


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

<b>Register reference:</b>	RA/EFM/Pandemic/Campus/008	<b>Assessor name:</b>	Anna Hurst
<b>Assessment date:</b>	22 <sup>nd</sup> December 2020 & 7 <sup>th</sup> January 2021	<b>Assessment review date:</b>	7 <sup>th</sup> February 2021
<b>Work activity or area being assessed:</b>	Required employees & limited numbers of Students on a COVID-19 secure campus during Tier 4, Lockdown 3 and lowering of restrictions.	<b>Location of work applicable to activity:</b>	Regent's University London Limited Campus
<b>Director of Finance (Chair of Return to Campus Working Group)</b>	Carl Teigh	<b>Date reviewed:</b>	23/12/2020 & 7/1/21
<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					
Re-Occurrence of Peak of Virus	Vulnerable Employees	High traffic communal areas	Commuting/Travel	Access/ Egress	Lone Working
Contracted staff- based on site (Security/ Cleaning/ Catering)	Welfare of staff and students	Remote Homeworking	Conference & External Events	Fire /First Aid	

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 22/12/20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 22/12/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Pandemic –Spikes of Virus outbreaks resulting in tighter restrictions and or lockdowns.	All Employees, Students.	5	3	15	<ul style="list-style-type: none"> <li>Following and in line with <a href="#">Government Guidance</a>, Employees to “stay and work from home” with exception of key identified staff.</li> <li>BCP protocols to be followed for further enforced National lockdowns.</li> <li>WCC – point of contact with <a href="mailto:hse@regents.ac.uk">hse@regents.ac.uk</a> for updates on fortnightly online session.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and review situation closely with the latest COVID-19 variant &amp; be ready to suspend any current activities immediately.</li> <li>Review Government current Tier guidance &amp; possible further Lockdown Action Plans.</li> <li>Monitor and ensure very limited personnel come to campus during Tier 4 and lockdown 3 period.</li> <li>Encourage staff to undertake ATS lateral flow testing if attending campus.</li> </ul>	<ul style="list-style-type: none"> <li>Return to Campus WG</li> <li>Return to Campus WG</li> <li>Director of Estates &amp; FM/ HSE Manager/ Security &amp; Reception</li> <li>Employee</li> </ul>	Weekly  As required	5	4	20

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Remote Home Working	All employees not on furlough  <i>H: Risk of poor workstation set up</i>	3	3	9	<ul style="list-style-type: none"> <li>Employee's encouraged to complete "DSE self-assessment"</li> <li>HSE Manager to carry out WFH assessments as required to provide guidance/ for employees.</li> </ul>	<ul style="list-style-type: none"> <li>DSE assessment procedure under review. Details to be-issued via comms in future to all staff.</li> <li>Review &amp; meet with personnel who are struggling with WFH set up who request campus access. Where required refer to HR for guidance if unable to resolve.</li> <li>Flexible Working Policy under review to incorporate designated home workers &amp; future working equipment kit/support.</li> </ul>	<ul style="list-style-type: none"> <li>Employee/ HSE Manager/ Comms</li> <li>HSE Manager /HR</li> <li>Head of HR/ IT Dept/ HSE Manager</li> </ul>	January 21  Monthly  January 21	3	3	9
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 60.</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>	2	4	8	<ul style="list-style-type: none"> <li>Employees in these categories are advised to stay and work from home. Letter from NHS advising them not to attend workplace.</li> <li>Clinically extremely Vulnerable employees under Tier 4 restrictions are advised to "Shield" all other Tiers the advice is to take extra steps to protect themselves and follow social distancing 2m guidance where possible &amp; should limit visits to Campus preferable at non-peak times.</li> </ul>	<ul style="list-style-type: none"> <li>Employee to contact Line Manager &amp; HR for further guidance in first instance.</li> <li>Where working from home is not possible Employee/ Line Manager should contact HR department for "Record of conversation + Risk Assessment"</li> <li>If employee lives with Vulnerable person &amp; required to attend campus and or is unable to work from home, they can continue to attend campus with Line Manager approval.</li> </ul>	<ul style="list-style-type: none"> <li>Vulnerable Employee/ Line Manager/ HR</li> <li>HR/ Vulnerable Employee/Line Manager</li> <li>Employee/ Line Manager</li> </ul>	January 21  January 21  January 21	3	4	12
<ul style="list-style-type: none"> <li>Expectant Mothers</li> </ul>	Expectant Mothers <i>H: Risk to mother &amp; unborn child</i>	3	2	6	<ul style="list-style-type: none"> <li>Working from Home Expectant mother to notify HR, who notifies HSE Manager to undertake assessment.</li> </ul>	<ul style="list-style-type: none"> <li>Continue Working from Home</li> <li>Separate Maternity Risk Assessment to be undertaken.</li> </ul>	<ul style="list-style-type: none"> <li>Expectant Mother</li> <li>HSE Manager</li> </ul>	As required	3	4	12
Reduced Personnel due to "Quarantine Restrictions" resulting in self-isolation periods & Wellbeing (Mental Health) of Employees.	All Employees, Students & Contractors	3	3	9	<ul style="list-style-type: none"> <li>Heads of Departments/ Line Managers to prioritise and limit who needs who to be on campus. Employees to continue to work from home as required</li> <li>Consider split departmental teams and flexible hours as required.</li> <li>Implemented Individual (COVID Self Declaration) as part of return to work online form on Intranet.</li> </ul>	<ul style="list-style-type: none"> <li>Ensure that Quarantine procedures for all Employees &amp; and Students are adhered to as required. <a href="https://www.gov.uk/government/travel-corridors">Coronavirus (COVID-19): travel corridors - GOV.UK (www.gov.uk)</a></li> <li>Consider additional support from staff as required</li> <li>Monitor and review as required</li> </ul>	<ul style="list-style-type: none"> <li>Head of Departments, Line Manager/HR</li> <li>Line Manager/ Employee</li> <li>Head of Security/ HSE Manager/</li> </ul>	January 21	3	3	9

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	<i>H: Stress of additional work, Personal loss: Harassment Bullying (Pressure / reluctance to attend campus) People Project 2</i>				<ul style="list-style-type: none"> <li>Employees &amp; Students who are contacted by Test &amp; Trace isolate &amp; or need to quarantine do not return until 10-day period is completed.</li> <li>Employees who are displaying symptoms must get a test <a href="#">NHS Test</a> &amp; self-isolate (10 days) and report to <a href="mailto:HR@regents.ac.uk">HR@regents.ac.uk</a></li> <li>Free services for counselling/ HR/Wellbeing support.</li> <li>Refer to Mental Health First Aiders</li> </ul>	<ul style="list-style-type: none"> <li>Ensure contingency plans for an outbreak on Campus &amp; impact of Test &amp; Trace on Depts. HR to be notified (Refer to Campus Outbreak Management Plan).</li> <li>Ensure list of Mental Health Aiders is current.</li> </ul>	<ul style="list-style-type: none"> <li>RTC WG/HR/Security</li> <li>Employees/ Line Manager/ HR/Students</li> <li>Mental Health First Aiders.</li> </ul>				
Commuting to and from Campus.	All Employees, Contracted Staff, Visitors inc Students  <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	3	3	9	<ul style="list-style-type: none"> <li>Advised to avoid Public Transport system and if used must wear mandatory face covering whilst on system.</li> <li>Travel by car/ walk/ bike as preference.</li> <li>Cycle racks provided. (approx. 80 bike spaces)</li> </ul>	<ul style="list-style-type: none"> <li>Possible delays &amp; length of journey to get to campus, consider flexible hours, phased work patterns to aid maintain distancing &amp; ease congestion.</li> <li>Promote cycling facilities and cycle to work loan scheme.</li> <li>Consider cycling proficiency schemes <a href="https://tfl.gov.uk/modes/cycling/cycle-skills">https://tfl.gov.uk/modes/cycling/cycle-skills</a></li> </ul>	<ul style="list-style-type: none"> <li>Employee/Line Manager</li> <li>Comms/ EFM</li> <li>Employee</li> </ul>	January 21	3	3	9
Driving to work Car Parking (50 spaces)	All Employees, Contracted Staff, Visitors inc Students  <i>H: Accident/Incident</i>	3	2	6	<ul style="list-style-type: none"> <li>Authorised Users on ANPR system.</li> <li>Parking on first come first serve basis. For staff required to attend Campus free parking up to March 2021. Visitors will be charged.</li> </ul>	<ul style="list-style-type: none"> <li>Security to extend employees on Car Park System.</li> <li>Employees to check they have commuting cover for car insurance &amp; if applicable business use.</li> <li>Monitor and review options for increased demand on capacity on this resource post Tier 4/lockdowns in 2021</li> </ul>	<ul style="list-style-type: none"> <li>Security</li> <li>Employee</li> <li>Director of Finance Director of Estates &amp; Head of Security</li> </ul>	January 21	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>	3	3	9	<ul style="list-style-type: none"> <li>Monitor Access/Egress only through main entrance and report data at RTC WG.</li> <li>Implemented No-Entry and Safe Distancing Signage.</li> <li>Implemented Thermal Temperature Monitoring checking on arrival.</li> <li>Return to Access Notification form to be completed so that numbers can be</li> </ul>	<ul style="list-style-type: none"> <li>Review and Monitor as required</li> <li>Continue to monitor numbers and if required implement further limits and restrictions if necessary.</li> <li>12/1/21 Meet with HSE Manager and Staff must provide negative test weekly result for</li> </ul>	<ul style="list-style-type: none"> <li>Security/HSE Manager/ RTC WG</li> <li>Security/ Director of Finance / Director of Estates &amp; FM</li> <li>Security/HSE Manager</li> </ul>	January 21  January 21  January 21	3	3	9

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					controlled.	access from 14/1/21 to provide <i>protect our key workers</i> – Security, Catering and Cleaning colleagues					
Office Space	All Employees  <i>H- Contamination from not keeping distance</i>	2	2	4	<ul style="list-style-type: none"> <li>Monitor &amp; map office users for safe distancing risks</li> <li>Suspend hot desking</li> <li>Implemented Clear desk policy.</li> <li>Following identification of employees who need to be on campus consider &amp; monitor building usage.</li> </ul>	<ul style="list-style-type: none"> <li>Review and implement signs on desks/ equipment not to be used to maintain distancing as required.</li> <li>Monitor and review requests to attend campus.</li> <li>Office Moves as required following People Project.</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ EFM</li> <li>HSE Manager/ Head of Security</li> <li>Director of Estates &amp; FM/EFM</li> </ul>	January 21  January 21  January 21	2	2	4
Workplace Welfare Facilities	All Employees, Contractors, Visitors, Students.  <i>H: Contamination/ Climatic injuries.</i>	2	2	4	<ul style="list-style-type: none"> <li>Signage displayed to remind about hand washing.</li> <li>Review Sanitisers located across campus.</li> <li>Enhanced Cleaning regimes on touchpoints &amp; 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>Continue to review existing Building Risk Assessments</li> <li>Electrostatic Fogging regime been introduced.</li> <li>Monitor regime for opening windows in the evenings</li> <li>Monitor &amp; review adherence</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manager</li> <li>Cleaning Manager</li> <li>Security/Director of Estates &amp; FM</li> <li>HSE Manager/EFM.</li> </ul>	January 21	2	2	4
Poor Hygiene Control	Site Based Cleaning Staff & All Employees  <i>H: Risk of catching COVID-19 in not maintaining distancing.</i>	3	3	9	<ul style="list-style-type: none"> <li>Increased 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 &amp; purchases for enhanced cleaning supplies.</li> </ul>	<ul style="list-style-type: none"> <li>Electrostatic Fogging been introduced to assist and manage and reduce risk of contamination across Campus.</li> <li>Contracted company to review Business Contingency Plans for future outbreaks and potential illness</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ Contracted Cleaning Manager</li> <li>Contracted Cleaning Manager</li> </ul>	January 21	3	3	9
Higher traffic communal areas (Reception,	All Employees / Students/ Visitors.	3	3	9	<ul style="list-style-type: none"> <li>Reception &amp; Brasserie/Refectory areas have "COVID markings" &amp; screens.</li> </ul>	<ul style="list-style-type: none"> <li>Review demand on other key areas T helpdesk, Student Services, Library &amp; Reid</li> </ul>	<ul style="list-style-type: none"> <li>Director of Estates/ Head of Student</li> </ul>	January 21	3	3	9

Risk assessment form v1.1/ EFM-HS-05

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Onsite Catering Service	Site based contracted staff & all employees on campus	1	3	3	<ul style="list-style-type: none"> <li>Contracted Catering service in operation.</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 Brasserie</li> <li>Vacherin to manage Safe Distancing in Kitchen, Brasserie, &amp; Refectory</li> <li>Tuke Kitchens not in operation. Bedford Bar – Closed till further notice</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and review as required</li> </ul>	<ul style="list-style-type: none"> <li>Head of Catering &amp; Events / Contracted Catering Company</li> </ul>	January 21	1	3	3
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 to be held on MS TEAMS / Blackboard etc only</li> <li>Hold one to ones in compliant meeting rooms where distancing can be maintained.</li> </ul>	<ul style="list-style-type: none"> <li>1:1 &amp; Group Tutorials Rooms to be booked online with Students to book general access pass on "Eventbrite" and new booking system when permitted again.</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>HSE Manager</li> </ul>	January 21	2	3	6
Conferences & Events	Visitors, Students, Employees, Contracted Staff.  <i>H: Risk of catching COVID-19 in not maintaining distancing</i>	2	3	6	<ul style="list-style-type: none"> <li>A few regular clients who provide "Education Services" at weekend in Tuke, Darwin Herringham in larger rooms</li> <li>Business Meetings &amp; Events can continue up to 30 personnel RA required.</li> <li>Client to report any symptomatic personnel to Head of Catering &amp; Events.</li> <li>Reporting of any COVID-19 Cases</li> </ul>	<ul style="list-style-type: none"> <li>Review RA's to reflect lockdown for clients who are still teaching.</li> <li>7/1/21 - No Face to Face teaching permitted.</li> <li>Review &amp; revise Clients RA's as required.</li> <li>Monitor and Review set up conference rooms as agree to minimise set up changes/</li> <li>Report any cases to <a href="mailto:facilitieshelpdesk@regents.ac.uk">facilitieshelpdesk@regents.ac.uk</a></li> </ul>	<ul style="list-style-type: none"> <li>Head of Catering &amp; Events/ EFM</li> <li>Clients/ Head of Catering &amp; Events/ EFM</li> <li>Client/Conf &amp; Events/ Director of Estates/ HSE Manager</li> <li>Client/ Conf &amp; Events /HSE Manager</li> </ul>	January 21	2	2	4



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Teaching and Research	Academic Employees  students on campus for "One to One" tutorials Sept 20.  <i>H: Risk of catching COVID-19 and in not maintaining distancing</i>	2	3	6	<ul style="list-style-type: none"> <li>Online Delivery Teaching for Spring Term 2021.</li> <li>ELC short courses (Separate RA undertaken)</li> <li>Group tutorials delivery including identifying Academics who are required to attend campus – <b>on hold</b></li> <li>Identified Creative Courses facilities with specialist needs/Equipment facilities – Separate RA produced.</li> </ul>	<ul style="list-style-type: none"> <li>Students to attend campus via booking system only if unable to work from home.</li> <li>Teaching classed as Further Education starting on 11/1/21 /online. Review RA</li> <li>Work with Online Delivery Group for additional requirements for Spring Term 21 and Events for bookings of rooms. Risk assessment as required</li> </ul>	<ul style="list-style-type: none"> <li>Provost &amp; Deputy VC</li> <li>ELC</li> <li>Online Delivery Group/ EFM &amp; Timetabling &amp; Events &amp; Conferences</li> </ul>	January 21	2	3	6
Classroom set up	Academic Employees Students.  <i>H: Becoming unwell by not maintaining safe distancing</i>	1	2	2	<ul style="list-style-type: none"> <li>Larger rooms only in use –capacity reduced by approx. two thirds.</li> <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 agreed where possible.</li> </ul>	<ul style="list-style-type: none"> <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 Contracted staff</li> </ul>	January 21	1	2	2
Lecture Theatres	Employee/Students <i>H: Becoming unwell by not maintaining safe distancing</i>	1	2	2	<ul style="list-style-type: none"> <li>Set up for Safe distancing in line with Architect guidance.</li> <li>Not in operation in line with Government guidance to external theatres.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor and review requirements and in line with Tiers and lockdowns.</li> </ul>	<ul style="list-style-type: none"> <li>Events &amp; Conferences/ EFM/ Timetabling</li> </ul>	January 21	1	2	2
Student Support	Employee/Students <i>H: Becoming unwell by not maintaining safe distancing</i>	2	2	4	<ul style="list-style-type: none"> <li>Students required to</li> <li>Online Delivery/Hub – reduced hours Campus 11am -3pm drop in service</li> <li>Booking through Student Support &amp; booking system</li> <li>Separate RA undertaken</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 ATS test to be taken (negative result required) before Student returns to campus in partnerships with University of London January 21.</li> <li>Monitor and review requirements &amp; revise RA as required.</li> </ul>	<ul style="list-style-type: none"> <li>Student Support</li> </ul>	January 21	2	2	4

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Library	Employee/ Students/ Visitors <i>H risk of contamination and Becoming unwell by not maintaining safe distancing</i>	2	2	4	<ul style="list-style-type: none"> <li>Online provision &amp; implemented "Eventbrite" Students researching / appointment system into library</li> <li>Separate RA produced.</li> <li>Tate Library to remain "Closed" and in use for quarantine area Implemented Perspex screens in hot desk areas</li> </ul>	<ul style="list-style-type: none"> <li>7/1/21 – Click and collect service on Wed/Friday only.</li> <li>Monitor and review RA and provision as required</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>	January 21	2	2	4
Reid Hall	Students <i>H: Becoming unwell &amp; not fully following isolation instructions if symptomatic</i>	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 10 days in Student Flats (Oliver).</li> <li>No guests allowed</li> <li>Maintain distancing with other staff.</li> <li>Reminder that face coverings to be worn in communal areas (Bathrooms/ Reception/ Kitchenette area)</li> </ul>	<ul style="list-style-type: none"> <li>COVID-19 ATS test to be taken (negative result required) before Student returns to campus in partnerships with University of London January 21.</li> <li>Consider Government Phased Return window "to return to campus post lockdown 3</li> <li>Issue reminder of Lockdown protocols to be followed.</li> </ul>	<ul style="list-style-type: none"> <li>HSE Manager/ Head of Student Support / Director of Finance / University of London</li> <li>Director of Finance /Head of Student Support/ EFM</li> <li>Accommodation/ HSE Manager</li> </ul>	January 21  January 21	2	2	4
Sports Court/Wellness Centre	Employee/Students	1	2	2	<ul style="list-style-type: none"> <li>Not in use.</li> <li>Separate RA's undertaken and limited to under 6 persons only.</li> </ul>	<ul style="list-style-type: none"> <li>Consideration of outside court for non-contact sessions. No football, etc – Lock up for the winter when not in use.</li> </ul>	<ul style="list-style-type: none"> <li>Student Services</li> </ul>	Weekly	1	2	2
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>	2	2	4	<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> <li>Employees to maintain safe distancing around campus</li> </ul>	<ul style="list-style-type: none"> <li>Receiving deliveries follow Hygiene procedure</li> </ul>	<ul style="list-style-type: none"> <li>Employees</li> </ul>	Weekly	2	2	4
Lone Working	All Employees	3	3	9	<ul style="list-style-type: none"> <li>Regular contact with team via (Teams)</li> <li>Non-Essential staff on campus by RA</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>	January 21	3	3	9



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	<i>H: Risk of incident</i>				with HSE Manager. • Regular contact via on Campus Radio where staff have been issued • Regular Security Patrols						
Incidents & Injuries and other sickness.	All Employees <i>H: Risk of injury</i>	2	2	4	• Reporting of incidents captured on monthly return	• Monitor WFH assessment reported health issues • Accurate Sickness reporting to be captured	• Employees, HSE Manager • Line Manager/ HR	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	• Implemented two new designated smoke points • Quad now "Smoke/Vape" free.	• Review and monitor smoking/vaping areas	• HSE Manger/EFM	January 21	2	2	4
Fire	All Employees, Contracted staff based on site. Visitors inc Students  <i>H: Smoke Inhalation</i>	1	5	5	• Daily Fire Alarm building tests • Fire Alarm Monitoring • Phased Building Evacuations Student RA • Employees have a duty to take care for themselves. • Employees & students to wear a face covering during any potential Fire Drill • Employee and Students to evacuate.to Tuke Lawns only – <b>Do not go to Rose Gardens</b>	• Review Fire Wardens & areas with employees who have returned to Working on Campus and appoint where required. • Evacuation to maintain distancing. • Should a student be isolating they will only be asked to evacuate by security if required.	• HSE Manager  • Everyone • Reid Hall Student/Security	Monthly	1	5	5
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	2	6	First Aiders must ensure that they don't put themselves at risk of exposure of virus.  Ratios of 1:50 remain valid current at the moment.	• First aid Risk Assessment carried out to manage provision for next quarter. • FAW Provision onsite training course provisional booked for April 21. • Disposal of clinical waste. (Note will require 72-hour delay in collection)	• HSE Manager  • HSE Manager  • Security Team/ First Aiders at Work	Jan 2021	2	2	4

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

What are the hazards?	Who might be harmed and how? (H = Harm)	Pre 22/12/20 Risk rating			What are you already doing? (existing control measures)	What further action is necessary?	Action by who?	Action / Review By	Post 22/12/20 Residual risk rating		
		L	S	Risk					L	S	Risk
Statutory Compliance	Contracted Staff, Students remaining in Reid Hall. Key Users from Estates & Facilities	3	3	9	<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>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>Legionellosis –. Ensure and maintain weekly flushing of <b>ALL</b> unused outlets and water machines + Increase cleaning around these.</li> <li>Equipment to be isolated if not in use and 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 Maintenance</li> <li>EFM/IT/ Catering/ Media Services/</li> </ul>	Weekly	3	3	9

5 Principals of Risk Assessment		<a href="#">Staying COVID-19 Secure in 2021</a>	<a href="#">We confirm we have complied with the government's guidance on managing risk of COVID -19</a>
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

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)	RESIDULE RISK RATING			LOW
Very Likely 5	Low (5)	Medium (10)	High (15)	High (20)	High (25)				