

COVID-19 Risk Assessment Borough High Street Site

INITIAL ASSESSMENT DATE: 13/08/2020

DATE: 17/09/2020 updated 13/10/2020 V2.1, updated 24/11/2020 V3.0

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. 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 - following COVID-19- Staff-Students 24-11-2020 final1.3” 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

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

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
HR and Deputy Vice Chancellor (Education)	Heightened risk to vulnerable groups	4	4	16	<ul style="list-style-type: none"> • Identification of Staff and students at high risk via completion of individual risk assessment • Promote working and studying from home where possible • Support and enable those at high risk to engage with modified work remotely and supply students with access to online teaching and learning resources 	2	4	8	Risk assessment forms sent to all staff and students – meetings arranged as appropriate and actions taken.	None
Registrar and HR	Attendance with COVID-19	3	4	12	<ul style="list-style-type: none"> • Guidance given to all responsibility to be aware of symptoms / adhere gov advice on actions. Additional guidance signposted in policy • Signage in reception not to enter with symptoms • Teaching schedules adjusted to avoid travelling at peak times • Walking and cycling to work promoted 	2	4	8		None
Registrar and HR	Infection transmission travelling	2	4	8	<ul style="list-style-type: none"> • Identification of Staff and students at highest clinical risk 	1	4	4		None

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	to and from UCO				via completion of individual risk assessment <ul style="list-style-type: none"> Promote working and studying from home where possible Guidance given to all responsibility to be aware of symptoms / adhere gov advice on actions Additional guidance signposted in policy Teaching schedules adjusted to avoid travelling at peak times Walking and cycling to work promoted 					
Head of Estates	Infection transmission in the work/study environment <ul style="list-style-type: none"> Contact transmission 	3	4	12	Hygiene measures <ul style="list-style-type: none"> Cleaners contracted to deep clean and sanitise building prior to reopening Usual building controls implemented prior to opening (hot water testing, legionella procedures etc) Additional cleaning scheduled implemented for communal areas and high contact points Hand hygiene promoted 	2	4	8	<ul style="list-style-type: none"> Challenging to estimate likelihood of contact transmission as dependent on incidence and period prevalence which is changing week to week. Processes and procedures to support social distancing in place, but adherence to guidance is mixed. Anticipate improvement with further support from senior colleagues and as student body align with UCO expectations. 	None

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					<ul style="list-style-type: none"> ○ Signage promoting hand washing and hand sanitisation distributed throughout building ○ Sanitisation implemented on entry to building ○ Sanitisation stations widely distributed through building ● Guidance includes advice to avoid touching face and surfaces or objects where possible ● Disinfectant materials widely available throughout building <ul style="list-style-type: none"> ○ Shared equipment disinfection procedures implemented (e.g. classroom / communal desks, chairs, printers, work stations, practical teaching equipment, models etc) 				<ul style="list-style-type: none"> ● Reinforced key messages via updated policy guidelines and video disseminated to all ● Peer to peer practice is planned to be enabled in the future. Key provisional considerations: <ul style="list-style-type: none"> ○ All cohorts of students have been trained in PPE use ○ Staff have gained experience of delivering practical education and use of physical resources and infection control procedures ○ Booking system in place ● Peer to peer practice instituted, policy and guidance changed to accommodate peer to peer practice ● Instituted face covering in all parts of the building, except for lone workers and if delivering a lecture. Those exempt to wear a face shield / visor 	
					Social distancing measures					

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<p>HR, Registrar, Course Leaders HR Registrar Head of Estates Head of Estates Deputy Vice Chancellor (research)</p>					<ul style="list-style-type: none"> • Promote working and studying from home where possible • Blended learning approach implemented <ul style="list-style-type: none"> ○ Practical classes, focussed tutorials only held face to face with options for virtual attendance and delivery for those at high risk • Meetings to be held virtually • Staff student meetings and administration to be held virtually wherever possible • Signage promoting social distancing distributed throughout building and on external seating areas • Shared spaces (communal, office, teaching) laid out to enable social distancing <ul style="list-style-type: none"> ○ Signage distributed requesting users not re-arrange furniture 				<ul style="list-style-type: none"> • Excluded those who cannot wear a surgical mask from practical and clinical contacts • Additional furniture removed from bar area to enhance distancing • Additional sanitiser stations added to floor transition areas and to back entrance of BHS • Created SharePoint page to enhance comms and implementation of guidance 	



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<p>Vice chancellor</p> <p>Head of Estates</p> <p>Registry Head of Estates</p>					<ul style="list-style-type: none"> ○ Furniture removed to support social distancing ○ Guidance given to lecturers to facilitate and ensure social distancing arrangements in classroom areas including checklist on lecterns ● Senior managers monitoring social distancing and use of building ● Staff and students reminded about importance of social distancing at induction ● Room capacity limits implemented - signage to support social distancing added to communal use rooms and classrooms ● Lift usage limited to one person at a time (disability, pain prioritised and clinic service users) 					

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<p>Senior managers</p> <p>Head of Estates</p>					<ul style="list-style-type: none"> • Timetable adjusted to enable staggered arrival for cohorts of students • One-way systems in place <ul style="list-style-type: none"> ○ Mains stairs up only for those using 1st, 3rd and 4th floors ○ Fire escape stairs down only for those using 1st, 3rd and 4th floors ○ Classrooms with two doors one-way system in place to enter and exit ○ For clinic staff, students and patients mains stairs two way, additional keep left signage added • Side by side urinal availability adjusted • Communal study area workstations availability adjusted • Staff within teams implemented work schedule 					



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Course leader, Unit Leaders					bubbles for attendance at UCO <ul style="list-style-type: none"> • Student cohorts arranged in smaller group bubbles Environmental measures <ul style="list-style-type: none"> • All but essential furniture removed from communal areas • Users of site advised to bring their own cutlery and food that does not need storage or additional heating • Shared utensils removed where possible • Library resources sanitised or held for decontamination period • Doors open where possible to reduce multiple contact with surfaces • Hot desking eliminated where possible (disinfection equipment provided to work station users) 					

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					<p>Practical teaching measures</p> <ul style="list-style-type: none"> • Peer to peer practice to align with practical teaching class expectation – full community medical PPE • Practical class teaching <ul style="list-style-type: none"> ○ PPE to be worn modelled on clinical expectations in community settings and guidance for osteopathic practice ○ PPE disposal processes in place ○ Disinfection procedures for practical teaching equipment in place 					
Head of Estates	<p>Infection transmission in the work/study environment</p> <ul style="list-style-type: none"> • Droplet transmission 	3	4	12	<ul style="list-style-type: none"> • Social distancing measures and screening for likelihood of existing infection implemented see section above and see operational guidance and policy for further information • Face to face in person contact points have had Perspex 	2	4	8	<ul style="list-style-type: none"> • Challenging to estimate likelihood of contact transmission as dependent on incidence and period prevalence which is changing week to week. 	None



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					<p>screens installed (e.g. front desk reception, library)</p> <ul style="list-style-type: none"> • Face coverings to be worn in all areas of the building and when moving around the building <ul style="list-style-type: none"> ○ Signage distributed throughout building ○ Senior managers monitoring and supporting implementation ○ Badges for those exempt available • Ventilation of rooms implemented <ul style="list-style-type: none"> ○ Signage distributed throughout building ○ Lecturers asked to check ventilation is in place ○ Windows checked for function ○ Key availability enhanced for locked windows ○ Rooms with poor ventilation signage and 					

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

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	environment <ul style="list-style-type: none"> First aid 								First aid boxes replenished to align with COVID context. First aid provision reviewed	
Deputy Vice Chancellor (Research)	Infection transmission in the work/study environment <ul style="list-style-type: none"> Poor outbreak / case management 	4	5	20	<ul style="list-style-type: none"> Controls and measures described above support control of transmission should a case occur or be identified at UCO Staff and students have been advised to follow current stay at home guidance If they feel unwell. Process in place for a person who develops symptoms on site <ul style="list-style-type: none"> Isolate Surgical mask Inform line manager/tutor/registry etc <ul style="list-style-type: none"> Report to HR Central recording for students Return home seek advice 111 	2	5	10	<p>Contact initiated with Southwark Public Health Team – Director of Public Health</p> <p>Outbreak management plan in draft form pending review and sign off from Southwark Director of Public health</p> <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</p>	Decreased likelihood residual risk moved from 15-10

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					<ul style="list-style-type: none"> ○ Follow track and trace process ○ Return to work guidance in place ● Contact with confirmed cases guidance distributed / Test and Trace team <ul style="list-style-type: none"> ○ Inform UCO ○ Self isolate 14 days ○ Info on self-generated isolation note disseminated ● Routine reporting of cases to OFS, Southwark Public Health and DofE helpline. ● Case management support used as required 					
HR and Head of Student Services	Detriment to wellbeing and mental health	4	3	12	<ul style="list-style-type: none"> ● Line mangers asked to actively support staff identified in risk assessment process and to enhance their usual pastoral care ● Access to counselling for staff and students ● Student support team actively seeking disclosure of stress 	3	3	9	Added resources to SharePoint page	None

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					<p>and supporting those identified in risk assessment process</p> <ul style="list-style-type: none"> • Flexible working and attendance available to staff and students 					
Deputy Vice Chancellor (Research)	Poor dissemination / understanding of Covid related information, guidance and controls	4	5	20	<ul style="list-style-type: none"> • Dedicated section of SharePoint populated with information • Policy and guidance sent to staff and student in draft and amended post feedback • Policy and guidance sent to staff and students by email <ul style="list-style-type: none"> ○ Verbal (induction) and written invitation to contact DVC(R) with suggestions of concerns. Similarly, for physical environment to estates team • Follow up survey to test knowledge of elements of policy and guidance planned to be disseminated shortly • VLE access requires confirmation of acceptance 	2	4	8	Additional update of policy circulated Summary video of changes disseminated SharePoint sites developed and enhanced	



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					and reading of policy and guidance					