

# GENERAL RISK ASSESSMENT FORM

Faculty/Directorate

University General

Title of risk assessment/work activity being assessed

Institutional COVID / Infection Control Arrangements

Location of assessed activity (Campus/building/room)

All campuses – general

Date of initial assessment

21 October 2020

## Brief description of work activity being assessed

Include brief details of stages of the process, numbers of people involved, scale of operation, duration, timing and frequency of work (attach protocol or method if preferred)

This risk assessment sets out how we are ensuring our campuses meet H&S requirements for ensuring a safe working environment in regards infection control (including COVID).

Task-specific COVID risk assessments are no longer required. Instead, standard risk assessments should consider infection control measures alongside other workplace hazards. This risk assessment and our [Infectoin control risk assessment guidance](#) can be used to assist in identifying whether additional local arrangements are required. Managers should involve their staff when developing risk assessments and should seek feedback from the staff who will be covered by the risk assessment.

In April 2022, the Government launched its living with COVID plan. This removed all remaining legal restrictions relating to COVID and replaced these with [public health guidance for reducing the spread of respiratory infections](#). As an employer and educational establishment, we will continue to follow this guidance in order to help stop the spread of COVID-19 and other respiratory illnesses, including influenza.

NOTE: The shielding advice for clinically extremely vulnerable individuals has ended. [Individuals whose immune system means they are at higher risk if infections](#), should continue to be particularly careful. The University will support this through our the [Covid Vulnerability Questionnaire](#). The individuals results should be interpreted with their manager using the [Managers Guide to Interpreting Covid Vulnerability](#) in order to determine whether an individual risk assessment is required.

## Additional points considered within the assessment

This risk assessment has been informed by the Covid prevalence rates nationally and in Greenwich and Medway the fact that infection is mild for the majority of people; vaccination status nationally and in Greenwich and Medway, including roll-out of booster vaccinations; the fact that legal restrictions have ended and that our (flexible) working guidance remains in place.

## Risk Assessment:

Description of Hazard (only include significant hazards inherent within the task or the activity)	Person(s) at risk e.g. staff, students, visitors, new & expectant mothers, children, unexpected persons, etc.	Current control measures in place	Current risk rating			Further control measures required and by whom and when (usually only necessary where the risk rating is either high or medium)	Final risk rating		
			Likelihood	Severity or impact	Risk Rating		Likelihood	Severity or impact	Risk Rating
Exposing others to COVID19	All persons	<p>All staff / students reminded of current advice re: encouraging vaccination, letting fresh air in, cleaning and washing hands.</p> <p>This includes:</p> <ul style="list-style-type: none"> <li>Remind individuals to stay home and follow <a href="#">government advice</a> if they have symptoms of a respiratory infection. (I.e work / study from home wherever possible and NOT travel to campus, even if these symptoms are only mild) and notify the University via our <a href="#">online form</a></li> <li>Implementing our flexible working principles to reduce numbers of people in the space at any given time</li> <li>Encouraging staff and students to maintain a respectful distance from each other e.g by spreading out and / or sitting facing frontwards / side by side where space allows.</li> <li>Room capacities must not be exceeded.</li> <li>Maintaining good ventilation in areas that are not serviced by mechanical ventilation by encouraging opening doors / windows where possible, but without compromising fire safety arrangements. . If assistance is</li> </ul>	3	3	9				

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		<p>required, call campus security to unlock windows.</p> <ul style="list-style-type: none"> <li>provide sanitiser stations at entrances to buildings, and within shared spaces such as libraries, and computer labs.</li> </ul> <p>Individuals reminded to be respectful of others choices – people will be supported to wear face coverings (or display an appropriate badge / lanyard if exempt) should they wish to, inside our buildings.</p> <p>Staff and students who are eligible for COVID 19 treatments are encouraged to make sure they have rapid tests (LFTs) at home and to order these at GOV.UK or via 119. Those who are not eligible for treatments but wish to continue testing can purchase LFTs from our student Union outlets.</p> <p>If a test returns a positive result, the individual is expected to isolate immediately and inform the University.</p> <p>Regular communications are issued to all staff / students, through all comms channels.</p> <p>Messaging is also displayed via our website, digital signage and posters around campus.</p>							

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Exposure to COVID19 during travel to campus	All persons	<p>As per above. Plus:</p> <p>Individuals are encouraged to walk or, cycle wherever possible.</p> <p>If public transport is used, consider:</p> <ul style="list-style-type: none"> <li>• avoiding the busiest routes and travelling at off-peak times</li> <li>• using cashless payments</li> <li>• keeping your distance from other passengers.</li> <li>• travelling side by side or behind other people, rather than facing them, where seating arrangements allow</li> <li>• downloading the NHS COVID app before travelling</li> <li>• Wearing a face covering to reduce risk of infecting others</li> <li>• Washing your hands or using hand sanitiser as soon as possible after using public transport and do not touch your face or bite your nails while travelling.</li> </ul> <p>Car parks at Avery Hill and Medway are open for use by staff and students and payment is by cash or pay-by-phone. Parking access to Greenwich campus will remain available to permit holders or staff that have booked a space on the <a href="#">visitor parking booking system</a>.</p>	3	3	9				
Exposure to COVID19 in academic / teaching spaces	Staff & Students	<p>General controls as above, plus:</p> <ul style="list-style-type: none"> <li>• records of attendance to be used for contact tracing when required.</li> <li>• Pop up vaccination clinics planned for welcome week(s)</li> </ul>	3	3	9				

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Exposure to COVID19 in research labs / workshops	Staff / Students	<p>General controls as above, plus:</p> <ul style="list-style-type: none"> <li>wherever possible, vacate the space upon completion of work, or where any significant period of delay is expected (unless work must be supervised)</li> </ul> <p>In bay system labs / workshops:</p> <ul style="list-style-type: none"> <li>encouraging one person movement in both directions, keeping to the left</li> <li>where walkways are narrower, encouraging good communication to maintain a respectful distance from others</li> <li>all workers encouraged to work facing away from the central reservation of a bay where possible, to minimise any face-to-face contact.</li> </ul>	2	3	6				
Exposure to COVID19 in office spaces	Staff	<p>General controls as above, plus:</p> <ul style="list-style-type: none"> <li>employees encouraged to use a dedicated workstation. If this is a hot desk, ensure cleaning of the workstation and equipment between different occupants by providing wipes or cleaning materials and appropriate training for users</li> <li>encourage the use of remote tools (e.g. Teams) or outdoor settings for larger gatherings / meetings.</li> </ul>	1	3	3				
Exposure to respiratory infections in lifts	Staff / Students	Recommend lift access to only those with a specific need, e.g disabled users, those with other health conditions or transporting bulky /	2	3	6				

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		hazardous items where use of stairs would be unsafe. Expect and strongly encourage lift occupants to stand as far apart as possible facing away from each other.							
Exposure in catering outlets	Staff & Students	General controls as above, plus <ul style="list-style-type: none"> <li>identify a separate entrance and exit to catering outlets if possible</li> <li>promote click and collect and takeaway service from onsite catering outlets supported by respectful queueing and cashless payment</li> </ul>	1	3	3				
Exposure at customer service points	Staff & Students	<ul style="list-style-type: none"> <li>Railings, barriers or tape to be used where longer queues are likely or to regulate entry (with additional signage)</li> <li>Screens will be placed at desks.</li> </ul>	1	3	3				
Exposure to COVID19 when using gyms and other sports facilities.	Staff / students	General controls as above, plus: <ul style="list-style-type: none"> <li>users must follow local guidance regarding cleaning of equipment and maximum occupancy numbers.</li> </ul>	1	3	3				
Delay in receiving first aid due to Lone Working	Staff	Usual lone worker process to be followed: <a href="https://www.gre.ac.uk/about-us/governance/safety/policy/arr/lone-working">https://www.gre.ac.uk/about-us/governance/safety/policy/arr/lone-working</a> <ul style="list-style-type: none"> <li>Appoint a buddy / call campus security gatehouse / 'check in' via SafeZone (desktop version is available from the software centre for those that do not have the</li> </ul>	1	5	5				

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		mobile app) – and subsequently check out at the time of departure.							
Wellbeing: Adverse ill-health associated with either returning to campus or working from home. Poor concentration leading to mistakes.	Staff / students	<p>Regular communication is in place (individual and group) to ensure staff are informed about working safely.</p> <p>COVID vulnerability questionnaire and associated managers guide made available for staff /students whose immune systems mean they are higher risk</p> <p>Flexible working guidance is in place.</p> <p>Line managers are aware that big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Stress may also be caused by sudden changes to routine linked to Covid restrictions (e.g. having to isolate).</p> <p>Managers / personal tutors hold regular discussions with their team / students and look at ways to reduce causes of stress.</p> <p>Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work.</p> <p>Staff / students who are in vulnerable groups themselves or caring for others</p>	3	3	9	<p>Individual stress risk assessments to be drawn up as required</p> <p>These should be reviewed in light of changes in the external environment which may increase stress (e.g. future lockdowns, when staff are required to care for others with symptoms).</p>	2	3	6

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		<p>are encouraged to contact their line manager / personal tutor to discuss their support needs</p> <p>Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, Employees Assistance Programme, wellbeing champions, mental health first aiders, etc) through line managers and University comms channels.</p> <p>Students are made aware of internal and external support services, such as Wellbeing support, Big White Wall, counselling, mental health first aiders, etc.</p>							



**Person(s) completing this assessment:**

(Person carrying out or managing/supervising the activity day-to-day)

Name Vikki Wood Title Head of Health and Safety Signature  Date 17/06/20

**Other person(s) commenting on this assessment (where required under Faculty/Directorate arrangements)**

(Line Manager or Supervisor responsible for the activity, others involved in the decision-making process, others advising on the activity e.g. Health &amp; Safety Manager, Health &amp; Safety Local Officer)

Name Peter Garrod Title University Secretary Signature  Date 22/06/20






**Person approving this assessment:**



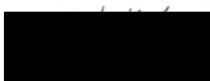


(Person with overall responsibility for the activity e.g. PVC/Faculty Operating Officer/Director of Professional Service)






Name Jane Harrington Title Vice-Chancellor Signature  Date 22/06/20


**Review of assessment, and revision if necessary**

(For continuing work: the assessment must be reviewed for each visit in a series; when there are significant changes to work materials, equipment, methods, location or people involved; and if there are accidents, near misses or complaints associated with the work. If none of these apply, the assessment must be reviewed at least annually)

REVIEW DATE	20/07/2020	15/10/2020	05/11/2020	28/11/2020	21/12/2020
Name of reviewer	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod)
Signature					
No revisions made	Various	Various	Various	Various	Various
Changes to activity, hazards, precautions or risks noted in text.	Risk controls updated to reflect revised government guidance and planning for 2020/21 academic year; approved by University Health and Safety Committee 14/07/20	Risk controls updated to reflect return of some on campus activity and opening of more spaces (e.g libraries, faith spaces, gyms and subsequent discussion at University H&S committee on 14/10/20	Risk controls updated to reflect national restrictions (office staff and clinically extremely vulnerable to work from home, closure of gyms, individual study in libraries and individual prayer)	Risk controls updated to reflect move out of national restrictions and into Tier 3 (Medway) / Tier 2 (AH / Gre) Addition of exemption desks in classrooms	Updated to reference Tier 4 and acknowledge that clinically extremely vulnerable individuals should work from home

REVIEW DATE	27/01/2021	05/03/2021	30/04/2021	26/05/2021	20/07/2021
Name of reviewer	Jo Harrington, H&S Adviser (revisions approved by Peter Garrod & Jane Harrington)	Clive Parkinson/Jo Harrington H&S Unit (approved by Peter Garrod and Jane Harrington)	Jo Harrington H&S Adviser (approved by Peter Garrod and Jane Harrington)	Jo Harrington H&S Adviser (approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)
Signature					
No revisions made	Various	Various	Various	Various	Various
Changes to activity, hazards, precautions or risks noted in text.	Updates reflect national lockdown restrictions inc.: reduced on-campus teaching; increased risk ratings, face coverings use and distancing to 2m; LFD tests encouraged; closed spaces (faith, buses) approved by UHSC 27/01/21	Risk controls updated to reflect Term 2 planning and national government guidance (Spring 2021 roadmap). Returns of: some students & staff on campus for approved in-person sessions, inter-campus bus service, some <2m plus mitigations arrangements	Updates reflect easing in national restrictions as per Step 2 of Roadmap/ lifting of Stay at Home order/ end of shielding requirement. Return of limited use of faith spaces and gyms. Additional detail: LFD use expectations, sources of stress and risk assessment.	Updates reflect easings in national restrictions as per Step 3 of Roadmap (17/5)/ HE operational guidance (20/5). Further in-person teaching. Rule of 6 indoor mixing. Additional detail: ventilation exemption desks, catering and parking.	Updated to reflect lifting of legal restrictions as per stage 4 of roadmap (19/07). Changing advice from 'required / must' to 'expected / strongly recommended'.  Removal of one way systems, restricted capacity in academic spaces and exemption desks.

REVIEW DATE	31/08/2021	01/12/2021	15/12/2021	04/01/2022	07/02/2022
Name of reviewer	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)
Signature					
No revisions made	Various	Various	2	1	Various
Changes to activity, hazards, precautions or risks noted in text.	Changes to update Government rules around isolation, the updated DFE contingency framework and feedback from Medway HPT	Changes to reflect revised HE sector guidance (reintroduction of mandatory wearing of face coverings and testing prior to travel over the winter period)	Changes to scoring to reflect higher community prevalence rates and change to office controls (work from home wherever possible)	Updated to reflect temporary Government advice regarding wearing of face coverings in communal / teaching spaces.	Updated to reflect relaxing of plan B mandate on wearing face coverings; return to (flexible) campus working and to reflect trends within reported cases

REVIEW DATE	19/05/2022				
Name of reviewer	Vikki Wood, Head of H&S (revisions approved by Peter Garrod and Jane Harrington)				
Signature					
No revisions made	Various				
Changes to activity, hazards, precautions or risks noted in text.	Changes to reflect removal of legal restrictions / living with COVID plan and moving to routine public health controls				

Appendix 1 – Risk Matrix

The hazards identified within the risk assessment should be assigned a risk rating – this should be assigned for any control measures which are currently in place and any further control measures which will be required.

You should assign a value for the likelihood of an incident occurring based on the hazard from 1 to 5 and a value for the severity / impact of the hazard from 1 to 5. These should then be multiplied together to give a final risk rating e.g. 3 x 2 = 6.

<b>SEVERITY or IMPACT</b>	<b>5</b> CATASTROPHIC	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>	<b>25</b>
	<b>4</b> MAJOR	<b>4</b>	<b>8</b>	<b>12</b>	<b>16</b>	<b>20</b>
	<b>3</b> SERIOUS	<b>3</b>	<b>6</b>	<b>9</b>	<b>12</b>	<b>15</b>
	<b>2</b> MODERATE	<b>2</b>	<b>4</b>	<b>6</b>	<b>8</b>	<b>10</b>
	<b>1</b> MINOR	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>
		<b>1</b> RARE	<b>2</b> UNLIKELY	<b>3</b> POSSIBLE	<b>4</b> LIKELY	<b>5</b> ALMOST CERTAIN
	<b>LIKELIHOOD</b>					

<p><b>The Risk Score</b> for a hazard causing harm is calculated as follows: <b>Likelihood x Severity or Impact</b></p>
<p><b>High - Rating 15 or more</b> Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted</p>
<p><b>Medium - Rating 8 - 12</b> Urgent review of the equipment, activities, system of work within the workplace with the aim of lowering the risk to the next level.</p>
<p><b>Low - Rating 1 – 6</b></p>

Usually, no further action will be required except for monitoring to ensure the risk does not change and controls remain in place. However, if it is possible to reduce the risk levels still further, by using controls that are “reasonably practicable”, then this should be done.

### Scoring Criteria

Severity or Impact	Criteria
5 Catastrophic	Death
4 Major	Multiple major injuries
3 Serious	Major injury
2 Moderate	Minor injury
1 Minor	Discomfort or minor illness

Likelihood	Criteria
5 Almost Certain	>80% (happens on a regular basis)
4 Likely	51-80% (has happened at least once in last year)
3 Possible	21-50% (has happened at least once in last 2 years)
2 Unlikely	6-20% (has happened once or twice in last 5 years)
1 Rare	0-5% (hasn't happened in last 5 years)