

## Risk Assessment

<b>Primary purpose of those being assessed</b>	Minimise risk of Covid-19 exposure.	<b>Date</b>	September 2021
<b>Faculty/Directorate</b>	Health & Safety	<b>Assessors:</b> Joe Fortune / Graham Smith	
<b>Line Manager/Supervisor</b>	<b>Chris Paget (Director of Estates and Campus services)</b>	<b>Primary site/location:</b> All St Marys University Twickenham Sites.	
<b>Task/activity</b>	All general activity accounting for guidance in action from 16 <sup>th</sup> of August 2021		
<b>Brief details/comments</b>	This risk assessment applies to all St Mary's University 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.

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. Localized or community outbreak.	3	4	12	<ol style="list-style-type: none"> <li>1. Enable remote studying and networking for students and academic staff. Face-face teaching can resume for courses in a covid secure environment with 1m social distancing and a local departmental Covid-19 risk assessment to be undertaken.</li> <li>2. Teaching timetables to be amended for face-face teaching in order to reduce queuing between lectures and room capacities to maintain 1m spacing.</li> <li>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. All meetings to be held covid secure.</li> <li>4. Essential contractors to submit Covid-19 risk assessments and follow procedures.</li> <li>5. All staff, students, contractors, and visitors to the university are to be encouraged to wear a face covering (unless you are exempt) in in crowded spaces, in hallways and in eateries</li> <li>6. All staff, students, contractors, and visitors should maintain a 1m distance in lecture rooms.</li> <li>7. Promote good hygiene through additional facilities for hand washing and sanitizer containing 60%+ ethanol facilities throughout campus.</li> <li>8. Deep clean of full campus and increased cleaning regime in high traffic / risk areas.</li> <li>9. Additional cleaning products supplied at high touch point areas.</li> <li>10. Clear counter screens installed at reception, till and server points.</li> <li>11. Lifts to be limited to 1 person at a time.</li> <li>12. Students and staff to be offered touch-free door opening lanyard/key device.</li> <li>13. Asymptomatic testing centre on site and is available to all staff and students to highlight people who may have the virus but be unaware. Staff and students encouraged to take 2 tests a week 3 days apart. In addition, the university will encourage students to take a test prior to traveling to campus where</li> </ol>	2	4	8	<p>Where measures stated cannot be enabled or controlled PPE can be considered for use where the risks are increased. <a href="#">Covid-19 PPE guidance</a>.</p> <p>Any further information can be found via the following FAQs <a href="https://www.stmarys.ac.uk/about/corporate-information/coronavirus/faqs.aspx">https://www.stmarys.ac.uk/about/corporate-information/coronavirus/faqs.aspx</a></p> <p><a href="#">Community Testing Facilities</a> (Check with one of the local authorities listed to see if they provide testing for university students or the general public.)</p> <p>Student in 'Halls' will receive a free home test kit in their accommodation upon arrival with a Covid information flyer. Then they can collect more at a later date from the test center.</p> <p>Non-Residential students and staff can also collect tests kits from the on-site test center</p>

					<p>community testing facilities are available. Home testing kits are available from the test centre for staff and students</p> <p>14. Teaching and learning practices to be evaluated on a course-by-course basis</p> <p>15. Return of students onto campus from September. Ventilation of internal spaces has been surveyed for suitable natural and mechanical ventilation. University staff will keep classrooms, offices and communal areas as ventilated as possible; housekeeping staff assigned to halls of residence should also keep windows open to allow for adequate air flow in the student accommodation areas that they are working in.</p> <p>16. <b>The University is actively engaging with the NHS regarding encouraging opportunities to vaccinate Staff</b> and students to be encouraged to attend pop up vaccination centre on campus on campus on the 22nd, 23rd, 29th and 30th of September.</p>				<p>Ventilation RA undertaken in August 2021- Findings reviewed where adequate air flow cannot be achieved the university will undertake mitigating actions to reduce the risk.</p> <p>Freshers Week at the 'market day', at the H&amp;S stall Corvid vaccinations will be encouraged along with the issuing of home test kits will be made available.</p>
2. Using Public transport to travel to and from campus.	<p>Increased risk and / or exposure to COVID-19 or their residual fluids.</p> <p>Over-seas students travelling to return to campus.</p>	3	4	12	<p>1. Students and Staff are encouraged to wear face coverings when using public transport.</p> <p>2. Increased bike rack capacity and promote the use of shower facilities for those traveling by bike.</p> <p>3. International students</p> <p>a. should ensure they have proof of a negative test 3 days before departure.</p> <p>Complete a passenger locator form</p> <p>b. self-isolate for a number of days at their term-time address. This is dependent on location they have travelled from and their vaccination status. See government guidance for more details.</p> <p>4. Follow latest UK travel guidance and foreign destination.</p>	2	4	8	<p>Advice on using public transport. <a href="https://www.southwesternrailway.com/travelling-with-us/coronavirus-travel-information">https://www.southwesternrailway.com/travelling-with-us/coronavirus-travel-information</a></p> <p>St Mary's University Staff Cycle to work scheme. <a href="https://www.cyclescheme.co.uk">https://www.cyclescheme.co.uk</a></p>
3. Students residing in Halls of residence	<p>Increased risk and / or exposure to COVID-19 or their residual fluids.</p> <p>Self-Isolation of group who share the same kitchen and facilities.</p>	4	4	16	<p>1. Students residing in halls will form a social bubble between themselves and those they share kitchen and/or bathroom facilities with</p> <p>2. Self-isolating students – Students with symptoms will need to self-isolate for a minimum of 10 days unless a negative PCR test is received. Other members of the household who remain well should self-isolate for 10 days from the day when the test positive or person in the household received their positive result. If anyone else in the household starts displaying symptoms during the 10 days, they must also stay at home for 10 days from when their symptoms appeared. Household members</p>	2	4	8	

				<p>who have been double vaccinated and have a negative PCR test no longer need to isolate.</p> <p>Some exceptions:</p> <p><b>When you do not need to self-isolate</b></p> <p>If someone you live with has symptoms of COVID-19, or has tested positive for COVID-19, you will not need to self-isolate if any of the following apply:</p> <ul style="list-style-type: none"> <li>• you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS</li> <li>• you're under 18 years, 6 months old</li> <li>• you're taking part or have taken part in a COVID-19 vaccine trial</li> <li>• you're not able to get vaccinated for medical reasons</li> </ul> <p>Even if you do not have symptoms, you should still:</p> <ul style="list-style-type: none"> <li>• get a PCR test on GOV.UK to check if you have COVID-19</li> <li>• follow advice on how to avoid catching and spreading COVID-19</li> <li>• consider limiting contact with <b>people who are at higher risk from COVID-19</b></li> </ul> <p style="text-align: right;"><small>Source NHS England 16/08</small></p> <ol style="list-style-type: none"> <li>3. Visitors will not be permitted to stay in student accommodation.</li> <li>4. Mixing of social bubbles will not be permitted in halls.</li> <li>5. Food deliveries will be carried out by catering staff for those students that are self-isolating to reduce the likelihood of those students transmitting the virus.</li> </ol>					
4. 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	<p>If anyone becomes unwell with the symptoms of coronavirus:</p> <ul style="list-style-type: none"> <li>• <b>a high temperature</b> – this means you feel hot to touch on your chest or back (you do not need to measure your temperature)</li> <li>• <b>a new, continuous cough</b> – 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)</li> <li>• <b>a loss or change to your sense of smell or taste</b> – this means you've noticed you cannot smell or taste anything, or things smell or taste different to normal.</li> </ul> <p>Most people with coronavirus will present with at least 1 of these symptoms.</p>	2	4	8	<p>Use information and actions provided by PHE to trace a positive case to potential touch and/or transmission points.</p> <p><a href="#">Government – Covid-19 stay at home guidance for households</a></p>

					<p>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 along with other students that they live in close proximity with, subject to their vaccination status see section 3).</p> <p>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.</p> <p>The areas in which the unwell person should be isolated for 72 hours and the COVID-19 Cleaning procedure should be undertaken after this isolation period.</p> <p>Responsible people such as H&amp;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 Mary's University premise. (Including where a member of staff or student has visited other work place premises such as domestic premises). The business continuity planning team 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.</p>				
5. Cleaning general academic and professional service areas after known or suspected Covid-19 case.	Exposure to Covid-19 fluids or residue.	3	4	12	<ol style="list-style-type: none"> <li>1. Isolate area with no access for 72 hours where at all possible.</li> <li>2. Where not possible, provide guidance and personal protective equipment prior to carrying out the Covid-19 cleaning procedures.</li> <li>3. All building users will be advised re: monitoring their own health.</li> </ol>	2	4	8	<a href="#">Covid-19 Cleaning Housekeeping Procedures</a>
6. Cleaning student accommodation areas after known or suspected Covid-19 cases	Exposure to Covid-19 fluids or residue.	4	4	16	<ol style="list-style-type: none"> <li>1. Thorough cleaning of touch points in common areas of the building</li> <li>2. Students in shared accommodation may require to go into self-isolation if one of them becomes ill.</li> <li>3. Self-isolating rooms to be identified to cleaners proactively.</li> <li>4. Inform students that these flats will not be cleaned during the period of isolation</li> <li>5. Guidance and personal protective equipment (apron, gloves etc) should be provided.</li> <li>6. All cloths and PPE to be disposable.</li> <li>7. Staff to be trained on how to use PPE.</li> <li>8. All disposable items to be disposed of safely in accordance with guidance.</li> </ol> <p>All building users advised re: monitoring their own health</p>	2	4	8	<p>Identify a small number of cleaners who could clean vacated rooms.</p> <p>Ensure staff are supervised where necessary, are wearing PPE and following guidance provided.</p>

7. Mental Health Pressure on returning Staff and Students.	Sickness absence due to stress. Anxiety and/or depression.	3	3	9	<ol style="list-style-type: none"> <li>1. Managers should regularly review welfare of this group and monitor anxiety levels.</li> <li>2. Welfare resources to be advertised to all staff and students</li> <li>3. University to review that they are providing a good balance between face-face teaching and online learning, assisting with student mental health in keeping with physical communication</li> <li>4. University to update staff and students COVID FAQs page in line with updates from the Government</li> </ol>	2	3	6	<a href="#">Looking after your mental wellbeing</a>  <a href="#">The Financial hardship fund available to eligible students</a>
8. Government advised vulnerable person e.g. <ul style="list-style-type: none"> <li>• Chronic or underlying health condition (heart disease, chronic respiratory disease, diabetes, cancer, hypertension, significantly impaired immune system).</li> <li>• Over the age of 70 years</li> <li>• Expectant mother</li> </ul>	<p>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&amp;S legislation.</p> <p>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.</p>	3	5	15	<ol style="list-style-type: none"> <li>1. Shielding advice was paused on 1 April 2021 - individuals classed as Clinically Extremely Vulnerable (CEV) are no longer required to shield.</li> <li>2. the Government's advice to CEV people, as a minimum, is to follow the same guidance as everyone else.</li> <li>3. Line Managers will discuss with each member of their team their individual circumstances and concerns to determine whether they are able to work safely and effectively on campus, remotely or a combination of both (blended working). If you have any concerns please speak to your line manager in the first instance.</li> </ol>	1	4	4	<a href="#">Guidance on shielding and protecting people who are clinically extremely vulnerable from COVID-19</a>
9. Administering First-aid.	Increased risk and / or exposure to COVID-19 or their residual fluids.	3	4	12	<ol style="list-style-type: none"> <li>1. First Aider to follow COVID-19 First aid procedures.</li> <li>2. Personal Protective Equipment provided to all first aiders</li> </ol>	2	4	8	<a href="#">Covid-19 H&amp;S Procedures</a>
10. Loss of single or key point of failure.	Loss of service or key expertise	3	3	9	<ol style="list-style-type: none"> <li>1. Enable work from home if they are able to do so by virtue of their role and their home set-up.</li> <li>2. <b>If unable to work from home:</b> <ul style="list-style-type: none"> <li>○ Isolate them at work by providing a separated work space a minimum of 1 metres away from others.</li> <li>○ Enable the sharing of information, key skills and expertise to reduce the Single Point of Failure.</li> <li>○ Consider means of commuting to avoid public transport.</li> </ul> </li> </ol>	1	4	4	Provide isolated space with hand washing facilities. Monitor lone working remotely.  Minimize risk of commute by public transport.
						2	4	8	
	Whole team could become infected and ill at the same time. Loss of expertise and service.	3	3	9	<ol style="list-style-type: none"> <li>1. Enable work from home if they are able to do so by virtue of their role and their home set-up.</li> <li>2. <b>If unable to work from home:</b></li> </ol>	1	3	3	

11. Cross infection as a consequence of low team Resilience.	Service could not continue.				<ul style="list-style-type: none"> <li>○ Split teams up and relocate to reduce risk of whole team infection.</li> <li>○ Share work information and files</li> <li>○ Maintain social distancing</li> <li>○ Teams should utilise the Asymptomatic test centre on campus as a precaution to reduce the likelihood of any team cross infection.</li> </ul>	2	3	6	<p>Provide large enough space to enable further isolation if required. Monitor welfare of employees.</p> <p>Minimize risk of commute by not using public transport where at all possible.</p>
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## Assessment Guidance

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

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				

### 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.

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

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.