

## COVID-19 Risk Assessment Borough High Street Site

INITIAL ASSESSMENT DATE: 13/08/2020

UPDATES: 17/09/2020, 13/10/2020 V2.1, 24/11/2020 V3.0, 13/05/21 V4.0, 03/08/21

LOCATION: 275 Borough High Street, London, SE1 1JE

COMPLETED BY: Steven Vogel, Deputy Vice Chancellor (Research)

### Context

This risk assessment applies to the Borough High Street (BHS) site. A separate risk assessment has been completed for Clinical Services and related procedures delivered at the BHS site from 30/11/2020 and reviewed with relocation of clinical services to BHS. This risk assessment should be read in conjunction with the operational guidance and policy “UCO use of Borough High Street Building and clinical services Policy and Guidance COVID-19- Staff-Students 16-05-2021 1.5 Final” which is available for download here: <https://www.uco.ac.uk/life-uco/coronavirus-COVID-19>. This guidance and policy has been disseminated to staff and students. It has been amended in light of feedback prior to its initial implementation and subsequently further amended in response to changing circumstances and further guidance. In addition, a link to the guidance has been included in the footer of emails from all staff at UCO.

The risk assessment aligns with the expectations of the working safely during coronavirus (COVID-19) <https://www.gov.uk/guidance/working-safely-during-coronavirus-COVID-19> and the Health and Safety Executive guidance <https://www.hse.gov.uk/coronavirus/working-safely/risk-assessment.htm>. Additional guidance relevant to Higher Education and community based clinical and osteopathic care has also informed this risk assessment. The risk assessment is kept under close review and amended in response to new guidance as it is issued and in response to experience of use of the facilities.

### Key objectives

Carrying out and applying the controls identified in this risk assessment and the associated operational guidance and policy aim to make the BHS site COVID-secure for work, study and for those visiting and using the building.

### Those at risk

UCO staff



UCO students including Continuing Professional Development (CPD) delegates

Visitors to our premises

Cleaners

Contractors including those delivering CPD on behalf of UCO

Delivery drivers

Vulnerable groups – Older adults, pregnant workers, those with existing underlying health conditions

### Risk ownership

Where possible an individual role has been attributed to the identified risk. However, for controls to mitigate many of the risks, there are expectations for groups of people. In some instances, a risk owner has been identified for controls where it has seemed appropriate.

### Hazard overview

This risk assessment focusses on hazards relating to the spread and infection with COVID-19 through contact and airborne transmission.

### Control key measures

Individual risk assessment

Infection control processes

Occupancy level reduced

Social distancing

Ventilation

Use of face coverings and PPE

Asymptomatic testing

Vaccination

### Summary scoring of risk

Risk scoring broadly aligns with the UCO's Risk Management Policy.

[https://www.uco.ac.uk/sites/default/files/content/Policies\\_Procedures/Risk\\_Management\\_Policy\\_UCO\\_May2018\\_FINAL%20NEW.pdf](https://www.uco.ac.uk/sites/default/files/content/Policies_Procedures/Risk_Management_Policy_UCO_May2018_FINAL%20NEW.pdf)

Risk owner	Risk Hazard Description (Spread and Infection with COVID-19)	Likelihood	Impact	Gross risk	Controls and actions to minimise risks – additional details in “UCO use of Borough High Street Building Policy and Guidance - following COVID-19”	Likelihood	Impact	Residual Risk	Additional Comments	Movement from last review
<b>HR and Deputy Vice Chancellor (Education)</b>	Heightened risk to vulnerable groups	4	4	16	<ul style="list-style-type: none"> <li>• Identification of Staff and students at high risk via completion of individual risk assessment</li> <li>• Offer flexible working and studying from home</li> <li>• Consult and plan staggered return to study and work on site where desired</li> <li>• Support and enable those at high risk to engage with modified work remotely and supply students with access to online teaching and learning resources</li> <li>• Promote, make available and monitor asymptomatic testing</li> <li>• Promote access, uptake and monitor vaccination for staff and students</li> </ul>	1	4	4	<p>Risk assessment forms sent to all staff and students – meetings arranged as appropriate and actions taken.</p> <p>Further survey sent out to staff to gauge views about return to work at UCO site and flexible working from home (May 2021)</p> <p>SharePoint self-report system in place for reporting test results, and vaccination uptake</p> <p>University statement supporting vaccination disseminated, vaccination access arranged for clinical staff with SELCCG</p> <p>Asymptomatic testing arrangement established with partnership with <a href="#">LSBU</a>, community sites and home testing promoted</p>	None
<b>Registrar and HR</b>	Attendance with COVID-19	3	4	12	<ul style="list-style-type: none"> <li>• Guidance given to all responsibility to be aware of symptoms / adhere gov advice on actions. Additional guidance signposted in policy</li> </ul>	1	4	4	<p>SharePoint self-report system in place for reporting test results, and vaccination uptake</p>	None

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					<ul style="list-style-type: none"> <li>• Signage in reception not to enter with symptoms</li> <li>• Teaching schedules adjusted to avoid travelling at peak times</li> <li>• Walking and cycling to work promoted</li> <li>• Promote, make available and monitor asymptomatic testing</li> <li>• Promote access, uptake and monitor vaccination for staff and students</li> </ul>				<p>University statement supporting vaccination disseminated, vaccination access arranged for clinical staff with SELCCG</p> <p>Asymptomatic testing arrangement established with partnership with <a href="#">LSBU</a>, community sites and home testing promoted</p>	
<b>Registrar and HR</b>	Infection transmission travelling to and from UCO	2	4	8	<ul style="list-style-type: none"> <li>• Identification of Staff and students at highest clinical risk via completion of individual risk assessment</li> <li>• Offer flexible working and studying from home</li> <li>• Consult and plan staggered return to study and work on site where desired</li> <li>• Guidance given to all responsibility to be aware of symptoms / adhere gov advice on actions Additional guidance signposted in policy</li> </ul>	1	4	4	Further survey sent out to staff to gauge views about return to work at UCO site and flexible working from home (May 2021)	None

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					<ul style="list-style-type: none"> <li>Vaccination and asymptomatic testing in the population</li> <li>Teaching schedules adjusted to avoid travelling at peak times</li> <li>Walking and cycling to work promoted</li> </ul>					
<b>Head of Estates</b>	Infection transmission in the work/study environment <ul style="list-style-type: none"> <li>Contact transmission</li> </ul>	3	4	12	<b>Hygiene measures</b> <ul style="list-style-type: none"> <li>Cleaners contracted to deep clean and sanitise building prior to reopening</li> <li>Usual building controls implemented prior to opening (hot water testing, legionella procedures etc)</li> <li>Additional cleaning scheduled implemented for communal areas and high contact points</li> <li>Hand hygiene promoted               <ul style="list-style-type: none"> <li>Signage promoting hand washing and hand sanitisation distributed throughout building</li> </ul> </li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>Estimated likelihood of contact transmission has reduced as dependent on incidence and period prevalence which is now low. Vaccination programme progressing</li> <li>Processes and procedures to support social distancing in place, and encouraged but no longer mandatory except in clinical and practical settings.</li> <li>Vaccination uptake encouraged via communication with staff and students</li> <li>Reinforced key messages via updated policy guidelines</li> </ul>	None

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HR, Registrar, Course Leaders					<ul style="list-style-type: none"> <li>○ Sanitisation implemented on entry to building</li> <li>○ Sanitisation stations widely distributed through building</li> <li>● Guidance includes advice to avoid touching face and surfaces or objects where possible</li> <li>● Disinfectant materials widely available throughout building               <ul style="list-style-type: none"> <li>○ Shared equipment disinfection procedures implemented (e.g. classroom / communal desks, chairs, printers, work stations, practical teaching equipment, models etc)</li> </ul> </li> </ul> <p><b>Social distancing measures</b></p> <ul style="list-style-type: none"> <li>● Enable flexible working and studying from home</li> <li>● Blended learning approach implemented</li> </ul>				<ul style="list-style-type: none"> <li>● Peer to peer practice instituted, policy and guidance changed to accommodate peer to peer practice</li> <li>● Face covering encouraged when moving around the building, in teaching and high occupancy areas, mandated in clinical contexts and teaching settings.</li> <li>● Excluded those who cannot wear a surgical mask from practical and clinical contacts may observe whilst socially distanced.</li> <li>● Additional furniture removed from bar area to enhance distancing</li> <li>● Additional sanitiser stations added to floor transition areas and to back entrance of BHS</li> <li>● Created SharePoint page to enhance comms and implementation of guidance</li> </ul>	

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<p><b>Registrar, Head of Estates</b></p> <p><b>Head of Estates</b></p>					<ul style="list-style-type: none"> <li>○ Practical classes, focussed tutorials only held face to face with options for virtual attendance and delivery for those at high risk</li> <li>● Limit class size for face to face teaching</li> <li>● Meetings to be held virtually or socially distanced</li> <li>● Staff student meetings and administration to be held virtually wherever possible</li> <li>● Signage promoting social distancing distributed throughout building.</li> <li>● Shared spaces (communal, office, teaching) laid out to enable social distancing               <ul style="list-style-type: none"> <li>○ Signage distributed requesting users not re-arrange furniture</li> <li>○ Furniture removed to support social distancing</li> <li>○ Guidance given to lecturers to facilitate</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>● SharePoint self-report system in place for reporting concerns and contacts, test results, and vaccination uptake</li> <li>● University statement supporting vaccination disseminated, vaccination access arranged for clinical staff with SELCCG</li> </ul> <p>Asymptomatic testing arrangement established with partnership with <a href="#">LSBU</a>, community sites and home testing promoted</p>	



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<p><b>Deputy Vice Chancellor (Research), Vice chancellor</b></p> <p><b>Head of Estates</b></p>					<p>and support social distancing arrangements in classroom areas including checklist on lecterns</p> <ul style="list-style-type: none"> <li>• Promote, make available and monitor asymptomatic testing</li> <li>• Promote access, uptake and monitor vaccination for staff and students</li> <li>• Room capacity limits implemented - signage to support social distancing added to communal use rooms and classrooms</li> <li>• Lift usage limited to one person at a time (disability, pain prioritised and clinic service users)</li> <li>• Timetable being reviewed for new academic year</li> <li>• One-way systems in place               <ul style="list-style-type: none"> <li>○ Mains stairs up only for those using 1<sup>st</sup>, 3<sup>rd</sup> and 4<sup>th</sup> floors</li> <li>○ Fire escape stairs down only for those</li> </ul> </li> </ul>					





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<p><b>Senior managers</b></p> <p><b>Registrar, Course leaders</b></p> <p><b>Head of Estates</b></p>					<ul style="list-style-type: none"> <li>• Users of site advised to bring their own cutlery and food that does not need storage or additional heating</li> <li>• Shared utensils removed where possible</li> <li>• Library resources sanitised or held for decontamination period</li> <li>• Doors open where possible to reduce multiple contact with surfaces</li> <li>• Hot desking eliminated where possible (disinfection equipment provided to work station users)</li> </ul> <p><b>Practical teaching measures</b></p> <ul style="list-style-type: none"> <li>• Peer to peer practice to align with practical teaching class expectation – full community medical PPE</li> <li>• Practical class teaching               <ul style="list-style-type: none"> <li>○ PPE to be worn modelled on clinical expectations in</li> </ul> </li> </ul>					

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Unit leaders					<ul style="list-style-type: none"> <li>community settings and guidance for osteopathic practice</li> <li>○ PPE disposal processes in place</li> <li>○ Disinfection procedures for practical teaching equipment in place</li> </ul>					
Head of Estates	Infection transmission in the work/study environment <ul style="list-style-type: none"> <li>• Droplet / aerosol transmission</li> </ul>	3	4	12	<ul style="list-style-type: none"> <li>• Social distancing measures and screening for likelihood of existing infection implemented see section above and see operational guidance and policy for further information</li> <li>• Face to face in person contact points have had Perspex screens installed (e.g. front desk reception, library)</li> </ul>	1	4	4	<ul style="list-style-type: none"> <li>• Estimated likelihood of aerosol transmission has reduced as dependent on incidence and period prevalence which is now low. Vaccination programme progressing.</li> <li>• SharePoint self-report system in place for reporting test results, and vaccination uptake</li> </ul>	None

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					<ul style="list-style-type: none"> <li>• Face coverings encouraged when moving around the building, when receiving teaching, and mandated in clinical contexts               <ul style="list-style-type: none"> <li>○ Signage distributed throughout building</li> <li>○ Senior managers monitoring and supporting implementation</li> <li>○ Badges for those exempt available</li> </ul> </li> <li>• Ventilation of rooms implemented               <ul style="list-style-type: none"> <li>○ Signage distributed throughout building</li> <li>○ Lecturers asked to check ventilation is in place</li> <li>○ Windows checked for function</li> <li>○ Key availability enhanced for locked windows</li> <li>○ Rooms with poor ventilation signage and</li> </ul> </li> </ul>				<ul style="list-style-type: none"> <li>• University statement supporting vaccination disseminated, vaccination access arranged for clinical staff with SELCCG</li> <li>• Asymptomatic testing arrangement established with partnership with <a href="#">LSBU</a>, community sites and home testing promoted</li> </ul>	

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Unit leaders, SPEs					<ul style="list-style-type: none"> <li>○ maximum capacity reduced</li> <li>○ Clinical and other areas increased ventilation procedures including opening of windows to aerate rooms between patients, addition of fans to circulate fresh air</li> <li>○ Rooms with additional extraction fans signposted with instructions when in use</li> <li>○ Room door wedges distributed to enhance flow of air</li> <li>● Practical classes PPE use implemented in line with guidance for community and osteopathic care.</li> </ul>					
HR	Infection transmission in the work/study	2	4	8	<ul style="list-style-type: none"> <li>● Bespoke guidance for UCO first aiders has been disseminated to staff registered as first aiders</li> </ul>	1	4	4	First aid boxes replenished to align with COVID context. First aid provision reviewed	

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	environment <ul style="list-style-type: none"> <li>First aid</li> </ul>									
<b>Deputy Vice Chancellor (Research), Head of Clinical Practice</b>	Infection transmission in the work/study environment <ul style="list-style-type: none"> <li>Poor outbreak / case management</li> </ul>	4	5	20	<ul style="list-style-type: none"> <li>Controls and measures described above support control of transmission should a case occur or be identified at UCO</li> <li>Staff and students have been advised to follow current stay at home guidance if they feel unwell.</li> <li>Process in place for a person who develops symptoms on site <ul style="list-style-type: none"> <li>Isolate</li> <li>Surgical mask</li> <li>Inform line manager/tutor/registry etc <ul style="list-style-type: none"> <li>Report to HR</li> <li>Central recording for students</li> </ul> </li> <li>Return home seek advice 111</li> </ul> </li> </ul>	2	5	10	<p>Outbreak management plan signed off by Director of Public Health Southwark</p> <p>Procedure for central recording of cases, review and action in place</p> <p>Further liaison and meeting with Southwark Public Health and GuildHE business continuity group ongoing</p>	None

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					<ul style="list-style-type: none"> <li>○ Follow track and trace process</li> <li>○ Return to work guidance in place</li> <li>● Contact with confirmed cases guidance distributed / Test and Trace team               <ul style="list-style-type: none"> <li>○ Inform UCO via SharePoint</li> <li>○ Self isolate 10 days unless provided evidence of double vaccination (from 16/8/21)</li> <li>○ Info on self-generated isolation note disseminated</li> </ul> </li> <li>● Routine reporting of cases to OFS, Southwark Public Health and DofE helpline.</li> <li>● Case management support used as required</li> </ul>					
<b>HR and Head of Student Services</b>	Detriment to wellbeing and mental health	4	3	12	<ul style="list-style-type: none"> <li>● Line managers asked to actively support staff identified in risk assessment process and to enhance their usual pastoral care</li> </ul>	3	3	9	Added resources to SharePoint page	None

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					<ul style="list-style-type: none"> <li>• Access to counselling for staff and students</li> <li>• Student support team actively seeking disclosure of stress and supporting those identified in risk assessment process</li> <li>• Flexible working and attendance available to staff and students</li> <li>• SharePoint wellbeing resources increased</li> </ul>					
<b>Deputy Vice Chancellor (Research)/ Head of Clinical Practice</b>	Poor dissemination / understanding of Covid related information, guidance and controls	4	5	20	<ul style="list-style-type: none"> <li>• Dedicated section of SharePoint populated with information</li> <li>• Policy and guidance sent to staff and student in draft and amended post feedback</li> <li>• Policy and guidance sent to staff and students by email <ul style="list-style-type: none"> <li>○ Verbal (induction) and written invitation to contact DVC(R) with suggestions of concerns. Similarly, for physical environment to estates team</li> </ul> </li> </ul>	2	4	8	Additional update of policy circulated and disseminated SharePoint sites developed and enhanced, updates disseminated, managers asked to promote asymptomatic testing	None



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					<ul style="list-style-type: none"> <li>○ SharePoint news items disseminated</li> <li>● VLE access required confirmation of acceptance and reading of policy and guidance</li> <li>● Senior Managers asked to follow up and encourage uptake of asymptomatic testing</li> </ul>					