

Covid-19 Risk Assessment - UCA Return to Campus

Purpose & Approach This Risk Assessment has been compiled based on "UK Government Covid-19 Guidance, the Department for Education 'Reopening Buildings & Campuses' and Universities UK: Principles & Considerations Emerging from Lockdown.

Ref	Activity	Hazardous event and expected consequence	People affected?	Risk Mitigations required by Government Guidance*	Risk Rating			Additional measures implemented	New Risk Rating			Action/Monitored by whom and when?
					S	L	R		S	L	R	
1	UCA operating a workplace and learning environment	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	Buildings open and operate in line with Government Guidance which is monitored (at least) twice weekly by the Covid-19 Steering Group & the local Campus Implementation Group. People identified as extremely clinically vulnerable should continue to work from home. People identified as clinically vulnerable should work from home where possible. All those who can work from home, should work from home. Any person attending the UCA must be well and symptom free. Face to face teaching is currently delivered through a blended learning model (The 1:1 HE Guidance).	3	3	9	Identify staff and students who are extremely clinically vulnerable (who are strongly advised not to work outside of the home) and clinically vulnerable who can return to work if they cannot work from home, however discuss how the situation is managed to reduce risk. Individual risk assessments may be required. Establish a list for phased reoccupation and subsequent rotas where applicable. Review staffing plans to ensure it is only people whose roles are critical to our student experience that return to working on Campus. Prepare employees and students for building reoccupation through communication and engagement about the measures outlined in the risk assessment and how to stay safe including compulsory induction modules and communications approved by the Steering Group. Develop a student code of conduct to promote positive behaviours.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
2	Suspected Covid-19 case during UCA activity or on UCA site	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	If a person becomes unwell on Campus (either with a fever, cough or experiences issues with a loss of taste or smell) 1. Take them to a vacant open area and ask them to sit down, open the window if possible or take them outside. Maintain 2m and wear a face covering. 2. Assess the situation, and get further help if needed. 3. Help them to make contact with medical advice if required, a family member or friend. 4. Help the individual to make arrangements to get home safely, public transport should be avoided. 5. Notify the person's line manager or course/module leader. 6. Contact Estates & Facilities to arrange for the room and any other locations where the person was working/studying to be cleaned prior to use. If the person is tested for Covid-19 and the results are positive then those who have been in close contact must be notified. Close contact is defined as within 2 metres for more than 15 minutes. Where an unintended incident has led to someone's possible or actual exposure to coronavirus, this must be reported to the HSE as a dangerous occurrence. Where an employee has been diagnosed as having Covid-19 and there is reasonable evidence that it was caused by work. This must be reported as a case of disease. If an employee dies as a result of exposure to coronavirus this must also be reported.	3	3	9	Prepare, approve and communicate the Action in the Event of a Suspected or Confirmed Case of Covid-19 procedure. Establish online Covid-19 notification form. Implement Case Management process led by Health, Safety & Wellbeing Team, and underpinned by case reporting tools of staff and students. Ensure cleaning arrangements are in place for suspected (symptomatic) and confirmed cases. Cleaning waste must be double bagged and kept secure for 72 hours, then disposed of via general waste arrangements. Arrangements in place for reporting any work related covid-19 occurrence to the Health & Safety Executive (HSE). Daily case management monitoring and escalation, with weekly reporting to SG. Arrangements in place to report single cases to DfE and 2 or more cases to the Health Protection Team. Communicate the procedure through briefing sessions and published presentation with voiceover. Engage with key county public health contacts (Kent & Surrey) and engage with sector scenario exercise planning. Ensure the outbreak plan is signed off by relevant Directors of Public Health.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
3	General travel to and from the building	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	Avoid public transport where possible. Face coverings must be worn whilst using public transport. Vehicle sharing should be avoided.	3	3	9	Individuals to wear a face covering on public transport and on access to the Campus and in communal areas and spaces where 2m cannot be maintained. The safe and hygienic use of face coverings should be communicated. Ensure cycle facilities where possible. Staggered start times for to avoid busy rush hour periods.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
4	Access and egress to UCA buildings	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	Single entry and exit points should be established where the building layout facilitates. Front facing roles (such as reception) should be assessed to reduce the risk of transmission. Building opening and closing times reviewed to reduce the risk of people gathering. A way route established to reduce people in high traffic areas. Hand sanitiser at building entrance and exit. Limit any unnecessary visitors. Brief building occupants and visitors prior to arrival on site. Arrange deliveries for out of core hours if possible. Where access to UCA buildings is undertaken by contractors, ensure that	3	3	9	Communicate building protocols to users prior to reoccupation e.g. via return to campus health and safety guidance. All visitors must have a pre-booked appointment. Visitor information provided outlining covid secure safety measures operating on campus. Cross Campus travel is significantly reduced. Meetings to be held where there is an identified need to meet face to face, but only if attendees are all well, keeping to the minimum number required, social distancing and good hygiene protocols. Individuals to wear a face covering on Campus in communal areas and spaces where 2m cannot be maintained.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
5	Cleaning & hygiene	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	People should wash hands thoroughly and regularly. Using soap and water for at least 20 seconds. Use alcohol based hand sanitiser if soap and water is not available. Use of hand washing technique to be adopted as directed by HSE. People should avoid touching face/eyes/nose/mouth with unwashed hands and cover coughs or sneezes with a tissue then throw it in the bin. Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of people on site. Regularly clean the hand washing facilities and check soap and sanitiser levels. Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal. Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored. Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities. Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush.	3	3	9	Safe on campus banners and hand washing and hygiene posters are displayed around the Campus. Use of additional hand sanitiser at key locations and high touch points. Enhanced cleaning strategy developed and communicated, outlining details of cleaning frequency, specification including high touch floors and welfare facilities (these are cleaned hourly). Ensure the campus has adequate supply of soap, hand sanitiser and cleaning products. Review waste arrangements to ensure adequate removal of additional waste (tissues, paper towels). Tracking of cleaning products and covid-19 supplies to ensure ongoing access to products.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
6	Use of workspaces and learning spaces	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	2m Social distancing should be maintained wherever possible. Increased frequency of hand washing. Keep activity to a minimum. Use screens/barriers to separate people where appropriate. Go back to back or side by side working where ever possible. Reduce the numbers of people working by using fixed teams. Personal protective equipment, and face coverings are not required by law, but are optional for the individual.	3	3	9	Review of workstations to check occupancy levels and layout which enable 2m distance or avoid face to face working. Reduced maximum occupancy of all teaching and office spaces. Install/Access to local cleaning products so that employees and students can self clean workstations/work areas. Wearing of face coverings where 2m social distancing cannot be achieved. Area Risk Assessment process completed for all spaces, with Supporting Process Risk Assessments where required. Area Risk Assessments outline the reduced maximum occupancy levels of each space and are made available.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
7	Use of breakout areas, communal areas & kitchens	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	Break times should be staggered to reduce congestion and contact at all times. Hand cleaning facilities or hand sanitiser should be available at the entrance of any room where people eat and should be used by people when entering and leaving the area. Avoid use of shared kitchen items. People should be asked to bring pre-prepared meals and refillable drinking bottles from home. People should sit 2 metres apart from each other whilst eating and avoid all contact tables should be cleaned regularly. All rubbish should be put straight in the bin and not left for someone else to clear up. All areas used for eating must be thoroughly cleaned including chairs and door handles.	3	3	9	Review of communal spaces to reduce occupancy and enable social distancing protocols. Increased frequency of communal area cleaning. QR Check in codes in place in refectories and libraries. Kitchen and shared space protocols are in place. Enhanced regular daily cleans in refectory areas and libraries.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
8	Building preparation for reoccupancy	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	The building must be checked for the following: Effective fire alarm and monitoring systems in place. Emergency lighting checks. Action to reduce risk of legionella arising from stagnant water. Other emergency systems are operating effectively. Provision of sufficient numbers of fire wardens and first aiders. Heating and ventilation systems are working effectively. Lifts, automated doors and roller shutters are working safely. The building is clean and safe for reoccupation. Any outstanding PPM activities are delivered.	3	3	9	Building checks listed in adjacent tab have been completed. Pre-occupation Return to Campus checklist is completed by HSE. Specific room occupancy has been assessed in conjunction with purpose and activity taking place as outlined in Area Risk Assessments. First aid kit stocked with additional PPE including apron, face masks, hand sanitiser and disposable gloves. Ventilation plans implemented and rooms with inadequate ventilation are repositioned.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
9	Other work or learning based activities on Campus	Transmission of Covid-19 resulting in ill health.	Employees, Students, Contractors, Suppliers	Always consider if the task can be performed differently without having to breach social distancing. People are to limit face to face working and work facing away from each other when possible. Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins. Provide additional supervision to monitor distancing and teams not to be rotated. Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task. All equipment to be thoroughly cleaned prior and after using it. Increase ventilation within enclosed spaces, including natural ventilation where possible.	3	3	9	Ensure access to cleaning materials for cleaning of any shared items. Established and robust risk assessment process relating to rooms, processes and activities. Including accessibility of all Risk Assessments. All Risk Assessments are tracked and signed off by the Head of Campus.	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
10	Working and learning during Covid-19	Negative impact on mental health and wellbeing e.g. anxiety, fear, loneliness or isolation.	Employees, Students	Regular communication which conveys the return to campus measures and confirms the status of UCA Campuses as 'Covid-19 Secure'. Individual risk assessment process. Managers to ensure regular communication with their team, collectively and as individuals. Promotion of Employee Assistance Programme for staff. Promotion of student wellbeing support services and resources.	2	3	6	Promotion of wellbeing support and measures for students. Welfare checks in place for those undertaking any self isolation period. Provision of access to food for those self-isolating on UCA accommodation. Provision of SU Covid-19 secure fresher events and social activities. Mutual Aid scheme developed by the Student Union. Promotion of wellbeing initiatives for staff throughout the period of remote working, e.g. wellbeing webinar series, occupational health, Employee Assistance Programme, wellbeing advocates, time to talk, Mental Health First Aid training.	2	2	4	Complete & monitored by Steering Group and Campus Implementation Group.
11	University remaining operational during Covid-19 National Restrictions	Transmission of Covid-19 resulting in ill health.	Employees, Students	Ensuring the government guidance is followed and regularly reviewed. No visitor role on campus during this time. Face coverings mandatory regardless of distance during the period of the national restrictions. Contractors for essential works only i.e. construction and statutory compliance but not for non-essential work. Off site Campus Activities (not trips) where students may film / research key principles around this activity. SU Events (clubs and societies) - social events will need to be postponed. Clubs and societies will operate online. UCA Art Shop - (Epsom, Rochester, Canterbury) to remain open on a managed basis. Cafes/Refectories - providing take away service only. Gallery spaces and exhibitions closed to the public. People identified as extremely clinically vulnerable should work from home where possible. All those who can work from home, should work from home.	3	3	9	Ensuring wellbeing support and other supportive measures for students. (Mutual Aid scheme/SU contacts) The safe and hygienic use of face coverings should be communicated and to be worn in all instances regardless of distance	3	1	3	Complete & monitored by Steering Group and Campus Implementation Group.
12	Impact of National Lockdown 3.0	Transmission of Covid-19 resulting in ill health including the impact of the new Covid-19 variant.	Employees, Students	Campus Steering Group to assess impact and decide next steps. Ensuring the government guidance is followed and under regular review. Campuses will be accessed by the minimum staffing required to maintain physical safety and security. Any staff who are identified as extremely clinically vulnerable must work from home. Contractors for essential works only i.e. construction and statutory compliance but not for non-essential work. Pause in covid testing arrangements.	3	3	9	Communicate to staff and students the impact of the national lockdown, campus closure and online learning arrangements. Regularly communicate with necessary updates. Anyone who is approved to work on Campus must adhere to the necessary measures required to control a more infectious virus strain - maintain at least 2m distance, wear a face covering all times, rigorously wash/hygiene, & cleaning of surfaces. Review of risk assessments for those identified as carrying out essential work on campus. Promote wellbeing support services to University community. Promote continuation of covid case management.	3	1	3	Underway & monitored by Steering Group and Campus Implementation Group.

Date of initial RA:	23/06/2020	Review period:	Every 4 weeks	Date of last review:	14/10/2020, 10/11/2020, 05/01/2021
Assessor's name:	Health, Safety & Wellbeing Team	Approved by:	UCA Steering Group		

Severity:

3 High - High impact, death or severe injury or ill health

2 Medium - Moderate incident requiring medical treatment

1 Low - Minimal or no impact, first aid treatment

Likelihood:

3 High - Imminent, highly likely to occur

2 Medium - Likely or likely to happen over time

1 Low - Low expectation of occurrence

Likelihood x Severity = RISK

Risk Assessment Matrix		
Severity		1
	1	1
	2	2
	3	3
Notes	After rating each point, the severity and potential risk are assessed to determine whether a point is high, medium or low regard to significance.	

or time off

Matrix

Likelihood

	2	3
2	2	3
4	4	6
6	6	9

the multiplication of the
rating determines
medium, or low in