retail outlets or provided by UCB hospitality should clearly display allergens and ingredients.</li> <li>Visitors advised to stay with their tour group at all times and should not enter rooms unoccupied.</li> <li>Visitors should not enter hazardous areas of the university.</li> </ul>	1	4	4	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			L	S	
Marketing COVID RA003.04	<p><b>Transmission of COVID-19 Virus</b></p> <p><b>Risk:</b> Spread of virus through close contact and transmission by respiratory aerosols / or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>Government guidelines for protection are to maintain 2meter social distancing (1m+ with extra mitigation) as best possible and to regularly wash your hands for a minimum of 20seconds.</p> <p>All ambassadors and UCB staff to have read and understood all UCB COVID-19 control risk assessments.</p> <p>All ambassadors and UCB staff to be encouraged/advised to take a covid-19 lateral flow test prior to commencing work. If the test is positive the ambassador/staff member will not work the event and covid19- lateral flow testing reporting guidance and measures will be followed.</p> <p><b>Educational environments:</b>  <a href="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">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</a>                      '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"> <li>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 ·</li> <li>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.</li> </ul> <p>While touring &amp; speaking to students/staff, maintain 2meter social distancing.                      In some circumstances only keeping 1m+ distance will be possible; therefore, consider:</p> <ul style="list-style-type: none"> <li>Work slightly behind or side-by-side with a visitor, staff member or student ambassador – avoid any close/direct face-to-face interaction where possible.</li> <li>Limit any close interaction with all visitors to as little time as possible, maximum guidance time is 15minutes.</li> <li>Never directly touch another person/student.</li> <li>Visitors should be asked to keep 2m social distance, where this is not possible they should keep 1m+ distance with no direct face-to-face interaction. Visitors to receive a short briefing at the beginning of the event/visit to inform of the importance of regular hand washing, keeping good social distancing as best as possible and obeying building signed one-way systems and exit routes.</li> <li>All visitors, staff and students to wear a mask or face covering (covering mouth and nose) in all indoor areas. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</li> <li>Visitors to leave contact details such as name, address and contact telephone number with reception for 'Test and Trace' purposes – or register at time of booking (details to be confirmed as correct prior to start of tour).</li> <li>Visitor groups are not to be mixed and visitors must remain in their own family bubble at all times.</li> <li>The tour group size should not exceed one UCB student ambassador/staff member, one applicant/enquirer and up to a maximum of three family members. Total tour group size = five.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.

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			L	S	R		L	S	R	
Marketing COVID RA 003.05	<b>Transmission of COVID-19 Virus</b>	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Visitors should not visit the University if they are feeling unwell and/or 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).</li> <li>Visitors should be asked of their wellbeing at the start of the visit, - 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).</li> <li>All visitors should inform their host/teaching staff if they feel unwell during the visit – if developing symptoms of COVID-19 they should be escorted from site: or escorted (keeping 2m distancing) to the building designated isolation area and await someone to escort them home for self-isolation. Security to be informed of the event who will have further instruction for procedures to adopt. The person should organise a COVID test immediately under ‘Test &amp; Trace’ regulations.</li> <li>Visitors are to contact their host if they have any concerns of being at high risk (listed disparities) of infection/contracting COVID-19. An IIR (surgical style) mask and gloves may be provided or the visit cancelled.</li> <li>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.06	<b>Fire safety</b> <b>Risk:</b> burns, smoke inhalation and death.	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Inform reception/ security that tour is taking place and that visitors will be around the campus. Inform reception/security of the number of visitors and contact details of event lead.</li> <li>Prior to tour attendees are asked to disclose whether they or their party would require any specific assistance for emergency evacuation. Details should be noted and passed on to security and reception in case of emergency.</li> <li>Visitors to sign in at reception, reception/security/ staff running tours to keep a register list of attendees.</li> <li>All visitors briefed in the evacuation procedure on signing in to reception.</li> <li>If a visitor is to leave early, they must inform the event organizer and their early departure should be noted.</li> <li>Security staff, hall managers and fire marshals to assist in evacuation as necessary.</li> <li>If fire alarm sounds (loud bell) staff, student ambassadors and visitors to leave the building by the nearest and safest fire exit and meet at assembly point.</li> <li>Social distancing to be practiced at assembly points when possible.</li> <li>Staff and ambassadors should be aware of the UCB Fire risk assessment and the fire assembly points of each campus building.</li> <li>All visitors to stay with staff/student ambassador whilst on tour.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.



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			L	S	R			L	S	
Marketing COVID RA 003.07	<b>Safeguarding</b> <b>Risk:</b> loss of persons whilst moving around the campus, risk of stress	a,b,f	3	5	15	<ul style="list-style-type: none"> <li>UCB Staff trained on safeguarding.</li> <li>Only student ambassadors over 18 to work campus tours.</li> <li>Student ambassadors should not be left in a one to one unsupervised situation with visitors under the age of 18. Any visitor under 18 will be asked to be accompanied by a parent/guardian. If a visitor under 18 attends without a parent/guardian, then another ambassador or member of staff will accompany in addition to the ambassador.</li> <li>Avoid unsupervised access with students under the age of 18 on a one-to-one basis.</li> <li>Inform visitors during briefing to stay with staff/student ambassadors throughout the visit and report to reception if lost (reception to be informed of visitors and contact appropriate person in marketing if lost person reports to reception).</li> <li>Event leaders to follow UCB's protocol for reporting incidents/ concerns.</li> <li>Visitors informed that all UCB campuses are open to all college &amp; university students, staff and visitors.</li> <li>If photographs or video are taken for the use of marketing material, then visitors will be asked to give verbal consent for being in photograph/video. If they do not wish to be in the photograph they will be asked to step aside from the photo/filming.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.08	<b>Behaviour</b> <b>Risk:</b> Possible injury due to bad behaviour or not following instructions. Risk of cuts, bruises, shock and stress.	a,b,e,f	4	4	16	<ul style="list-style-type: none"> <li>Staff and ambassadors to sign code of conduct for acceptable behaviour.</li> <li>Visitors to be supervised by student ambassadors and staff; security to be informed and intervene if necessary.</li> <li>Acceptable behaviour to be covered in briefing</li> </ul>	1	4	4	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.09	<b>Travelling around the campuses/ campus tour</b> <b>Risk:</b> Lost persons, accidents. Risk of cuts, bruises and stress	a,b,e,f	3	4	12	<ul style="list-style-type: none"> <li>The safest route is taken when walking between campuses and accommodation</li> <li>Adequate supervision by staff and student ambassadors</li> <li>Check for mobility difficulties within the group and adapt route if necessary/ provide use of taxis and lifts.</li> <li>Visitors are advised to stay with their group at all times and should not enter rooms unoccupied.</li> <li>Student ambassadors to not be leading a group larger than five people (one ambassador, one applicant/enquirer and up to three family members)</li> <li>If visitors do become separated from group they are advised in welcome briefing to report to the nearest reception if lost (tour itinerary and event lead details have been passed onto security/reception).</li> <li>If visitors need to leave tour early they are asked to inform ambassador/staff and details noted on register.</li> <li>If a visitor is lost and cannot be located by the student ambassador then the student ambassador should call staff member in charge of UCB Tour to inform.</li> </ul> <p>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</p>	1	4	4	Maintain, monitor and regularly review control measures.

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Marketing COVID RA 003.10	<b>Building safety</b> <b>Risk:</b> Injury from inadequate housekeeping/ lighting/ reasonable temperatures, electric shock from equipment. Risk of various injuries.	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Marketing staff, student ambassadors and teaching staff to visually check equipment/ facilities before use and report any faults</li> <li>Estates ensure general building safety; electrical and equipment testing/ PAT inspection/ fire precautions regulations are maintained</li> <li>Cleaning regularly conducted, all rubbish regularly removed.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.11	<b>Ingress and Egress</b> <b>Risk:</b> Spread of virus through close contact with transmission by respiratory aerosols and / or touching of surfaces	a,b,c,e,f	4	5	20	<ul style="list-style-type: none"> <li>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/building whilst adhering to 2meter distancing.</li> <li>Security to monitor and control entrance to the building ensuring 2m distancing at turnstiles and waiting areas in Reception.</li> <li>Floor markings will also highlight a waiting area at 2m spacing distance for queuing for the Reception Desk</li> <li>Waiting areas external to rooms while waiting for entry will be denoted by areas measured out to be 2meters apart.</li> <li>Hand sanitising points will be located in reception lobby area and on landing areas to be used prior to entering class rooms/offices.</li> <li>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.</li> <li>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.



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			L	S	R			L	S		
Marketing COVID RA 003.12	<b>Stairways</b> Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Summer Row - the 'UP' stairway will be the main stairs from Reception/Lift areas – please follow all signs for 'DOWN' stairs leading from the fourth floor to Reception to exit the building.</li> <li>Richmond House - Stairways will be split centrally between top and bottom and travel direction 'UP', 'DOWN' marked on the stairs. All persons are to travel up and down the stairs on the appropriate designated side maintaining social distancing from oncoming persons as much as possible. Signage to be provided for stairs – defined as an 'Up route' travel stair or 'down route' travel stair. Increased regular cleaning and sanitising of stairways, banisters/handrails are to be included in cleaning routines and reformed cleaning risk assessments.</li> <li>Obey all other building signed one-way systems and exit routes as designed and buildings open after COVID closure.</li> <li>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.	
Marketing COVID RA 003.13	<b>Corridors/ Passageways</b> Risk: Spread of virus through close contact and/or touching of surfaces	a,b,c,e,f	4	5	20	<ul style="list-style-type: none"> <li>No one should congregate/wait in the corridors unless waiting to enter class rooms when social distancing must be observed.</li> <li>Social distancing and continual movement through passageway areas should be encouraged/maintained.</li> <li>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.</li> <li>Social distancing is to be maintained at 2m where possible.</li> <li>Increased regular cleaning and sanitising of key 'touch' areas is to be included in cleaning routines and reformed cleaning risk assessments.</li> </ul> <p>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</p>	1	5	5	Maintain, monitor and regularly review control measures.	
Marketing COVID RA 003.14	<b>Seating Areas</b> Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Seating areas will 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 these areas is to be included in cleaning routines and reformed cleaning risk assessments</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.	

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			L	S	R		L	S	R	
Marketing COVID RA 003.15	<b>Lifts</b> Risk: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Restricted use of lifts is to be observed to those with a disability/medical requirements, and movement of heavy goods only.</li> <li>Max capacity allowed in each lift clearly identified and communicated on information signage displayed. Increased regular cleaning and sanitising of regular 'touch' surfaces is to be included in cleaning routines and reformed cleaning risk assessments.</li> <li>All visitors, staff and students to wear a mask or face covering indoors. If a UCB staff member/student ambassador/ student is exempt from wearing a mask/face covering, they should be wearing an exemption card on their lanyard. Visitors who are exempt should inform reception and the event organiser.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.16	<b>Ventilation</b> Risk: Spread of virus through close contact and respiratory aerosols	a,b,c,d,f	4	5	20	<ul style="list-style-type: none"> <li>Natural ventilation should be increased in areas where windows and doors can be opened to increase natural airflow of the area.</li> </ul> <p>"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".</p>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.17	<b>Staff</b> Risk: 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"> <li>All ambassadors and UCB staff to be encouraged/advised to take a covid-19 lateral flow test prior to commencing work. If the test is positive the ambassador/staff member will not work the event and covid19- lateral flow testing reporting guidance and measures will be followed.</li> <li>No Staff Member should attend Campus if suffering symptoms of COVID-19.</li> <li>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. <a href="https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf">https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf</a></li> <li>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&amp;S Manager or Human Resources.</li> <li>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.</li> <li>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 &amp; Trace' regulations. (See government advice details below)</li> </ul>	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**



## Campus Tours - Visits On Campus (Individuals & Small Groups)

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 003.18	<b>Seating Areas</b> Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Seating areas will 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 these areas is to be included in cleaning routines and reformed cleaning risk assessments</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.19	<b>Toilets, Locker Areas &amp; Changing Rooms</b> Risk: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>Access to all toilets and changing rooms/locker areas should be on a 'one only' basis – one in and one out.</li> <li>Access is to be on a 'Knock and Call' process – signage to be displayed.</li> <li>Outline of all procedures for toilets, changing rooms and locker areas are to be detailed within building booklet / induction.</li> </ul> <p>(Access to locker and changing areas can be increased to more than one person at a time providing that the maximum persons allowed is displayed at the entrance door and social distancing is maintained)</p>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.20	<b>Cleaning</b> Risk: Spread of virus through respiratory aerosols /or touching of surfaces	a,b,c,d,e,f	4	5	20	<ul style="list-style-type: none"> <li>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.</li> </ul>	1	5	5	Maintain, monitor and regularly review control measures.
Marketing COVID RA 003.21	<b>Signage &amp; Safety Information</b> Risk: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d,e,f	3	5	15	<ul style="list-style-type: none"> <li>Catch-It, Bin-It, Kill It' signage</li> <li>Reminder to increase regular washing of hands for minimum of 20secs, sneeze into crook of arm</li> <li>Information to follow directional signage and abide by corridor &amp; stair segregation/division 'Loop' video presentation (if possible) on TVs to highlighting safety procedures for COVID-19</li> <li>Health and Safety information for visits clearly identified on UCB tours landing page, UCB website and in UCB Tours electronic communications.</li> </ul>	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): Safe working in education, childcare and children’s social care settings, including the use of personal protective equipment (PPE) - Updated 1<sup>st</sup> 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)

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



# Campus Tours - Visits On Campus (Individuals & Small Groups)

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
08-10-2020 RA 003 v.01	N/A	Initial assessment date	<i>G. Howard,</i>
29-03-2021 RA 003 v.02	Gary Howard	<p><b>Addition:</b></p> <ul style="list-style-type: none"> <li>- face coverings/masks to be worn in all indoor areas - exceptions only for those with medical exemption and carrying an exemption card, and;</li> <li>- where efficient and understanding of teaching/speaking may be inhibited due to the face covering but adhering to safe social distancing guidelines.</li> <li>- All Staff &amp; Students encouraged to have lateral flow testing twice a week when possible.</li> </ul> <p>Update: (26<sup>th</sup> March 2021)  <a href="https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance">https://www.gov.uk/government/publications/coronavirus-covid-19-maintaining-further-education-provision/further-education-coronavirus-covid-19-operational-guidance</a></p>	<i>G. Howard,</i>