


## Risk Assessment: COVID-19-Secure Employees & Limited Students on Campus

<b>Register reference:</b>	RA/EFM/Pandemic/Campus Return/006	<b>Assessor name:</b>	Anna Hurst
<b>Assessment date:</b>	11 <sup>th</sup> August 2020 & 23//09/20	<b>Assessment review date:</b>	1 <sup>st</sup> November 2020
<b>Work activity or area being assessed:</b>	Second phased return of required employees & limited numbers of Students on a COVID-19 secure campus.	<b>Location of work applicable to activity:</b>	Regent's University London
<b>Chief Operating Officer (Chair of Return to Campus Working Group &amp; MIM):</b>	<i>David Willey</i>	<b>Date reviewed:</b>	23 September 2020
<b>Final approval by Vice-Chancellor &amp; Chief Executive (signature)</b>		<b>Date of final approval:</b>	

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	

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 21/9/20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 21/9/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Exposure to COVID-19 for Employees who were in the Government categories: <ul style="list-style-type: none"> <li>• Extremely Vulnerable</li> <li>• Vulnerable and who have Vulnerable Family members.</li> <li>• Aged over 70.</li> </ul>	Vulnerable Employees including those in BAME categories who have previously shielded.  <i>H- Higher risk of catching COVID-19 due to underlying conditions which could result in death or requiring Hospitalisation</i>	3	3	9	<ul style="list-style-type: none"> <li>• Employees can now go to work if required to as long as the Campus remains COVID-Secure but should carry on working from home wherever possible.</li> <li>• Vulnerable employees to take extra steps to protect themselves and follow social distancing 2m guidance.</li> </ul>	<ul style="list-style-type: none"> <li>• Where Working from home is not achievable obtain Line Manager approval and complete Notification Access Form before returning to Campus.</li> <li>• Line Manager, &amp; HR to identify and engage with employees who have previously shielded and who are now required to return to Campus. Carry out Assessment with them on a case by case basis to ensure any further guidance and or action is implemented.</li> </ul>	<ul style="list-style-type: none"> <li>• Vulnerable Employee/ Line Manager</li> <li>• HR/ Vulnerable Employee/Line Manager</li> </ul>	14 <sup>th</sup> Sept 20  21 <sup>st</sup> Sept 20	3	4	12







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		L	S	Risk					L	S	Risk
		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"> <li>Frequency of service of Transport system and mandatory use of face coverings whilst on system.</li> <li>Travel by car/ walk/ bike as preference.</li> <li>Cycle racks provided. (approx. 80 bike spaces)</li> </ul>
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"> <li>Authorised Users on ANPR system.</li> <li>Free Parking till December 2021 on first come, first serve basis.</li> <li>Review options for increased demand on capacity on this resource.</li> </ul>	<ul style="list-style-type: none"> <li>Remind employees to check adequate cover for car insurance includes commuting and if applicable business use.</li> <li>Monitor and review</li> </ul>	Employee Director of Estates & Head of Security	21 <sup>st</sup> Sept 20	3	2	6
Access /Egress to Campus	All Employees, Contracted Staff, Visitors inc. Students  <i>H: Personnel &amp; Crowds. Anxiety, Stress, contamination, spread of virus.</i>	4	4	16	<ul style="list-style-type: none"> <li>Monitor Access/Egress only through main entrance.</li> <li>No-Entry and Safe Distancing Signage Implemented</li> <li>Return to access control sign in/out procedure so that numbers can be controlled, &amp; queues minimised.</li> <li>Implemented Thermal Temperature Monitoring checking on arrival &amp; review protocols.</li> </ul>	<ul style="list-style-type: none"> <li>Review and monitor access/egress at Reception daily</li> <li>Monitor numbers should we have to implement limits</li> </ul>	Security/Director of Estates.  Security/ Director of Estates/EFM	Sept 20  21 <sup>st</sup> Sept 20	3	4	12
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"> <li>Contracted Cleaning regimes focusing on core shared central areas in buildings that are operational.</li> <li>Cleaning Contractor RA for enhanced cleaning schedules of touch points/core communal areas.</li> <li>Contracted company provides PPE as required and purchases for additional enhanced cleaning supplies.</li> </ul>	<ul style="list-style-type: none"> <li>Consider further increases of personnel to current cleaning team due to increased numbers and usage on campus</li> <li>Consider Electrostatic Fogging to manage and reduce risk of contamination and cleaning requirement versus requirement of non-environmental wipes being sourced and issued in classrooms etc.</li> <li>Dedicated cleaner in areas of use Jebb Library and IT Basement area.</li> </ul>	Director of Estates/ Contracted Cleaning Manager Director of Estates  Director of Estates/ Contracted Cleaning Manager	Sept 20	3	3	9



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		L	S	Risk					L	S	Risk
Higher traffic communal areas (Reception, Corridors etc.)	All Employees  <i>H- Risk of catching COVID-19 due to underlying conditions which could result in death or requiring hospitalisation.</i>	3	3	9	<ul style="list-style-type: none"> <li>Reception, &amp;, Refectory areas have "Wait here warning Mat" &amp; screens</li> <li>Security access control reviewed to support distancing requirements</li> <li>Turnstiles &amp; External Doors restricted.</li> <li>Thermal Temperature Checking</li> <li>Implemented "One Way" systems with COVID-19 signage including</li> <li>Accessibility routes to remain as present.</li> <li>Enhanced cleaning Protocols for touchpoints &amp; areas of occupation in use.</li> <li>Limited persons and activities on site.</li> <li>Access "Collection request" form.</li> <li>Click and Collect Library for RSPP Students.</li> <li>Notification form for returning employees</li> <li>Implemented use of fabric face coverings to assist in mitigating risk further as numbers increase of personnel onsite and 1m+ distancing requirements</li> </ul>	<ul style="list-style-type: none"> <li>Review other key areas IT helpdesk, Student Services, Library &amp; Reid Desk as required</li> <li>Review access cards as required and Implement protocol for control management on-site &amp; number limits.</li> <li>Personnel with medical exemption from wearing covering to notify and provide evidence to HR.</li> <li>Review and monitor routes to ensure effective. Finish installing signage in Library and Reid.</li> <li>Split up/ label soft furnishings to manage distancing requirements.</li> <li>Increase cleaning staff requirements to support additional numbers on campus plus consider Electrostatic Fogging system to assist in further.</li> <li>Students to book on "Eventbrite" for access to Jebb Library, IT, Creative Spaces &amp; 1:1 to monitor/Limit numbers on Campus. (1-week notice)</li> <li>Define protocol for controlling students to not congregate on Campus and leave after their allocated time on campus.</li> <li>Remind everyone of safe distancing limits of rooms. Produce Signage in Classrooms 1m+</li> <li>Timetabling to manage schedule around data for room capacities. Architect engaged to help control flow of personnel in/out of classroom areas</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ Head of Student Services/ Library/ IT</li> <li>Director of Estates/Head of Security.</li> <li>Employee /HR</li> <li>HSE Manager/ Security</li> <li>EFM</li> <li>Director of Estates/ Cleaning Manager/</li> <li>CIO/Comms</li> <li>RTC WG</li> <li>HSE Manager/ Director of Estates/ EFM.</li> <li>Director of Estates/ HSE Manager /Timetabling</li> </ul>	21 <sup>st</sup> Sept 20  21 <sup>st</sup> Sept 20  21 <sup>st</sup> Sept 20  21 <sup>st</sup> Sept 20  21 <sup>st</sup> Sept 20.  21 <sup>st</sup> Sept 20  21 <sup>st</sup> Sept 20	4	3	12
Security	Site Based Contracted Security, Employees, Visitors.  <i>H: Risk of Attack, Abuse, Theft.</i>	3	3	9	<ul style="list-style-type: none"> <li>Security Officers issued with PPE gloves and face masks</li> <li>Monitor &amp; maintain employee distancing.</li> <li>Reception duties/Visitors (sign in/out sheets).</li> <li>Key management – Disinfection carried out upon return of keys</li> <li>Patrols of Campus / CCTV</li> </ul>	<ul style="list-style-type: none"> <li>Contractor to provide updated RA for University.</li> <li>Review number of staff on returning to campus and requirements.</li> <li>Contractor to manage breaks to maintain safe distancing.</li> <li>Security to report incidents where protocols are not being adhered to as this may affect others.</li> <li>Security Procedure required for stopping and challenging personnel for non-compliance of</li> </ul>	<ul style="list-style-type: none"> <li>Contracted Company</li> <li>Head of Security/ HSE Manager/ Director of Estates</li> <li>Contracted Head of Security Manager</li> <li>Contracted Head of Security Manager</li> </ul>	21 <sup>st</sup> Sept 20	2	3	6



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					<ul style="list-style-type: none"> <li>Security report incidents.</li> </ul>	campus access requests					
Onsite Catering Service	Site based contracted staff & all employees on campus	1	3	3	<ul style="list-style-type: none"> <li>No Catering provision currently Employees to provide their own lunches</li> <li>Catering contractor RA completed for working in Kitchen for Hot food provision.</li> <li>Contactless payment only.</li> <li>Perspex barriers installed in Refectory</li> <li>Vacherin to manage Safe Distancing in Kitchen, Refectory &amp; Mezzanine areas to include seating options to be considered</li> <li>Refectory, Brasserie, Tuke Kitchens not in operation. Bedford Bar – Closed till further notice</li> </ul>	<ul style="list-style-type: none"> <li>Increased contracted Catering service offer breakfasts/sandwiches /limited hot food option from 7/9/20</li> <li>Open up more staff kitchen facilities that remain locked off as more areas are populated.</li> <li>Vacherin to provide further Perspex screens in Kitchen hot plate serving counters as required.</li> <li>Coffee Shop (Brasserie to be reopened) – Additional COVID-19 signage required</li> </ul>	<ul style="list-style-type: none"> <li>Employees</li> <li>Contracted Catering Company</li> <li>Contracted Catering Company</li> <li>Head of Catering &amp; Events /Contracted Catering Manager</li> <li>Head of Catering &amp; Events / Contracted Catering Company</li> </ul>	21 <sup>st</sup> Sept 20	3	3	9
Workplace Welfare Facilities	All Employees, Contractors, Visitors, Students.  <i>H: Heatstroke/ Heat Exhaustion, Contamination</i>	3	3	9	<ul style="list-style-type: none"> <li>Limited WC facilities currently in use. Herringham; Tuke; Darwin. signage displayed to remind about hand washing.</li> <li>Sanitisers located across campus. - Additional hand sanitiser bottles procured.</li> <li>Enhanced Cleaning regimes on touchpoints and areas of occupation</li> <li>Ventilation – windows opened to keep fresh air to campus wherever possible in areas of use.</li> <li>Safe Distance marking implemented &amp; facial coverings are worn in areas where not easily achievable eg Corridors /WC facilities.</li> </ul>	<ul style="list-style-type: none"> <li>Reopen other WC facilities as required. Tape off basins to implement distancing.</li> <li>Review existing Building Risk Assessments</li> <li>Create regime for opening windows in the evenings</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manager/ Director of Estates/ Cleaning Manager</li> <li>HSE Manager</li> </ul>	21 <sup>st</sup> Sept 20	2	2	4



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Office Space	All Employees  <i>H- Contamination from not keeping distance</i>	3	3	9	<ul style="list-style-type: none"> <li>2 metres safe distancing where desks joined together &amp; chairs are opposite each and low number of personnel on site.</li> <li>Monitor &amp; map office users for safe distancing risks</li> <li>Suspend hot desking</li> <li>Following identification of employees who need to be on campus consider &amp; monitor building usage</li> <li>Implement Clear desk policy.</li> </ul>	<ul style="list-style-type: none"> <li>Review large open plan offices – check distancing may need to separate relocate teams or consider other mitigating options to work to 1m+.</li> <li>Consider Half team in shared offices/ Alternate desks</li> <li>Implement signs on desks/ equipment not to be used to maintain distancing.</li> <li>Suspend hot desking/Allocate suitable desk alternatives and or provision of screens.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ HSE Manager/ EFM</li> <li>Head of Dept &amp;/EFM</li> <li>HSE Manager/ EFM</li> <li>Director of Estates/ HSE Manager/ EFM</li> </ul>	21 <sup>st</sup> Sept 20	2	2	4
Meetings on Campus	Employees Students  <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	1	3	3	<ul style="list-style-type: none"> <li>Meetings held on MS TEAMS / Blackboard etc</li> <li>Hold one to ones in compliant meeting rooms where distancing can be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>Rooms to be booked online with “Eventbrite” for revised layout/numbers.</li> <li>Additional Webcams to be purchased to support/enable users,</li> <li>Noise monitoring in shared areas as required.</li> </ul>	<ul style="list-style-type: none"> <li>IT/Comms/EFM/ Room Bookings</li> <li>CIO/IT dept</li> <li>HSE Manager</li> </ul>	21 <sup>st</sup> Sept 20 21 <sup>st</sup> Sept 20 21 <sup>st</sup> Sept 20	2	3	6
Events & Conferences	Visitors, Students, Employees, Contracted Staff.  <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	2	2	4	<ul style="list-style-type: none"> <li>A few regular clients at weekend in Tuke, Darwin Herringham in larger rooms</li> </ul>	<ul style="list-style-type: none"> <li>Set up conference rooms as agreed.</li> <li>Consider smaller regular Clients to put proposals forward with Risk Assessment. – Review with H&amp;S Manager.</li> <li>Consideration to new business for less than 30 personnel subject to their RA.</li> </ul>	<ul style="list-style-type: none"> <li>Head of Events &amp; Catering/ EFM</li> <li>Client/RCEL/ Director of Estates/ H&amp;S Manager</li> </ul>	21 <sup>st</sup> Sept 20	3	2	6
Teaching and Research	Academic Employees  Returning Students on campus and to introducing new students on campus for “One to One” tutorials Sept 20.	1	2	2	<ul style="list-style-type: none"> <li>Online Delivery Teaching for Autumn term 2020.</li> <li>Return to Campus Teaching Delivery Group.</li> <li>ELC short courses (Separate RA undertaken)</li> </ul>	<ul style="list-style-type: none"> <li>Online Teaching Delivery Working Group / Return to Campus Teaching Delivery Group.</li> <li>Develop protocols for 1-1 tutorials delivery including identifying Academics who are required to attend campus via booking system</li> <li>Identify for Creative Courses facilities with specialist needs/Equipment facilities – Separate RA to be produced.</li> <li>Identify Vulnerable Students with admissions.</li> <li>Country Quarantine Enforcement/Checks</li> </ul>	<ul style="list-style-type: none"> <li>Provost &amp; Deputy VC/COO.</li> <li>Provost/RTC WG/ HR</li> <li>Director of Studies</li> <li>Head of Student Services</li> <li>HR/ Student Immigration</li> <li>RTC WG/EFM</li> </ul>	19 Jan 2021 21 <sup>st</sup> Sept 20 14 <sup>th</sup> Sept 20 21 <sup>st</sup> Sept 20 21 <sup>st</sup> Sept 20	3	3	9



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		L	S	Risk					L	S	Risk
	<i>H: Risk of catching COVID-19 and in not maintaining distancing</i>					<ul style="list-style-type: none"> <li>Identify revised classroom room capacities, and possible layouts with Timetabling at 1m+ (Face Visors/ Mobile Perspective Screens in rooms)</li> <li>Consideration to Teaching Bubbles viability.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ EFM</li> <li>RTCWG</li> </ul>				
Classroom set up	Academic Employees Students.  <i>H: Becoming unwell by not maintaining safe distancing</i>	2	2	4	Larger rooms only in use – capacity reduced by approx. two thirds.	<ul style="list-style-type: none"> <li>Porters to set up rooms in fixed layouts to comply with safe distancing guidance to 1m+.</li> <li>Store furniture not in use inside rooms to be agreed.</li> <li>Ensure sufficient breaks between changes for cleaning (15min)</li> </ul>	<ul style="list-style-type: none"> <li>EFM/ Internal Events/ Timetabling</li> <li>EFM</li> <li>EFM/Contracted staff</li> </ul>	21 <sup>st</sup> Sept 20	3	2	6
Lecture Theatres	Employee/Students <i>H: Becoming unwell by not maintaining safe distancing</i>	1	2	2	Not in use	<ul style="list-style-type: none"> <li>Restrict/mark seats to maintain safe distancing.</li> <li>Timetabling to co-ordinate bookings</li> <li>External Events usage if required</li> </ul>	<ul style="list-style-type: none"> <li>EFM/ Timetabling</li> <li>RCEL</li> </ul>	21 <sup>st</sup> Sept 20	2	2	4
Student Services	Employee/Students <i>H: Becoming unwell by not maintaining safe distancing</i>	1	1	1	Online Delivery	<ul style="list-style-type: none"> <li>Hub – reduced hours 11am -3pm drop in service</li> <li>Booking through Eventbrite for Student Support</li> <li>Separate RA to be undertaken</li> </ul>	<ul style="list-style-type: none"> <li>Student Services</li> </ul>	28 <sup>th</sup> Sept 20	3	2	6
Library	Employee/ Students/ Visitors  <i>H risk of contamination and Becoming unwell by not maintaining safe distancing</i>	1	2	2	<ul style="list-style-type: none"> <li>Online provision only</li> <li>Restricted click and collect service with limited staff numbers and small number of students</li> <li>Separate RA produced:</li> <li>Tate Library to remain “Closed” and in use for quarantine area</li> <li>Protocols including copyright prepared</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; review 24/72-hour quarantine delay for non-online books return and issue.</li> <li>Implement safe distancing one-way system in library ground and 1<sup>st</sup> floor</li> <li>Implement “Eventbrite” Students researching /appointment system into library</li> <li>Prepare and review study areas &amp; referencing</li> <li>Implement Perspex screens in hot desk areas</li> </ul>	<ul style="list-style-type: none"> <li>Head of Library.</li> <li>HSE Manager</li> <li>RTCWG</li> <li>Library employees</li> </ul>	21 <sup>st</sup> Sept 20/ Jan 21	2	2	4
Four Students remaining in Reid Hall		2	2	4	<ul style="list-style-type: none"> <li>Refer to Student Services BCP for care/treatment of unwell Students to self-isolate as per guidance 14 days in Student Flats (Oliver).</li> <li>Students with Symptoms.</li> </ul>	<ul style="list-style-type: none"> <li>Seek to accommodate remaining students in best accommodation plan option.</li> <li>Face coverings to be worn in communal areas</li> </ul>	<ul style="list-style-type: none"> <li>Head of Student Services/ Accommodation Support</li> <li>Accommodation/</li> </ul>	Weekly	2	2	4
Short term Summer School Students	Visiting Summer School Students										



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	<i>H: Becoming unwell &amp; not fully following isolation instructions if symptomatic</i>				<ul style="list-style-type: none"> <li>No guests allowed</li> <li>Maintain distancing with other staff</li> </ul>	(Bathrooms/ Reception/ Kitchenette area) <ul style="list-style-type: none"> <li>Single occupancy in rooms COVID-19 refund declaration.</li> </ul>	EFM <ul style="list-style-type: none"> <li>EFM and Cleaning to provide support as required.</li> </ul>				
New Students in onsite Accommodation	New Students in Reid Hall  <i>H: Becoming unwell &amp; not fully following isolation instructions if symptomatic</i>	1	1	1	<ul style="list-style-type: none"> <li>None at present</li> <li>Separate ELC Risk Assessment produced.</li> <li>35 Accommodation rooms occupancy for single use for ELC/ existing returning Students.</li> <li>Room allocations and separate washroom facilities with safe distancing measures in place.</li> </ul>	<ul style="list-style-type: none"> <li>Review and allocate rooms &amp; bathrooms once final numbers are known.</li> <li>Implement One Way signage in Accommodation block along with</li> <li>Reid reception Perspex barrier to be considered</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manager</li> <li>Accommodation Officer.</li> <li>Student Services/ Accommodation/</li> </ul>	Sept 20	3	3	9
Sports Court/Wellness Centre	Employee/Students	1	2	2	<ul style="list-style-type: none"> <li>Not in use.</li> </ul>	<ul style="list-style-type: none"> <li>Consider outside court for non-contact sessions. No football, etc. – Lock up for the winter.</li> <li>Separate RA's undertaken and limited to under 6 persons only.</li> </ul>	<ul style="list-style-type: none"> <li>Student Services</li> </ul>	Weekly	2	2	4
Higher risk maintenance tasks (Repairs etc.)	Estates & Facilities Employees  <i>H: Risk of injury</i>	3	2	6	<ul style="list-style-type: none"> <li>PPE provided for identified tasks.</li> <li>Single driver on Gators/tractor</li> <li>Refer to separate Risk Assessment</li> </ul>	<ul style="list-style-type: none"> <li>PPE replaced as required</li> <li>Review Separate Risk Assessments to ensure mitigation with distancing applied is still current.</li> </ul>	<ul style="list-style-type: none"> <li>EFM Team</li> <li>EFM/HSE Manager</li> </ul>	As required	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"> <li>Disposable gloves worn when handling post.</li> <li>Following Hygiene rules.</li> <li>Monitor Deliveries to Loading Bay</li> </ul>	<ul style="list-style-type: none"> <li>Minimise Employees personal items delivered to campus.</li> <li>Receiving deliveries follow Hygiene procedure</li> <li>Employees to maintain safe distancing around campus.</li> </ul>	Employees  EFM	Weekly	2	2	4
Remote Home Working	All employees not on furlough  <i>H: Risk of poor workstation set up</i>	4	4	16	<ul style="list-style-type: none"> <li>Employee's complete "Temporary WFH Assessment" encourage staff to report issues. Additional guidance published on intranet.</li> <li>HSE Manager to carry out WFH assessments - short term fixes</li> </ul>	<ul style="list-style-type: none"> <li>Details to be re-issued via comms piece to ensure that if personnel are having issues they can be reviewed and assessed once Strategic Business decision needs has been communicated.</li> <li>Review personnel who are struggling with WFH set up and wish to borrow larger furniture/</li> </ul>	<ul style="list-style-type: none"> <li>Provost/HR/ Comms/ Employee/ HSE Manager</li> <li>HSE Manager /HR</li> </ul>	Monthly	3	3	9



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		L	S	Risk					L	S	Risk
					<ul style="list-style-type: none"> <li>Flexible Working Policy under review to incorporate designated home workers &amp; future working equipment kit/support.</li> <li>Issued "Return to Campus" Guidance</li> </ul>	equipment. If required refer to HR for guidance if unable to resolve. <ul style="list-style-type: none"> <li>Identify dedicated home workers to ensure DSE provision is provided. Update Policy as required</li> </ul>	<ul style="list-style-type: none"> <li>HR/Line Manager/ H&amp;S Manager</li> <li>HSE Manager</li> </ul>				
Lone Working	All Employees  <i>H: Risk of incident</i>	3	3	9	<ul style="list-style-type: none"> <li>Contact with team via (Teams)</li> <li>Regular contact via Radio where staff have been issued</li> <li>Security Patrols</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and review as required</li> </ul>	<ul style="list-style-type: none"> <li>Line Manager/ Employee</li> </ul>	Sept 20	3	2	6
Incidents & Injuries and other sickness.	All Employees  <i>H: Risk of injury</i>	2	2	4	<ul style="list-style-type: none"> <li>Reporting of incidents captured on monthly return</li> </ul>	<ul style="list-style-type: none"> <li>Monitor WFH assessment reported health issues</li> <li>Accurate Sickness reporting to be captured</li> </ul>	<ul style="list-style-type: none"> <li>Employees, HSE Manager</li> <li>Line Manager/ HR</li> </ul>	Monthly	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"> <li>Implemented two new designated smoke points</li> <li>Quad now "Smoke/Vape" free.</li> </ul>	<ul style="list-style-type: none"> <li>Review and monitor smoking/vaping areas</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manger/EFM</li> </ul>	Sept 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"> <li>Daily Fire Alarm building tests</li> <li>Fire Alarm Monitoring</li> <li>Phased Building Evacuations Student RA</li> <li>Employee and Students to evacuate to Tuke Lawns only – <b>Do not go to Rose Gardens</b></li> </ul>	<ul style="list-style-type: none"> <li>Review Fire Wardens &amp; areas with employees who have returned to Working on Campus and appoint where required.</li> <li>Employees have a duty to take care for themselves.</li> <li>Employees &amp; students to wear a face covering during any potential Fire Evacuation to maintain distancing.</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manager</li> <li>Employees</li> <li>Everyone</li> </ul>	Monthly	2	4	8



## Risk Assessment: COVID-19-Secure Employees & Limited Students on Campus

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 21/9/20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 21/9/20 Residual risk rating		
		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 &amp; 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"> <li>First aid Risk Assessment carried out to manage provision.</li> <li>St John's – 6-month extension on expiring certificates. Arrange training courses</li> <li>Disposal of clinical waste. (Note will require 72 hour delay in collection)</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manager</li> <li>Learning &amp; Development &amp; HSE Manager/ Security Team/ Trained First Aiders at Work</li> </ul>	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"> <li>Contractor Notification forms so security colleagues are aware</li> <li>Contractor RAMS to be submitted to demonstrate their COVID Measures</li> <li>Legionellosis –. Maintain weekly flushing of unused outlets and water machines + Increase cleaning around these.</li> <li>Lifts operational.</li> <li>No Centralised A/C to remain non-operational</li> </ul>	<ul style="list-style-type: none"> <li>EFM- to arrange appropriate Contractors to attend Campus.</li> <li>Risk Assessments and Method Statements to take into consideration COVID-19 guidance</li> <li>Lifts – to be monitored options to be considered to control use.</li> <li>Isolated Equipment to be brought back into service as required</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ EFM Team</li> <li>Contractors</li> <li>EFM</li> <li>EFM/Security</li> <li>EFM</li> </ul>	Weekly	3	3	9

<b>5 Principals of Risk Assessment</b>		<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 <b>COVID-19 risk assessment</b> and shared the results with the people who work here	X
2. Replace (Substitute) the Hazard		We have <b>cleaning, handwashing and hygiene</b> procedures in line with guidance	X
3. Isolate people from the Hazards		We have taken all reasonable steps <b>to help people work from home.</b>	X
4. Control Measures any additional required?		We have taken all reasonable steps to maintain a <b>2m distance</b> in the workplace	X
5. Personal Protective Equipment (PPE)		Where people cannot be 2m apart, we have done everything practical to <b>manage transmission risk.</b>	X



## Risk Assessment: COVID-19-Secure Employees & Limited Students on Campus

Likelihood	Severity					RESIDULE 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)	<b>RESIDULE RISK RATING</b>			<b>LOW</b>
Very Likely 5	Low (5)	Medium (10)	High (15)	High (20)	High (25)				



