



Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA009 v0.2
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 Properties and Work Areas.

In every workplace, maintain 2meter distancing 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 possibly 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	Risk Rating			Control Measures				Rating Revised			Further Actions / Recommendations / Observations
			L	S	R					L	S	R	
RA COVID ref: 009.1	Fire Emergencies Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,f	4	5	20	All fire emergency requirements will remain the same – evacuation from the building must be done as quickly as possible. Procedures for raising the alarm, searching and evacuating the building remain the same Once evacuated from the building assembly at the designated assembly points should be done as best possible while maintaining socially distancing (1meter+) At the end of the emergency, - controlled re-entry to the building should be monitored by Fire Marshals trying to maintain peoples social distancing.				1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 009.2	Ingress & Egress Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,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/building whilst adhering to recommended social distancing. Floor markings will highlight a waiting area at 2m spacing distance for queuing for the Reception Desk (Internally & externally) Hand sanitising points will be located in each entrance lobby & reception lobby area. Regular cleaning and sanitising of door handles/stair rails will be conducted as directed by Estates and the Cleaning Company risk assessment.				1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 009.3	Stairways Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,f	4	5	20	All stairways and lifts are to be used on a one only basis. The person coming ‘DOWN’ a stairs will have priority similar to ‘one out – one in’. Where persons live in a Flat as in an ‘Accommodation Flat Bubble’ may share the stairs and use lifts together as there is little chance to spread the virus between themselves other than already done so.				1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 009.4	Corridors/ Passageways Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,f	4	5	20	No one should congregate/wait in the corridors unless waiting to enter class rooms when 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 pedestrian traffic, and where ‘pinch’ walk areas have to be divided showing side of flow direction. Social distancing is to be maintained at recommended distance 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.

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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		
RA COVID ref: 009.5	Seating Areas / Dining Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,f	4	5	20	Seating areas will either be removed or identified as 'Out of Use'. Any seating provided/identified will be positioned apart or partitioned/segregated at social distancing guidelines. 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.	
RA COVID ref: 009.6	Visitors Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,f	4	5	20	No short term or overnight visitors will be allowed in the Maltings accommodation block areas Any visitors should use the reception video bellling/call system to announce themselves, reception contact the Student and Student to meet the visitor at the main gate. The visitor may enter the grounds but is not to enter the accommodation blocks. Maintain social distancing, - recommend to meet together to socialise away from The Maltings				1	5	5	Maintain, monitor and regularly review control measures.	
RA COVID ref: 009.7	Signage & Safety Information Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase bins?) Reminder to increase regular washing of hands for minimum of 20secs Sneeze into crook of arm Increase washing of clothing Information to follow directional signage and abide by corridor & stair segregation/division				1	5	5	Maintain, monitor and regularly review control measures.	
RA COVID ref: 009.8	Lifts Risks: Spread of virus through close contact and/or touching of surfaces	a,b,c,d,f	4	5	20	Restricted use of lifts is to be observed to one person only per time to travel 'UP', those with a disability / need and movement of heavy goods only. Lifts should only be used to go 'UP'. Stairs should be use to come 'DOWN' Only one person per time are allowed in each lift 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.	
RA COVID ref: 009.9	Ventilation Risks: Spread of virus through close contact and respiratory aerosols	a,b,c,d,f	4	5	20	Natural ventilation should be increased in areas where windows and doors can be opened to increase natural air flow of the area. This is particularly important for enclosed areas such as corridors and stairways.				1	5	5	Maintain, monitor and regularly review control measures.	
RA COVID ref: 009.10	First Aid / COVID-19 Symptoms Risks: Spread of virus through close contact and respiratory aerosols	a,b,c,d,f	4	5	20	First Aid requirements will remain the same All First Aiders are to ensure they are familiar with updated guidelines for treatment for casualties during COVID-19 outbreak. Ref: UCB COVID H&S Guidance 003 – First Aid, CPR Actions & Update available on the UCB Portal https://portal.ucb.ac.uk/documents/file/2747/covid-hs-guidance-003-fist-aid-cpr-update-and-actions-for-covid-sickness Information UCB COVID H&S Guidance 003 also gives detail of what to do if someone complains of having symptoms of COVID-19				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	
RA COVID ref: 009.11	Cleaning Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d,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.
RA COVID ref: 009.12	Kitchens Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d	4	5	20	Cleaning; All work surfaces should be kept clean and tidy whilst cooking, preparing food. On completion all work surfaces are to be cleaned thoroughly and sanitised. All chopping boards, utensils and other equipment used are to be washed/cleaned thoroughly. (Social distancing should be observed at all times, - only one person should be cooking at any one time. Try and organise a rota system for cooking so that one person cooks for 3 or 4 people to alleviate issues of all students wanting to use the kitchen? Kitchen rotas should be instigated to include only those in designated 'social bubbles'.???)	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 009.13	Social Areas and Gaming/Arcade Games Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d	4	5	20	Government social distancing guidelines must be observed at all time, - only persons from the same designated 'social bubble' may interact as social groups within the recommended social distancing guidelines. All gaming machines are only to be used where social distancing can be observed or with other people from their designated 'social bubble' group. All gaming controls are to be sanitised/cleaned for both pre-use and after use by the player – pre-play use cleaning is essential as no guarantees can be assumed that the previous player cleaned the gaming controller correctly. A booking system is to be devised - and time limit, TBC	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID ref: 009.14	Gymnasium, Weights & Exercise Machine Area Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d	4	5	20	This will be completed when government guidelines are lifted for internal exercise and clear guidance is received, and staff available to monitor attendance on booking system This will include cleaning, sanitising of equipment, ventilation, use of showers and changing rooms etc A separate risk assessment may be required making reference to it here? TBC				
RA COVID ref: 009.15	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 - RA009 v0.2	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.