



# COVID 19 Safety - Safe Working in The Link Building Finance Areas

<b>Risk Assessment ID:</b> (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID-19 RA015 v.01
<b>RA conducted by:</b> (List all involved in conducting the risk assessment)	G. Howard
<b>Signature</b> of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
<b>Date RA conducted:</b>	18/08/20
<b>Planned review date:</b>	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 social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.**

**Reference:**

Gov.uk Guidance - Coronavirus (COVID-19): implementing protective measures in education and childcare settings - Updated 02-07-20  
<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>  
 Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 13-08-20  
<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

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus, : Spread through close contact with transmission between persons by respiratory aerosols and/or touching of contaminated surfaces

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 015.1	<b>Ingress &amp; Egress</b>  Risks: Spread of virus through touching of surfaces or spread of 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 the 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 One-way systems in operation, - 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.				
RA COVID 015.2	<b>Stairways</b>  Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	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)  All Students are to exit using the rear fire escape stairs via the library on 4 <sup>th</sup> & 5 <sup>th</sup> Flrs 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.				
RA COVID 015.3	<b>Corridors/ Passageways/ Walkways</b>  Risks: Spread of virus through close contact and/or touching of surfaces	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.				
RA COVID 015.4	<b>Office Areas</b>  Risks: Spread of virus through touching of surfaces or spreading of contaminated respiratory aerosols	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, - assigning and keeping people to designated desk spaces to maximise the ability to social distance. Not 'hot' desking, - sharing of desk spaces. Staggered/shift hours have been planned and work from home where possible. Staff to adhere to social distancing and increased hand washing Touch points on scanners/printers should be sanitised after use. 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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	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
RA COVID 015.5	<p><b>Transmission of COVID-19 Virus</b></p> <p>Risks: Spread of virus through close contact and transmission by respiratory aerosols and/or touching of contaminated surfaces</p>	a,b,c,d,e,f	4	5	20	<p>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.</p> <p>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.</p> <p>Staff are to inform their Line Manager/Supervisor 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).</p> <p>Staff should inform their Line Manager/Supervisor 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 <b>'enclosed break-out area'</b> 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 &amp; 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)</p>	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 015.6	<p><b>Seating Areas</b></p> <p>Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols</p>	a,b,c,d,e,f	4	5	20	<p>Seating areas; – most seating has been removed. Seating provided is, as best, positioned 2m (&amp;1m+) apart facing forwards only.</p> <p>Increased regular cleaning and sanitising of areas is to be included in cleaning routines and reformed cleaning risk assessments</p>	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 015.7	<p><b>Toilets, Kitchens, Locker Areas &amp; Changing Rooms</b></p> <p>Risks: Spread of virus through touching of surfaces or spread of contaminated respiratory aerosols</p>	a,b,c,d,e,f	4	5	20	<p>Access to all toilets, kitchen areas and changing rooms/locker areas should be on a 'one only' basis – one in and one out. Access is to be on a 'One In - One-Out' or 'Knock, Call and Wait' process – signage to be displayed.</p> <p>All showering facilities to be taken out of use and not used until further notice (areas to be monitored by Estates)</p> <p>Kitchen areas are to be used on a one only basis unless social distancing can be observed. RA 012 - COVID-19 – Safety for Staff Kitchens &amp; Kitchenettes is available on the Portal for guidance.</p>	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 015.8	<p><b>Signage &amp; Safety Information</b></p> <p>Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces</p>	a,b,c,d,e,f	4	5	20	<p>'Catch-It, Bin-It, Kill It' signage (increase bin emptying)</p> <p>Reminder to increase regular washing of hands for minimum of 20secs</p> <p>Sneeze into crook of arm</p> <p>Information to follow directional signage and abide by corridor &amp; stair segregation/division</p>	1	5	5	Maintain, monitor and regularly review control measures.

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			L	S	R		L	S	R	
RA COVID 015.9	<b>Cash Office</b> Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d	4	5	20	The cash office is to be manned by maximum of two persons only. Only one person at a time to work at the counter Students waiting for counter service should wait while social distancing in the Reception area until a position is free at the counter.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 015.10	<b>Reception</b> Risks: Spread of virus through close contact and respiratory aerosols /or touching of surfaces	a,b,c,d,e,f	4	5	20	Where possible, the Reception desks should be manned by regular staff to maintain continuity in the use of IT equipment, - keyboards, mouse, phones etc, - Due to staffing restrictions, this is seen as not always possible, - extra sanitising wipes are to be provided for cleaning/sanitising of equipment between users. Social distancing should be exercised at all times inc. 1m+ mitigation precautions Students approaching the Reception for assistance should use the seating in front of the desk positioned at 2m safe distance. Any assistance to be provided on a personal/confidential basis should be booked by prior arrangement for use of a meeting room allowing private conversation but also social distancing.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 015.11	<b>Lifts</b> Risks: Spread of virus through close contact and/or touching of surfaces	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 only. 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 015.12	<b>Ventilation</b> 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.
RA COVID 015.13	<b>Cleaning</b> Risks: Spread of virus through close contact and respiratory aerosols /or touching of 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 etc.	1	5	5	Maintain, monitor and regularly review control measures.
RA COVID 0015.14	<b>Fire</b>	ab,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 1<sup>st</sup> June 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 14 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.

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