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| **Risk Assessment** | | | | |
| **Primary purpose of those being assessed** | Minimise risk of Covid-19 exposure | | **Date** | August 2020 |
| **Faculty/Directorate** | Health & Safety | **Assessor:** Joe Fortune. | | |
| **Line Manager/Supervisor** | ***Chris Paget (Director of Estates and Campus services)*** | **Primary site/location:** All St Marys University Twickenham Sites. | | |
| **Task/activity** | All general activity |
| **Brief details/comments** | This risk assessment applies to all St Mary’s University Twickenham sites. It is being carried out as a requirement of the UK Government Working Safely during coronavirus (COVID-19) guidance. This guidance is non- statutory. It does not supersede Health and Safety, Employment or Equalities legislation. Carrying out and applying the controls identified in this risk assessment confers COVID Secure status on the University. | | | |

***The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks of Covid-19 the measure of Elimination and Reduction is beyond our control. You should therefore only consider Isolation, personal protection and admin processes.***

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| **Hazard** | **Potential Consequences** | **Inherent** | | | **Control Measures** | **Residual** | | | **Further controls and Information** |
| **Likelihood** | **Impact** | **Score** |  | **Likelihood** | **Impact** | **Score** |  |
| 1. Transmission of Covid-19 Virus between Staff, Students, Contractors or Visitors whilst at St Marys University. | Severe illness if infected.  Spread of Virus and increased Reproduction Rate on campus.  Localised or community outbreak. | 3 | 4 | 12 | 1. Enable remote studying and networking for students and academic staff. 2. Teaching timetables to be amended for face-face teaching in order to reduce queuing between lectures. 3. Enable working from home for all staff that can do so and campus rotas for staff where not possible or where essential on campus work needs to be completed. 4. Essential contractors to submit Covid-19 risk assessments and follow procedures. 5. Clear demarcation of 1.5m at queuing points and Floor marker social; distancing system signposted throughout campus (keep left). 6. Lecture rooms, offices and seated spaces re-configured to comply with social distancing rules. 7. Promote good hygiene through additional facilities for hand washing and sanitizer containing 60%+ ethanol facilities throughout campus. 8. Deep clean of full campus and increased cleaning regime in high traffic / risk areas. 9. Additional cleaning products supplied at high touch point areas. 10. Clear counter screens installed at reception, till and server points. 11. ‘grab and go’ online food ordering service located at the SU Bar. 12. Lifts to be limited to 1 person at a time. 13. Students and staff to be offered touch-free door opening lanyard/key device. 14. Students and Staff to undertake Covid-19 safe training PowerPoint and confirm participation via Formstack before entering campus property. | 2 | 4 | 8 | Where measures stated cannot be enabled or controlled PPE can be considered for use where the risks are increased. [Covid-19 PPE guidance](https://staffnet.stmarys.ac.uk/services-departments/HealthandSafety/Documents/A-to-Z-Directory/SMU%20C19%20RTW%20PPE%20Guidance.docx).  Any further information can be found via the following FAQs  <https://www.stmarys.ac.uk/about/corporate-information/coronavirus/faqs.aspx> |
| 1. Using Public transport to travel to and from campus. | Increased risk and / or exposure to COVID-19 or their residual fluids. | 3 | 4 | 12 | 1. Students and Staff who normally use public transport to access campus should try to make alternative arrangements, where possible driving, cycling, or walking to work. Where this is not possible, students and staff should follow the social distancing guidelines on using public transport. 2. Increased bike rack capacity and promote the use of shower facilities for those traveling by bike. 3. Encourage travel outside of peak hours. | 2 | 4 | 8 | Advice on using public transport.  <https://www.southwesternrailway.com/travelling-with-us/coronavirus-travel-information>  St Marys University Staff Cycle to work scheme.  <https://www.cyclescheme.co.uk> |
| 1. Students residing in Halls of residence | Increased risk and / or exposure to COVID-19 or their residual fluids.  Self Isolation of group who share the same kitchen and facilities. | 3 | 4 | 12 | 1. Students residing in halls will form a social bubble between themselves and those they share kitchen and/or bathroom facilities with, this social group will also be in effect when dining in the Refectory where seating will be arranged for social groups to dine together. 2. Social groups will be able to socialise between a small number of other households following up to date guidance from the gov. on meeting between other social bubbles. 3. Self isolating students – Students with symptoms will need to self isolate for a minimum of 7 days unless a negative test is received. Other members of the household who remain well should self-isolate for 14 days from the day when the first person in the household became unwell. If anyone else in the household starts displaying symptoms during the 14 days, they must also stay at home for 7 days from when their symptoms appeared. 4. Visitors will not be permitted to stay in student accommodation. | 2 | 4 | 8 |  |
| 1. Staff, students or a member of the public declaring or showing COVID-19 like symptoms whilst on campus. | Possible Increased transmission of  infectious disease. (COVID-19). | 3 | 5 | 15 | If anyone becomes unwell with the symptoms of coronavirus:   * **a high temperature** – this means you feel hot to touch on your chest or back (you do not need to measure your temperature) * **a new, continuous cough** – this means coughing a lot for more than an hour, or 3 or more coughing episodes in 24 hours (if you usually have a cough, it may be worse than usual) * **a loss or change to your sense of smell or taste** – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.   Most people with coronavirus will present with at least 1 of these symptoms.  The unwell person will be sent home and advised to follow the stay at home guidance. (students living on campus will self-isolate in their halls long with other students that they live in close proximity with).  The unwell person should avoid using public transport if at all possible.  If waiting for transport should be offered a separate room and bathroom facilities to other users.  The areas in which the unwell person has been should be isolated for 72 hours and the COVID-19 Cleaning procedure should be undertaken after this isolation period.  Responsible people such as H&S for the public, line managers for staff and student services for students will maintain regular contact with the unwell person during this time. If a positive test for COVID-19 is confirmed where the infected person was recently at a St Marys University premise. (including where a member of staff or student has visited other work place premises such as domestic premises). The Health and safety department should be contacted who in turn will report to PHE’s local Health Protection Team to discuss the case, identify people who have been in close contact and actions or further precautions to be taken. | 2 | 4 | 8 | Use information and actions provided by PHE to trace a positive case to potential touch and/or transmission points.  [Government – Covid-19 stay at home guidance for households](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) |
| 1. Cleaning general academic and professional service areas after known or suspected Covid-19 case. | Exposure to Covid-19 fluids or residue. | 4 | 4 | 16 | 1. Isolate area with no access for 72 hours where at all possible. 2. Where not possible, provide guidance and personal protective equipment prior to carrying out the Covid-19 cleaning procedures. 3. All building users will be advised re: monitoring their own health. | 2 | 4 | 8 | [Covid-19 Cleaning Housekeeping Procedures](https://staffnet.stmarys.ac.uk/services-departments/HealthandSafety/Documents/COVID-19%20Cleaning%20Procedures.docx) |
| 1. Cleaning student accommodation areas after known or suspected Covid-19 cases | Exposure to Covid-19 fluids or residue. | 4 | 5 | 20 | 1. Touch points in common areas of the building to be cleaned in a way which maintains social distancing. 2. Students in shared accommodation required to go into self-isolation if one of them becomes ill. 3. Self-isolating rooms to be identified to cleaners proactively. 4. Inform students that these flats will not be cleaned during the period of isolation 5. Guidance and personal protective equipment (apron, gloves etc) should be provided. 6. All cloths and PPE to be disposable. 7. Staff to be trained on how to use PPE. 8. All disposable items to be disposed of safely in accordance with guidance.   All building users advised re monitoring their own health | 2 | 4 | 8 | Identify a small number of volunteer cleaners who could clean vacated rooms.  Ensure staff are supervised where necessary, are wearing PPE and following guidance provided. |
| 1. Mental Health Pressure on returning Staff and Students. | Sickness absence due to stress. Anxiety and/or depression. | 3 | 3 | 9 | 1. Practice team social distancing and promote good hygiene. 2. Managers should regularly review welfare of this group and monitor anxiety levels. 3. Welfare resources to be advertised to all staff and students | 3 | 3 | 9 | [Looking after your mental wellbeing](https://staffnet.stmarys.ac.uk/coronavirus/Documents/Looking after your mental wellbeing.pdf) |
| 1. Government advised vulnerable person e.g.  * Chronic or underlying health condition (heart disease, chronic respiratory disease, diabetes, cancer, hypertension, significantly impaired immune system). * Over the age of 70 years * Expectant mother | Severe illness if infected.  Longer time off work as a minimum.  Loss of skills and expertise.  Failure to provide a duty of care under H&S legislation.  Unknown impact to the unborn baby.  Severe illness to the mother if immune system compromised due to pregnancy or other associated health condition in which underlying conditions also need to be considered which would increase the inherent risk. | 3 | 5 | 15 | 1. Enable work from home if they are able to do so by virtue of their role and their home set-up. 2. **If unable to work from home:**    * Allow them to remain at home until August 1st 2020 when shielding will be paused in England.    * Inform HR via the reporting line that they are staying at home because they are in the vulnerable group. | 1 | 4 | 4 |  |
| 1. Administering First-aid. | Increased risk and / or exposure to COVID-19 or their residual fluids. | 3 | 4 | 12 | 1. First Aider to follow COVID-19 First aid procedures. 2. Personal Protective Equipment provided to all first aiders | 2 | 4 | 8 | [Covid-19 H&S Procedures](https://staffnet.stmarys.ac.uk/services-departments/HealthandSafety/Documents/A-to-Z-Directory/First%20Aid%20at%20Work%20Covid-19%20Procedures.docx) |
| 1. Loss of single or key point of failure. | Loss of service or key expertise | 3 | 3 | 9 | 1. Enable work from home if they are able to do so by virtue of their role and their home set-up. 2. **If unable to work from home**:    * Isolate them at work by providing a separated work space a minimum of 2 metres away from others.    * Enable the sharing of information, key skills and expertise to reduce the Single Point of Failure.    * Consider means of commuting to avoid public transport. | 1 | 4 | 4 |  |
| 2 | 4 | 8 | Provide isolated space with hand washing facilities.  Monitor lone working remotely.  Minimise risk of commute by public transport. |
| 1. Cross infection as a consequence of low team Resilience. | Whole team could become infected and ill at the same time.  Loss of expertise and service.  Service could not continue. | 3 | 3 | 9 | 1. Enable work from home if they are able to do so by virtue of their role and their home set-up. 2. **If unable to work from home**:    * Split teams up and relocate to reduce risk of whole team infection.    * Share work information and files    * Maintain social distancing | 1 | 3 | 3 |  |
| 2 | 3 | 6 | Provide large enough space to enable further isolation if required.  Monitor welfare of employees.  Minimise risk of commute by not using public transport where at all possible. |

**Assessment Guidance**

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| 1. Eliminate | Remove the hazard wherever possible which negates the need for further controls | If this is not possible then explain why |  |
| 1. Substitute | Replace the hazard with one less hazardous | If not possible then explain why |
| 1. Physical controls | Examples: enclosure, fume cupboard, glove box | Likely to still require admin controls as well |
| 1. Admin controls | Examples: training, supervision, signage |  |
| 1. Personal protection | Examples: respirators, safety specs, gloves | Last resort as it only protects the individual |

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| Impact | | Health & Safety |
| 1 | Trivial - insignificant | Very minor injuries e.g. slight bruising |
| 2 | Minor | Injuries or illness e.g. small cut or abrasion which require basic first aid treatment even in self-administered. |
| 3 | Moderate | Injuries or illness e.g. strain or sprain requiring first aid or medical support. |
| 4 | Major | Injuries or illness e.g. broken bone requiring medical support >24 hours and time off work >4 weeks. |
| 5 | Severe – extremely significant | Fatality or multiple serious injuries or illness requiring hospital admission or significant time off work. |

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| **LIKELIHOOD** | 5 | 5 | 10 | 15 | 20 | 25 |
| 4 | 4 | 8 | 12 | 16 | 20 |
| 3 | 3 | 6 | 9 | 12 | 15 |
| 2 | 2 | 4 | 6 | 8 | 10 |
| 1 | 1 | 2 | 3 | 4 | 5 |
|  | | 1 | 2 | 3 | 4 | 5 |
| **IMPACT** | | | | |

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| --- | --- |
| Likelihood | |
| 1 | Rare |
| 2 | Unlikely |
| 3 | Possible |
| 4 | Likely |
| 5 | Very Likely |

Risk process

1. Identify the impact and likelihood using the tables above.
2. Identify the risk rating by multiplying the Impact by the likelihood using the coloured matrix.
3. If the risk is amber or red – identify control measures to reduce the risk to as low as is reasonably practicable.
4. If the residual risk is green, additional controls are not necessary.
5. If the residual risk is amber the activity can continue but you must identify and implement further controls to reduce the risk to as low as reasonably practicable.
6. If the residual risk is red do not continue with the activity until additional controls have been implemented and the risk is reduced.
7. Control measures should follow the risk hierarchy, where appropriate as per the pyramid above.
8. The cost of implementing control measures can be considered but should be proportional to the risk i.e. a control to reduce low risk may not need to be carried out if the cost is high but a control to manage high risk means that even at high cost the control would be necessary.