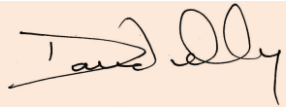



Risk Assessment: COVID-19 Secure Employees Return to Campus

Register reference:	RA/EFM/Pandemic/Campus Return/005	Assessor name:	Anna Hurst
Assessment date:	7 th July 2020	Assessment review date:	17 th August 2020
Work activity or area being assessed:	First phased return of employees to COVID-19 secure campus	Location of work applicable to activity:	Regent's University London
Chief Operating Officer (Chair of Return to Campus Working Group & MIM)		Date reviewed:	21 st July 2020
Final approval by Vice-Chancellor & Chief Executive (signature)		Date of final approval:	22 nd July 2020

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Exposure to COVID-19 for High Risk Employees who are in the Government following categories: <ul style="list-style-type: none"> • Extremely Vulnerable • Vulnerable employees. • Employees who have Vulnerable Family members. • Aged over 70. 	Employees in Vulnerable categories inc <i>BAME</i> <i>H- Higher risk of catching COVID-19 due to underlying conditions which could result in death or requiring hospitalisation</i>	5	5	25	<ul style="list-style-type: none"> • Shielding employees to continue to remote home working in accordance with Government Guidance. – and take extra steps to protect themselves and follow social distancing 2m guidance. • Shielding restrictions eased from 6th August 2020. 	<ul style="list-style-type: none"> • Identify vulnerable & extremely vulnerable employees and those with vulnerable family members, that have not been furloughed. • Any of the above employees who are not able to continue remote working & are required to attend campus, must maintain, and adhere to strict distancing rules and or seek further guidance Line Manager. • Shielding Employees if going outside must adhere to and maintain distancing measures and able to join distance Support Bubbles up to 6 personnel. 	<ul style="list-style-type: none"> • HR to identify employees who fall in these categories. • Shielding Employee 	31 st July 20 6 th August 20	3	3	9
<ul style="list-style-type: none"> • Expectant Mothers 	Expectant Mothers <i>H: Risk to mother & unborn child</i>	3	3	9	<ul style="list-style-type: none"> • WFH Expectant mother to notify HR, who notifies HSE Manger to undertake assessment 	<ul style="list-style-type: none"> • Continue Working from Home • RA to be undertaken 	<ul style="list-style-type: none"> • Expectant Mother • HSE Manager 	As required	3	2	6

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Pandemic – 2 nd Phase of Virus/Local Lockdown of campus/ local area	All Employees, remaining Students, Visitors	3	3	9	<ul style="list-style-type: none"> Monitor and review situation BCP protocols to be refollowed if local lockdown is enforced 	<ul style="list-style-type: none"> Review Government/Council possible local lockdown situation reoccurrence. MIM to develop procedure for reviewing action in event of separate Lockdown. 	<ul style="list-style-type: none"> Return to Campus WG MIM 	Weekly As required	3	2	6
Reduced Personnel due to self-isolation periods/ Furlough Wellbeing (Mental Health) of Employees readjustment	All Employees, Contractors <i>H: Stress of additional work, Personal loss: Harassment Bullying (Pressure / reluctance to attend campus)</i>	4	4	16	<ul style="list-style-type: none"> Employees to follow Government advice to continue to work from home for those that can. Monitor review recording Isolating/ Quarantine data. Standby cover for those not in vulnerable category, not isolating/ sick and furloughed. Request furloughed staff to come back on part time return Free services for counselling HR support. Wellbeing support 	<ul style="list-style-type: none"> Heads of Departments to prioritise/limit who needs who to be on campus. Consider split departmental teams and flexible hours as required Organise additional support from contracted staff required Ensure that personnel who are contacted by Test & Trace isolate/& or quarantine do not return until 14-day period is completed. Monitor impact of Test & Trace on Departments. Employees who are displaying symptoms must self-isolate (7/14 day) <u>notify HR</u> & their support bubbles to also self-isolate. Ask other team members to step in as required where resources are low to provide cover, stand by where not at risk & able to help. Implement Individual (COVID Self Declaration) as part of return to work Online form on Intranet. 	<ul style="list-style-type: none"> Return to Campus WG/ HR Head of Departments, Line Manager. EFM/ Catering Employee/Line Manager/ HR HR/Line Manager Employee// HR Line Manager HSE Manager/ Director of Estates/ Head of Security 	31 st July 20 31 st July 20 August 20 August 20 August 20 31 st July 20	3	3	9
Higher traffic communal areas (Reception, Corridors etc.)	All Employees	5	3	15	<ul style="list-style-type: none"> Reception area and Security Office marked areas with "Wait here warning Mat" Security access control reviewed to support distancing requirements <ul style="list-style-type: none"> Left hand turnstiles – entry only Right Hand Turnstiles – exit only. External Doors restricted Implement One Way systems with COVID-19 signage including 	<ul style="list-style-type: none"> Barrier Screen installed around top of Reception desk area. Review other key areas IT helpdesk, Student Services, Library & Reid Desk as required Review access cards as required and Implement protocol for control management on-site and number limits. Implement use of fabric face coverings to assist in mitigating risk further as numbers increase of personnel onsite and 1m+ distancing requirements 	<ul style="list-style-type: none"> Director of Estates/ Head of Student Services/ Library/ IT required Director of Estates/ HSE Manager/ Security Director of Estates/HSE Manager/Security 	31 st July 20 31 st July 20 August 20	3	3	9

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
	<i>H- Risk of catching COVID-19 due to underlying conditions which could result in death or requiring hospitalisation.</i>				<ul style="list-style-type: none"> reviewing accessibility routes Review protocols for touchpoints Minimal persons and activities on site. (Key Support staff) access request form. 	<ul style="list-style-type: none"> Personnel with medical exemption from wearing covering to notify and provide to HR. Review and monitor routes to ensure effective - Accessibility routes to remain as present. Split up and or remove soft furnishings to manage distancing requirements. Implement procedure/protocols for shared equipment, e.g.copiers. Induction/ Welcome back hosts:/ Comms piece for those returning changes to campus including digital screens 	<ul style="list-style-type: none"> Employee HSE Manager/ Security HSE Manager/ EFM/Contracted Staff EFM/IT EFM/HSE Manager/ /Comms 				
Remote Home Working	<p>All employees not on furlough</p> <p><i>H: Risk of poor workstation set up</i></p>	4	4	16	<ul style="list-style-type: none"> Employee's complete "Temporary WFH Assessment" encourage staff to report issues. Additional guidance published on intranet. H&S Manager to assess WFH assessments- short term fixes Review Flexible Working Policy 	<ul style="list-style-type: none"> Re-issue details via comms piece to ensure that if personnel are having issues they can be reviewed and assessed. Review personnel who are struggling with WFH set up and wish to borrow larger furniture/equipment Review flexible working policy to incorporate designated home workers and future working equipment kit/support Review DSE assessment procedure. Issue Return to Campus Guidance 	<ul style="list-style-type: none"> Comms/ Employee/ DSE Assessor(s) HSE Manager IT/Line Manager + HR HR Dept HSE Manager RTC WG/Comms 	<p>Monthly</p> <p>31st July 20</p>	3	3	9
Higher risk maintenance tasks (Repairs etc.)	<p>Estates & Facilities Employees</p> <p><i>H: Risk of injury</i></p>	3	2	6	<ul style="list-style-type: none"> PPE provided for identified tasks. Single driver on Gators/tractor Refer to separate Risk Assessment 	<ul style="list-style-type: none"> PPE replaced as required Review Separate Risk Assessments to ensure mitigation with distancing applied is still current. 	<ul style="list-style-type: none"> EFM Team EFM/HSE Manager 	As required	2	2	4
Lone Working	<p>All Employees</p> <p><i>H: Risk of incident</i></p>	3	3	9	<ul style="list-style-type: none"> Sign in/out sheets. Contact with team via (Teams) Regular contact via Radio where staff have been issued Security Patrols 	<ul style="list-style-type: none"> Monitor and review as required 	<ul style="list-style-type: none"> Line Manager/ Employee 	August 20	3	2	6

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Incidents & Injuries and other sickness.	All Employees <i>H: Risk of injury</i>	2	2	4	<ul style="list-style-type: none"> Reporting of incidents captured on monthly return 	<ul style="list-style-type: none"> Monitor WFH assessment reported health issues Accurate Sickness reporting to be captured 	<ul style="list-style-type: none"> Employees, HSE Manager Line Manager/ HR 	Monthly	2	2	4
Security	Site Based Contracted Security, Employees, Visitors. <i>H: Risk of Attack, Abuse, Theft.</i>	3	3	9	<ul style="list-style-type: none"> Security Officers issued with PPE gloves and face masks Monitor & maintain employee distancing. Reception duties/Visitors (sign in/out sheets). Key management – Disinfection carried out upon return of keys Patrols of Campus / CCTV Security report incidents. 	<ul style="list-style-type: none"> Contractor to provide updated RA for University. Regent's to share this RA with Contractor Review number of staff on returning to campus and requirements. Contractor to manage breaks to maintain safe distancing. Security to report incidents where protocols are not being adhered to as this may affect them only 	<ul style="list-style-type: none"> Director of Estates Contracted Security Manager 	July 20	2	3	6
Poor Hygiene Control	Site Based Cleaning Staff & All Employees <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	4	3	12	<ul style="list-style-type: none"> Contracted Cleaning regimes focusing on core shared central areas in buildings that are operational. Contracted company provide PPE as required. Students clean bedrooms Monitor employee distancing Employees to follow government guidance. 	<ul style="list-style-type: none"> Increase current cleaning team due to usage on campus Cleaning Contractor Services to prepare RA for enhanced cleaning schedules of touch points/core communal areas. Return to work – purchase additional supplies meet demand cleaning kit (Screen wipes etc) Contractor to manage staff breaks to maintain safe distancing. Consider Electrostatic Fogging to manage and reduce risk of contamination 	<ul style="list-style-type: none"> Director of Estates Contracted Cleaning Manager Contracted Company Contracted Company Director of Estates 	August 20	3	3	9

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Onsite Catering Service	Site based contracted staff & all employees on campus	1	3	3	<ul style="list-style-type: none"> No Catering provision currently Key Worker Employees provide their own lunches. Refectory, Brasserie, Tuke Kitchens not in operation. Bedford Bar – Closed till further notice Coffee Shops/Hospitality closed. No cooking /eating facilities on site. 	<ul style="list-style-type: none"> Catering contractor RA undertaken for working in Kitchen(s) to ascertain what Hot food provision. Increased contracted Catering service offer takeaway breakfasts/sandwiches /limited hot food option – no dinner service Contactless payment only. Perspex barriers required in Refectory x 2 & Kitchen serving counters. Vacherin to manage Safe Distancing in Kitchen, Refectory & Mezzanine areas to include seating options to be considered 	<ul style="list-style-type: none"> Contracted Catering Company Head of Events & Catering/Contracted Catering Manager Catering Contractor Contracted Catering Company 	Aug 20	3	3	9
Commuting to and from Campus.	All Employees, Contracted Staff, Visitors inc Students <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	4	4	16	<ul style="list-style-type: none"> Reduced frequency of service of Transport system. Travel by car/ walk/ bike as preference. Cycle racks provided. (approx. 80 bike spaces) 	<ul style="list-style-type: none"> TFL mandatory request personnel must wear face coverings if using system and follow their guidance across their system. Possible delays and length of journey to get to campus, consider flexible hours, phased work patterns to aid maintain distancing and ease congestion. Promote cycling facilities and cycle to work loan scheme. Consider cycling proficiency schemes 	<ul style="list-style-type: none"> Employee Return to Campus WG/ HR, Head of Depts, Employee Comms/ EFM Employee 	Aug 20	2	4	8
Driving to work Car Parking (50 spaces)	All Employees, Contracted Staff, Visitors inc Students <i>H: Accident/Incident</i>	3	3	9	<ul style="list-style-type: none"> Authorised Users on ANPR system. Key users given permission to drive in during lockdown. 	<ul style="list-style-type: none"> Review options for increased demand on capacity on this resource. <ul style="list-style-type: none"> - Free Parking for next six months on first come first served basis. Remind employees to ensure Commuting to work is on car insurance. 	<ul style="list-style-type: none"> Director of Estates & Head of Security Return to Campus Guide 	July/Aug 20 31 st July 20	2	2	4
Access /Egress to Campus	All Employees, Contracted Staff, Visitors inc. Students	4	4	16	<ul style="list-style-type: none"> Access/Egress only through main entrance. Sign in sheet in + Access control No-Entry and Safe Distancing Signage Implemented 	<ul style="list-style-type: none"> Implement queue points externally Monitor access/egress at Reception daily Return to access control sign in/out procedure so that numbers can be controlled and queues minimised. Monitor numbers should we have to implement 	<ul style="list-style-type: none"> HSE Manager Security/Director of Estates Security/ Director of Estates/EFM 	31 st July 20 August 20 31 st July 20	2	4	8

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
	<i>H: Personnel & Crowds. Anxiety, Stress, contamination, spread of virus.</i>					limits <ul style="list-style-type: none"> Consider non - issue of passes for visitors and just go with digital signing in for now. Implement Thermal Temperature Monitoring checking on arrival and review protocols. 	<ul style="list-style-type: none"> EFM/Security Security /Director of Estates 	August 20 31 st July 20			
Workplace Welfare Facilities	All Employees, Contractors, Visitors, Students. <i>H: Heatstroke/ Heat Exhaustion, Contamination</i>	3	3	9	<ul style="list-style-type: none"> Restricted WC facilities currently in use. Herringham & Reid signage displayed to remind about hand washing. Sanitisers located across campus. - Additional hand sanitiser bottles procured Cleaning regimes in localised touchpoints of buildings in use Ventilation – windows opened to keep fresh air to campus (Reid Hall, Oliver Ground floor and Herringham Ground floor). 	<ul style="list-style-type: none"> Reopen Basement WC's in Herringham, Tuke, Darwin & Reid WC in buildings. Tape off basins to implement distancing. Review & purchase additional Sanitisers for external entrances. Enhanced Cleaning regimes on touchpoints and areas of occupation. Ensure Windows are opened to have as much natural ventilation in buildings/rooms occupied where possible. Consider separate M&E RA and provision of Fans as required. Review existing Building Risk Assessments Monitor and limit numbers in Herringham Basement (Rota system Monitor Workshops access/egress) Safe Distance marking implemented & request that facial coverings are worn in areas where not easily achievable eg Corridors/WC facilities. 	<ul style="list-style-type: none"> EFM HSE Manager/ Director of Estates Contracted Cleaning Company. Employees Director of Estates HSE Manager EFM Department HSE Manager/ Director of Estates 	31 st July 20	2	2	4
Postal Deliveries	All Employees, Students <i>H: Contamination not keeping distance and Manual Handling injury</i>	3	2	6	<ul style="list-style-type: none"> Disposable gloves worn when handling post. Following Hygiene rules. Monitor Deliveries to Loading Bay 	<ul style="list-style-type: none"> Minimise Employees personal items delivered to campus. Receiving deliveries follow Hygiene procedures) Employees to maintain safe distancing around campus. 	Employees EFM	Weekly	2	2	4

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Office Space	All Employees <i>H- Contamination from not keeping distance</i>	3	3	9	<ul style="list-style-type: none"> 2 metres safe distancing where desks joined together & chairs are opposite each and low number of personnel on site. Single office users Suspend hot desking 	<ul style="list-style-type: none"> Following identification of employees who need to be on campus consider & monitor building usage. Review large open plan offices – check distancing may need to separate relocate teams Half team in shared offices/ Alternate desks Consider signs or tape off desk and equipment not to be used to maintain distancing. Suspend hot desking/Allocate suitable desk alternatives. Implement Clear desk policy 	Director of Estates/ COO EFM & Head of Dept	July /August 20	2	2	4
Meetings on Campus	Employees Students <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	1	3	3	Meetings held on MS TEAMS / Blackboard etc	<ul style="list-style-type: none"> Hold one to ones in compliant meeting rooms where distancing can be maintained. Liaise with Room Bookings for revised layout/numbers. Additional Webcams to be purchased to support/enable users, Noise monitoring in shared areas. 	<ul style="list-style-type: none"> EFM/IT/ Room Bookings EFM/ Internal Events Room Bookings CIO HSE Manager 	August July 20 July 20 August 20	2	3	6
Events & Conferences	Visitors, Students, Employees, Contracted Staff. <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	1	1	1	None at Present	<ul style="list-style-type: none"> Agree capacity numbers in Tuke, Darwin Herringham in larger rooms Set up conference rooms as agreed. Consider smaller regular Clients to put proposals forward with Risk Assessment. – Review with H&S Manager 	<ul style="list-style-type: none"> Head of Events & Catering/EFM EFM Client/RCEL/ Director of Estates/ H&S Manager 	July / August	2	2	4
Teaching and Research	Academic Employees Returning and new Students to campus to introducing new students on campus January 2021	1	2	2	<ul style="list-style-type: none"> Online Delivery for Summer & Autumn term 2020. Return to Campus Teaching Delivery Group. Reid Hall– Ground floor only in use. 	<ul style="list-style-type: none"> Online Teaching Delivery Working Group (Separate RA to be undertaken) Consider protocols for possible 1-1 tutorials Return to Campus Teaching Delivery Group Identify Academics who want to attend campus to deliver online training ELC short courses (Separate RA undertaken) 	<ul style="list-style-type: none"> Provost & Deputy VC. COO COO Return to Campus WG/ HR to identify Director of Studies 	Jan 2021 Aug 2020 July 2020	1	2	2

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
						<ul style="list-style-type: none"> • Courses with specialist needs/Equipment • Identify Vulnerable Students with admissions • Country Quarantine Enforcement/Checks • Review future Accommodation room occupancy to just single use in Reid Hall. • Identify revised room capacities and possible layouts. • Liaise with Timetabling • Consider Teaching Bubbles. 	<ul style="list-style-type: none"> • COO • Immigration & Compliance Academic/ Directorate • Head of Student Services • Return to Campus WG • EFM • Return to Campus WG 				
Classroom set up	Academic Employees Students	2	2	4	Larger rooms only in use – capacity reduced by approx. two thirds.	<ul style="list-style-type: none"> • Porters to set up rooms in fixed layouts to comply with safe distancing guidance. • Store furniture not in use inside rooms to be agreed. • Ensure sufficient breaks between changes for cleaning 	<ul style="list-style-type: none"> • EFM/ Internal Events/ Timetabling • EFM • EFM/Contracted staff 	July 2020	3	2	6
Lecture Theatres	Employee/Students	1	2	2	Not in use	<ul style="list-style-type: none"> • Restrict/mark seats to maintain safe distancing. • Timetabling to co-ordinate bookings • External Events usage if required 	<ul style="list-style-type: none"> • EFM/ Timetabling • RCEL 	31 st Aug 2020	2	2	4
Library	Employee/ Students/ Visitors	1	2	2	<ul style="list-style-type: none"> • Online provision only • Closed 	<ul style="list-style-type: none"> • Separate RA produced for: <ul style="list-style-type: none"> - Restricted click and collect service with limited staff numbers and small number of students - 24/72-hour quarantine delay for non-online books return/ issue. - Students researching/Appointment system into library - Review study areas & referencing - Protocols including copyright to be prepared 	Head of Library	Aug 2020/ Jan 2021	2	2	4

Risk Assessment: COVID-19 Secure Employees Return to Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 3.8.20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 3/8/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Students (remaining) in Reid Hall Short term Summer School Students	Visiting Summer School Students <i>H: Becoming unwell & not fully following isolation instructions if symptomatic</i>	3	3	9	<ul style="list-style-type: none"> Remaining Students leaving tbc Refer to Student Services BCP for care/treatment of unwell Students. Students with Symptoms to self-isolate as per PHE guidance 14 days. No guests Maintain distancing with other contracted staff 	<ul style="list-style-type: none"> Seek to accommodate remaining students in best accommodation plan option. Student Flats (Oliver) Quarantine Sick rooms. Face coverings to be worn in communal areas (Bathrooms/ Reception/ Kitchenette area) Reid reception barrier to be considered. Separate Risk Assessment to be produced. Single occupancy in rooms COVID-19 refund declaration. 	<ul style="list-style-type: none"> Head of Student Services/ Accommodation Support EFM and Cleaning to provide support as required. Student Services Accommodation 	Weekly	2	2	4
New Students in onsite Accommodation	New Students in Reid Hall	1	1	1	<ul style="list-style-type: none"> None at present 	<ul style="list-style-type: none"> Consider Room Allocations and allocating of separate washroom facilities with safe distancing measures in place. 	<ul style="list-style-type: none"> Student Services/ Accommodation/ EFM 	Jan 21	3	3	9
Sports Court/Wellness Centre	Employee/Students	1	2	2	<ul style="list-style-type: none"> Not in use. 	<ul style="list-style-type: none"> Consider outside court for non-contact sessions. No football ,etc. 	Return to Campus WG.	Weekly	2	2	4
Smoking	Employees, Contracted staff based on site. Visitors inc Students <i>Risk of catching COVID-19 in not maintaining distancing/ Smoking illnesses</i>	2	2	4	<ul style="list-style-type: none"> Review smoking areas Smoke Free Policy (Sept 20) Designated Smoking Points 	<ul style="list-style-type: none"> Review and update Smoke Free Policy to reflect change of dates. Closure of Smoking shelters, Removal of Brasserie one Implement two new designated smoke points Quad to become smoke free now. Remove signage, relocate bins and covering up of ashtrays around campus. 	<ul style="list-style-type: none"> Pro Vice Chancellor/ HR& HSE Manger/EFM HSE Manger/EFM 	July/ August 20	2	3	6
Fire	All Employees, Contracted staff based on site. Visitors inc Students <i>H: Smoke Inhalation</i>	2	5	10	<ul style="list-style-type: none"> Daily Fire Alarm building tests Fire Alarm Monitoring Phased Building Evacuations Student RA Employee and Students to evacuate. 	<ul style="list-style-type: none"> Review Assembly Points. use Tuke Lawns only – Do not go to Rose Gardens Fire Wardens may not be available to assist in evacuations. Employees to take care for themselves. Employees to wear a face covering during any potential Fire Evacuation to maintain distancing. 	<ul style="list-style-type: none"> Director of Estates/ HSE Manager Employees Employees 	Monthly	2	4	8

Risk Assessment: COVID-19 Secure Employees Return to Campus

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		L	S	Risk					L	S	Risk
First Aid Provision	All Employees, Contracted staff based on site. Visitors inc Students. <i>H: Injured Person requiring First treatment & or hospital treatment.</i>	3	5	15	First Aiders must ensure that they don't put themselves at risk of exposure of virus. Ratios of 1:50 remain current at the moment.	<ul style="list-style-type: none"> First aid Risk Assessment carried out to manage provision. St John's – 6-month extension on expiring certificates. Arrange training courses Disposal of clinical waste. (Note will require 72 hour delay in collection) 	<ul style="list-style-type: none"> HSE Manager Learning & Development & HSE Manager/ Security Team/ Trained First Aiders at Work 	Monthly	3	2	6
Statutory Compliance	Contracted Staff, Students remaining in Reid Hall. Key Users from Estates & Facilities	4	4	16	<ul style="list-style-type: none"> Contractor Notification forms so security colleagues are aware Contractor RAMS to be submitted to demonstrate their COVID Measures Legionellosis – weekly flushing of all tap outlets including water machines. Lifts operational No Air conditioning operational 	<ul style="list-style-type: none"> EFM- to arrange appropriate Contractors to attend Campus. Risk Assessments and Method Statements to take into consideration COVID-19 guidance Maintain flushing of unused outlets and water machines + Increase cleaning around these. Lifts – to be restricted and only operated by security. Centralised A/C to remain non-operational. Isolated Equipment to be brought back into service as required. 	<ul style="list-style-type: none"> Director of Estates/ EFM Team Contractors EFM EFM/Security EFM EFM 	Weekly	3	3	9

Possible identified hazards taken into consideration in the table above for assessing Exposure to (COVID-19 virus) & increased community transmission

Vulnerable Employees	High traffic communal areas	Re-Occurrence of Peak of Virus	Commuting	Access/ Egress	Lone Working
Contracted staff- based on site (Security/ Cleaning/ Catering)	Welfare of staff and students	Remote Homeworking	RCEL External Events	Fire /First Aid	

5 Principals of Risk Assessment	<u>Staying COVID-19 Secure in 2020</u>	<u>We confirm we have complied with the government's guidance on managing risk of COVID -19</u>
1. Eliminate Hazard – Remove the hazard if possible	We have carried out a COVID-19 risk assessment and shared the results with the people who work here	X
2. Replace (Substitute) the Hazard	We have cleaning, handwashing and hygiene procedures in line with guidance	X
3. Isolate people from the Hazards	We have taken all reasonable steps to help people work from home.	X
4. Control Measures any additional required?	We have taken all reasonable steps to maintain a 2m distance in the workplace	X
5. Personal Protective Equipment (PPE)	Where people cannot be 2m apart, we have done everything practical to manage transmission risk.	X

Likelihood	Severity					RESIDUE RISK RATING MATRIX			
	No injury 1	Minor injury 2	Medical injury 3	Major injury 4	Fatality 5	Once the level of risk has been identified, you can determine the control measures that need to be put into place to either eliminate or reduce it so far as reasonably practicable. As a guide you should consider the following:			
Very unlikely 1	Low (1)	Low (2)	Low (3)	Low (4)	Low (5)	Low risk	1 to 6	TOLERABLE	No further action required
Possible 2	Low (2)	Low (4)	Low (6)	Medium (8)	Medium (10)	Medium risk	7 to 11	REDUCE	Introduce further controls & monitor existing controls
Probable 3	Low (3)	Low (6)	Medium (9)	High (12)	High (15)	High risk	12 to 25	INTOLERABLE	Stop the process or activity until further controls are implemented
Likely 4	Low (4)	Medium (8)	High (12)	High (15)	High (20)	RESIDUE RISK RATING			LOW
Very Likely 5	Low (5)	Medium (10)	High (15)	High (20)	High (25)				

You should then reassess the risk to take into account the reduction in risk or any new risks that may be posed by the control measures.

Repeat these steps until the hazard is eliminated or, when this is not possible, the risks are reduced to an acceptable level.