

COVID-19 Master Risk Assessment

Risk assessment by: Joseph Lowe, COVID Manager

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#	Hazard	Who is affected	Controls	Any further actions to control risk	Further action by
1	Infected people on campus who could spread COVID	Staff Students Contractors Guests	<ul style="list-style-type: none"> • Information to help persons understand when symptoms or government regulations mean that they should keep away from campus and to encourage vaccination. • Clear messaging that no one should ever attend campus: <ol style="list-style-type: none"> (1) After a positive PCR test until the earliest of: <ul style="list-style-type: none"> ○ 10 days since the test was taken ○ 10 days since symptoms started And they have no current symptoms (2) When displaying symptoms of COVID unless they have a negative PRC test result • So far as practicable, require students to be tested at the start of each term. • Reduce the risk that infected people will spread COVID through encouraging vaccination. • Strongly encourage the take up of twice-weekly NHS lateral flow testing. • Offer a test to any visitor without a vaccine passport or evidence of a test 	<ul style="list-style-type: none"> • Monitor infection rates on campus • Monitor government and sector announcements and actions help keep our controls up to date 	-

			<ul style="list-style-type: none"> • Encourage lifestyle changes that have been evidenced to reduce the severity of infection. 		
2	Air-borne spread of COVID on campus	Staff Students Contractors Guests	<ul style="list-style-type: none"> • Reduce the risk that infected people are on campus – controls as #1 above • Blended working from home and office to continue where this does not negatively impact on the service provided. • Consider the use of booths or screens when people are sharing a space. • CO2 monitoring, and guidance information displayed, in spaces considered at high risk of exceeding good practice. • Course leaders to consider blended learning. • Information issued to stress the importance of ventilation and the link to persons potentially opening doors and windows and / or changing user-controlled settings. • Consider using an outside space. • Encourage the wearing of face coverings, especially in crowded indoor settings, noting that in some areas occupiers may consider requiring the wearing of face coverings. • Encouraging being seated in communal areas, such as catering. 	<ul style="list-style-type: none"> • Monitor infection rates on campus • Monitor government and sector announcements and actions help keep our controls up to date 	-
3	Surface-contact spread of COVID on campus	Staff Students Contractors Guests	<ul style="list-style-type: none"> • Reduce the risk that infected people are on campus – controls as #1 above. • Information issued to encourage hand washing with soap and water or alcohol-based hand sanitiser for a minimum of 20 seconds several times a day. • Regular cleaning with a focus on touch points. 	<ul style="list-style-type: none"> • Monitor infection rates on campus • Monitor government and sector announcements and actions help keep our controls up to date 	-
4	Shared equipment and tools, shared contact with surfaces	Staff Students	<ul style="list-style-type: none"> • Reduce the risk that infected people are on campus – controls as #1 above. 	<ul style="list-style-type: none"> • Monitor infection rates on campus 	-

	resulting in the spread of COVID on campus		<ul style="list-style-type: none"> • Provision of wipes and sanitising gel, free of charge, at several locations throughout campus. • Disinfect desk surfaces, keyboards and other touchpoints between changes of user, using wipes. • If people will be in close contact with the floor (e.g. a movement class), considering wear socks, (noting this may not be safe for some activities) and whether other garments would be beneficial. • Hands should be thoroughly washed with soap and water or alcohol-based hand sanitiser for a minimum of 20 seconds before starting a specific activity where tools or equipment is shared. • Use personal tools wherever possible and where this cannot be avoided, use disinfectant wipes to clean tools before and after use. • Use gloves where possible, when using portable equipment such as technical equipment or wood/metal working machines. • Some equipment such as microphones may require further cleaning and should be returned to the Technical team for any additional cleaning. • Props and especially costumes to be quarantined for 72 hours, or washed, prior to any re-issue. 	<ul style="list-style-type: none"> • Monitor government and sector announcements and actions help keep our controls up to date 	
5	Physical contact – spread of the virus through person-to-person contact on campus	Staff Students	<ul style="list-style-type: none"> • Reduce the risk that infected people are on campus – controls as #1 above. • Avoid face to face contact if possible. • Hands should be thoroughly washed with soap and water or alcohol-based hand sanitiser for a 	<ul style="list-style-type: none"> • Monitor infection rates on campus • Monitor government and sector announcements and actions help keep our controls up to date 	-

			<p>minimum of 20 seconds before starting the specific activity.</p> <ul style="list-style-type: none"> • Try and limit the duration of face to face contact. • If the face-to-face contact is likely to result in saliva being aerosolised, consider wearing a mask supplemented with a face shield. • Note that as the above cannot cover all class activities, specific courses and classes may have additional measures. 		
6	Physical m/ vocal exertion – air-borne spread beyond usual levels creating a higher risk of transmission	Staff Students	<ul style="list-style-type: none"> • Controls for air borne spread – as 4 above. • Consider using an outside space. • If using an inside space, subject to availability, use a larger than usual space. • Consider social distancing. 	<ul style="list-style-type: none"> • Monitor infection rates on campus • Monitor government and sector announcements and actions help keep our controls up to date 	-
7	Use of brass or woodwind instruments – air-borne spread of the virus	Staff Students	<ul style="list-style-type: none"> • Controls for air borne spread – as 4 above. • Consider the use of booths or screens. • Hands should be thoroughly washed with soap and water or alcohol-based hand sanitiser for a minimum of 20 seconds before starting the specific activity. • Do not share personal woodwind or brass instruments. • Drain brass instruments into a spittoon and dispose of the contents into a sink. • Wash the spittoon with soap and water before thoroughly washing your hands. • Wipe down any College musical instruments with disinfectant wipes, with will be provided free of charge, before and after use. 	<ul style="list-style-type: none"> • Monitor infection rates on campus • Monitor government and sector announcements and actions help keep our controls up to date 	-
8	Mental health and well-being due to:	Staff Students	<ul style="list-style-type: none"> • Line managers to check routinely with staff on their well-being. Academic staff to check on 	<ul style="list-style-type: none"> • Regular reviews of staff wellbeing 	HR

	<p>(1) Changing work role through working / teaching on-line.</p> <p>(2) isolation or anxiety about COVID.</p> <p>(3) Family and society pressures (e.g. from school closures, partner unemployment).</p> <p>And being aware that this could reduce the persons judgement and abilities below their usual levels.</p>		<p>students, focussing on those not on campus when expected by their course.</p> <ul style="list-style-type: none"> • Encourage staff to self-report any concerns, or anxieties to their line-managers. • Promote reliable and authorised information about COVID, reducing the potential anxiety from false and misleading information that can spread through society. • Promote available support, including the mental health first aid service. • Ensure staff are aware of the Employee Assistance Programme. • When managing staff who are showing signs of anxiety, encourage them to visit campus at least occasionally, and if this is impossible, to promote other ways of reduced social isolation and interaction with their colleagues. • When staff are at risk of not coping with work: <ul style="list-style-type: none"> (1) Support flexible working, where consistent with the service being provided, and individual circumstances. (2) Consider having open and honest discussions, led by HR, about unpaid leave or a temporary change or role and /or hours of work. 		
9	Increased risk of infection and complications for vulnerable workers	Staff Students	<ul style="list-style-type: none"> • Identify for each person additional control measures as required (including working/studying from home). 	<ul style="list-style-type: none"> • Keep track of the individuals to whom this applies and their changing state of wellbeing. 	HR