

Key Risks associated with the transmission of infection with Covid 19

Individuals exhibiting symptoms on site

Aerosol transmission

Contact transmission

Each identified risk is scored and classified as follows:

Likelihood (L)
1 = Very Unlikely
2 = Unlikely
3 = Possible
4 = Likely
5 = Very Likely

Severity (S)
1 = Insignificant
2 = Minor
3 = Moderate
4 = Major
5 = Catastrophic

RR score	Level of Risk
1-6	Low Risk
7-12	Medium Low Risk
13-19	Medium High Risk
20-25	High Risk

INSTITUTE:	St George's University of London	TITLE:	St George's, University of London risk assessment for responding to Covid-19 Phase 3	ASSESSMENT DATE:	29/06/2020
VERSION:	5	LOCATION:	Hunter and Jenner Wing	REVIEW DATE:	16/09/2020
				COMPLETED BY:	D. Baines/D. Bannister/C. Sandiford
				APPROVED BY:	SMC

KEY OBJECTIVE	That all employers carry out a COVID-19 risk assessment	Everyone needs to assess and manage the risks of COVID-19. As an employer, the University also has a legal responsibility to protect workers and others from risk to their health and safety. This means that the University needs to think about the risks it faces and do everything reasonably practicable to minimise them,
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							recognising you cannot completely eliminate the risk of COVID-19. This document will be subject to change following amendments to Government guidance and changes that may arise on-site.		
OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES Key Principles	L	S	RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE

<p>1.1 Managing Risk: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority</p>	4	4	16	<p>In every workplace, increasing the frequency of handwashing and surface cleaning.</p> <p>The University will make every reasonable effort to enable working from home as a first option.</p> <p>Where working from home is not possible, workplaces will make every reasonable effort to comply with the social distancing guidelines set out by the government (keeping people 2m apart wherever possible). If 2M social distancing is not possible the governments 1M+ guidance should be followed (see below)</p> <p>Where the 2M social distancing guidelines cannot be followed in full, in relation to a particular activity, businesses will consider whether that activity needs to continue for the business to operate, and if so, take all the 1M+ mitigating actions possible to reduce the risk of transmission between their staff. Businesses will follow the governments 1M+ guidance. If this guidance cannot be followed, thought should be given to not undertaking the activity.</p> <p>The university will put in place plans to deal with the possible transmission of the Covid-19 virus between individuals either on the campus or in the Halls of Residence by informing individuals about the Test and Trace service and communicating with the local PHE Health Protection Team and the NHS Test and Trace service.</p>	3	4	12	<p>Our priority is to ensure the safety of staff and students and to safeguard public health and the NHS. In line with government guidance aiming to reduce the transmission of SARS-CoV-2, staff and postgraduate students should therefore comply with Covid-19 control procedures.</p> <p>All normal Health, Safety and Welfare processes and procedures must be respected. Staff and students must also be attentive of changes to requirements or amendments in procedures given that hazards are increased at this time (St Georges webpages, H&S webpages)</p> <p>Increasing the frequency of hand washing (signage) Increasing frequency of surface cleaning (Estates).</p> <p>Encouraging individuals to keep activity time involved as short as possible taking onto account the requirements of laboratory staff who may be conducting experiments that have long periods where they do not need to be in the laboratory. (Social distancing guidance).</p> <p>Providing screens or barriers to separate people from each other if required (Estates).</p> <p>Expecting individuals to use back-to-back or side-to-side working (rather than face-to-face) whenever possible (social distancing guidance).</p> <p>Expecting individuals to reduce the number of people each person has contact with by using ‘fixed teams or partnering’ as far as possible (so each person works with only a few others) (Social distancing guidance).</p> <p>If people must work face-to-face for a sustained period with more than a small group of fixed partners, then to the PI/Line Manager/Course Director must assess whether the activity can safely go ahead, by completing a risk assessment and seeking advice from the SHE Office.</p>	6/7
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								<p>Paying particular regard to whether the people doing the work are especially vulnerable to COVID-19 (HR Policy for return to work/ individual risk assessment)</p> <p>It is essential to review the controls that have been put in place to make sure they are working. They should also be reviewed if:</p> <ul style="list-style-type: none"> • they are no longer suitable and sufficient • there are changes in the workplace that could lead to new risks such as changes to: <ul style="list-style-type: none"> ○ staff ○ a process the substances or equipment used <p>Also consider a review if staff and/or students have identified any problems or there have been any accidents or near misses.</p> <p>Communicate the procedure to notify HR or Registry if staff or students believe that they have Covid-19 related symptoms or believe that they have been in contact with a person who may have such symptoms.</p> <p>If necessary, the university will share information with the South London PHE Health Protection Team or the London Coronavirus Response Cell.</p>	
OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE

2.0 Who should go to work: That everyone should work from home unless they cannot work from home	2	4	8	<p>Planning for the minimum number of people needed on-site to operate safely and effectively.</p> <p>Monitoring the wellbeing of people who are working from home and helping them stay connected to the rest of the workforce, especially if the majority of their colleagues are on-site.</p> <p>Keeping in touch with off-site workers on their working arrangements including their welfare, mental and physical health and personal security.</p> <p>Providing equipment for people to work from home safely and effectively, for example, remote access to work systems</p>	1	4	4	<p>Individuals who need to work on site have been identified in line with HR policy</p> <p>Educate staff and students via regular communications without causing panic. Web page dedicated to the University Covid-19 management plan, updated Government advice, Key Principles document, Risk assessment, Covid19 guidance, FAQs, in addition to St. George's News, Principal's Briefings, emails or guidance posters and signage.</p>	completed
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2.1 Protecting people at higher risk: To protect clinically vulnerable and clinically extremely vulnerable individuals	2	4	8	<p>Providing support for workers around mental health and wellbeing. This could include advice or telephone support.</p> <p>See current Government guidance for advice on who is in the clinically extremely vulnerable and clinically vulnerable groups or those live with clinically extremely vulnerable individuals.</p> <p>Currently shielding has been paused. Individuals can go to work as long as the workplace is Covid-secure, but should work from home wherever possible.</p>	1	4	4	<p>Communications with staff via St. George's News, Mental Health awareness week, SHE webpages and HR guidance</p> <p>Clinically extremely vulnerable individuals to work from home where possible (HR guidance) If this is not possible an individual risk assessment should be undertaken.</p> <p>Clinically vulnerable individuals, who are at higher risk of severe illness should take extra care in observing social distancing if they need to come on site.</p>	completed

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2.2 People who need to self-isolate: To make sure individuals who are advised to stay at home do not physically come to work. This includes individuals who have symptoms of COVID-19 as well as those who live in a	2	4	8	<p>Enabling individuals to work from home while self-isolating if appropriate.</p> <p>See current Government guidance for relating to statutory sick pay due to COVID-19.</p> <p>See current Government guidance for people who have symptoms and those who live with others who have symptoms.</p> <p>Government guidance for Test and Trace and contacting the local South London Health Protection team and contacting the London Coronavirus Response Cell is available</p>	1	4	4	<p>Guidance produced for working at home via Covid 19 webpage</p> <p>Read our guidance for working from home, including accessing your apps, documents and St. George's IT systems.</p> <p>Follow our checklist for ensuring your workstation is set up correctly at home.</p> <p>DSE assessments for working from home are ongoing via Britsafe</p> <p>Members of staff who work in education (teacher/ support staff) are entitled to priority testing.</p> <p>Guidance provided on Test and Trace processes at St George's University</p>	completed

household with someone who has symptoms.									
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2.3 Equality within the workplace: To treat everyone in your workplace equally.	1	4	4	<p>Understanding and taking into account the particular circumstances of those with different protected characteristics.</p> <p>Involving and communicating appropriately with workers whose protected characteristics might either expose them to a different degree of risk, or might be inappropriate or challenging for them.</p> <p>Considering whether we need to put in place any particular measures or adjustments to take account of your duties under the equalities legislation</p> <p>Making reasonable adjustments to avoid disabled workers being put at a disadvantage, and assessing the health and safety risks for new or expectant mothers.</p> <p>Making sure that the steps we take do not have an unjustifiable negative impact on some groups compared to others, for example, those with caring responsibilities or those with religious commitments.</p>	1	4	4	<p>We have provided the following documents on our website and staff are expected to have read these prior to returning to work</p> <p>HR guidance</p> <p>St. George's Social distancing guidance</p> <p>St. George's Key principles guidance</p> <p>Supporting Test and Trace at St George's</p>	completed
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<p>3.0 Social distancing at work: to maintain 2m social distancing wherever possible, including while arriving at and departing from work, while in work and when travelling between sites.</p>	5	4	20	<p>Where the social distancing guidelines (2M) cannot be followed in full in relation to a particular activity, we will consider whether that activity needs to continue for the business to operate, and, if so, take all the 1M+ mitigating actions possible to reduce the risk of transmission between individuals. (see below)</p> <p>Mitigating actions include:</p> <ul style="list-style-type: none"> • Keeping the activity time involved as short as possible • Using screens or barriers to separate people from each other • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible • Reducing the number of people each person has contact with by using “fixed teams or partnering” (so each person works with only a few others) • Increasing the frequency of hand washing and surface cleaning 	2	4	8	<p>Encouraging individuals to keep activity time as short as possible (Social distancing guidance).</p> <p>Individuals must wear face coverings when taking public transport to come on site and also when going to hospital grounds.</p> <p>They must wear face coverings in all common parts/ spaces of the University, this includes, the main Foyers, The Street, Library, Common Rooms, the Halls of Residence (but not individual flats). People should follow the information that was sent out in the message’s communication of 11.9.2020 about the wearing of face coverings. Further information is available in the - Guidance on face coverings.</p> <p>Once inside the workplace, be that a laboratory, office or teaching space, where the area meets Covid-secure guidelines and 2m distancing can be maintained individuals are not required to wear a face covering. However, if 2m distancing cannot be maintained, face coverings must be worn in accordance with the Government 1m+ rule (see below).</p> <p>Providing screens (Hunter Wing main reception, library desk, level 6 reception desks and Site Services. Barriers (Hunter Wing main foyer) to separate people from each other. If required additional screens and barriers can be requested via Estates and Facilities.</p> <p>Expecting individuals to use back-to-back or side-to-side working (rather than face-to-face) whenever possible (social distancing guidance/local risk assessments).</p> <p>Expecting individuals to reduce the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others) (Social distancing guidance/local risk assessments).</p> <p>If people must work face-to-face for a sustained period with more than a small group of fixed partners, then to the PI/Line Manager must assess whether the</p>	completed
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									<p>activity can safely go ahead, by completing a risk assessment and seeking advice from the SHE Office.</p> <p>Pret a Manger and Peabodys are currently containing queues within their premises. People must wear face coverings unless consuming food in the outlet</p> <p>The university has produced guidance on face coverings and social distancing.</p>	
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<p>3.1 coming to work and leaving work: To maintain social distancing wherever possible, on arrival and departure and to ensure handwashing upon arrival.</p>	5	4	20	<p>Providing information on parking or facilities such as bike-racks to help people walk, run, or cycle to work where possible.</p> <p>Reducing congestion, for example, by having more entry points to the workplace, where practical.</p> <p>Using markings and introducing one-way flow at entry and exit points, where practical.</p> <p>Designating exclusive entry/exits points for personnel working in high-risk areas, such as mechanical test sites and wet labs.</p> <p>Providing handwashing facilities, or hand sanitisers where not possible, at entry and exit points.</p> <p>Providing alternatives to touch-based security devices such as keypads.</p> <p>Providing storage for staff/student for clothes and bags.</p> <p>Requesting staff change into work clothing and equipment on-site using appropriate facilities/changing areas, where social distancing and hygiene guidelines can be met</p>	2	4	8	<p>Current access to SGUL areas will be via Grosvenor Wing main entrance, Hunter Wing out of hours door or via the Atkinson Morley link bridge. Those entering via the hospital must wear face coverings</p> <p>Directional flow around the buildings has been introduced and signposted with staircases designated for up or down movement (see Maps)</p> <p>One way system to be on Hunter Wing levels 2, 4, 5 and 6 around central corridors.</p> <p>Individuals must wear face coverings when taking public transport to come on site and also when going to hospital grounds. They must wear face coverings when entering the library, communal/ public walkways (including those leading to the hospital), corridors, teaching laboratories</p> <p>Face coverings is must be worn whilst in the 5th floor teaching labs and rooms. Face coverings must be worn in the library, communal areas including The Street and the university reception. People should follow the information that was sent out in the message of 11.9.2020 about the wearing of face coverings. Further information is available in the - Guidance on face coverings.</p> <p>The use of lifts will be reserved for staff/students who cannot use stairs and for transporting good and materials (Key principles document).</p> <p>Fire exits will not be utilised to provide additional points of access or egress due to maintaining clear fire exit routes and controlling unauthorised access.</p> <p>Hand sanitisers have been made available at access points and within buildings, everyone is encouraged to use these.</p> <p>At St. George’s customer facing services e.g. receptions and service counters will have appropriate queuing arrangements. Staff, students and visitors must respect these arrangements.</p>	completed
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<p>3.2 Moving people around buildings and worksites: To maintain social distancing wherever possible, while people travel through the workplace</p>	5	4	20	<p>Reducing movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas.</p> <p>Restricting access between different areas of a building or site, if possible.</p> <p>As much as possible, keep teams of staff together, and keep teams as small as possible.</p> <p>Introducing more one-way flow through buildings, paying particular attention to long corridors which can be more common in laboratory buildings.</p> <p>Reducing maximum occupancy for lifts, providing hand sanitiser for the operation of lifts and encouraging use of stairs wherever possible.</p> <p>Making sure that people with disabilities are able to access lifts.</p> <p>Regulating use of high traffic areas including corridors, lifts, staircases, turnstiles and walkways to maintain social distancing</p>	2	4	8	<p>Teaching spaces (including lecture theatres) to be set-up in accordance with social distancing guidelines. Occupancy levels to be identified. Offices on Hunter Wing ground floor to be set-up for occupation. Face coverings must be worn in the 5th floor teaching rooms.</p> <p>Where it is not possible to remain 2M apart, staff should work side by side, or facing away from each other, rather than face to face if possible (Social distancing guidance). They must follow the 1M+ mitigations.</p> <p>Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible. (Social distancing guidance/local risk assessment)</p> <p>Staff and students are advised to go straight to their place of works and not linger on-site (key principles document)</p> <p>Using fixed teams or adjusting booking processes to reduce the number of people in Hunter Wing at the same time to avoid overcrowding (see social distancing guideslocal risk assessments).</p> <ul style="list-style-type: none"> · Directional flow around the building will be introduced and signposted with staircases designated for up or down movement see Maps) · The use of lifts will be reserved for staff/students who cannot use stairs and for transporting good and materials (Key principles document). <p>·Staff and students must follow the social distancing guidelines https://www.sgul.ac.uk/news/alerts/return-to-site/personal-safety-and-social-distancingguidance and measures in use for common areas (direction of flow, and area delineation) and not linger in the common/locker/changing areas.</p> <p>(https://www.sgul.ac.uk/news/alerts/return-to-site/personal-safety-and-social-distancing-guidance/face-coverings-and-face-face coverings)</p>	6/7
								Students must follow their course guidelines.	

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3.4 Meetings: To reduce transmission due to face-to-face meetings and maintain social distancing in meetings	5	4	20	<p>Using remote working tools to avoid in-person meetings.</p> <p>Only when absolutely necessary should participants should attend face to face meetings and they must maintain 2m separation throughout.</p> <p>Avoiding transmission during meetings, for example, avoiding sharing pens and other objects.</p> <p>Providing hand sanitisers in meeting rooms.</p>	2	4	8	<p>MS Teams meetings software available for remote meetings</p> <p>Where it is not possible to remain 2m apart, staff should work side by side, or facing away from each other, rather than face to face if possible. (HSE social distancing guidelines). The 1M+ mitigations must be followed.</p> <p>·Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible (social distancing guidelines)</p> <p>Systems in place for ordering hand sanitisers.</p>	completed

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<p>3.5 Common areas : To maintain social distancing 2M while using common areas</p> <p>Modern lab and research buildings are often designed with many common areas to encourage collaboration and networking.</p>	5	4	20	<p>Staggering break times to reduce pressure on breakrooms or places to eat. Make sure that break areas are suitable for consuming food.</p> <p>Using safe outside areas for breaks.</p> <p>Creating additional space by using other parts of the workplace or building that have been freed up by remote working.</p> <p>Installing screens to protect staff in receptions or similar areas.</p> <p>Encouraging workers to bring their own food.</p> <p>Reconfiguring seating and tables to maintain spacing and reduce face-to-face interactions.</p> <p>Regulating use of lockers, changing areas and other facility areas to reduce concurrent usage.</p> <p>Encouraging storage of personal items and clothing in personal storage spaces, for example lockers, during working hours.</p>	3	4	12	<p>Where it is not possible to remain 2m apart, staff stand side by side, or facing away from each other, rather than face to face if possible (social distancing guidelines).</p> <p>Staff and students must comply with the 1M+ mitigations guidance and wear face coverings at all times except when eating and drinking.</p> <p>· Where face-to-face contact is essential, this should be kept to 15 minutes or less wherever possible (social distancing guidelines).</p> <p>Staff encouraged to bring in their own food and drink to work if required. (Key principles document and social distancing guidelines)</p> <p>Many areas in both Jenner and Hunter Wings have small, communal tea points for use by members of staff and research students.</p> <p>To ensure social distancing measures are adhered to, communal tea points must employ a 'one out, one in' procedure, with no more than one person being in the area at any time. In the case of larger tea points floor markings at 2M intervals may be employed to allow for a well-spaced queue within the tea point area.</p> <p>Any individuals who would fall outside the maximum occupancy of a tea point should form a queue in the adjoining corridor, with the start of the queue being set 2M away from the entrance to the tea point area to allow individuals to exit the area whilst maintaining a 2M distance from those who are still queueing. (Key principles document and social distancing guidelines, signage)</p> <p>Toilet facilities across the buildings differ greatly, ranging from single, lockable toilets to larger communal facilities. (Signage and social distancing guidelines).</p>	completed

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3.6 Accidents, security and other incidents: To prioritise safety during incidents.	3	4	12	<p>In an emergency, for example, a chemical spill, fire or break-in, people do not have to stay 2M apart if it would be unsafe.</p> <p>People involved in the provision of assistance to others should pay particular attention to sanitation measures immediately afterwards including washing hands.</p>	3	4	12	<p>Staff and contractors must have COSHH/risk assessment forms in place prior to starting work and make sure they are familiar with spill procedure and location of spill kits for any chemical or biohazards they are using.</p> <p>Emergency procedures (, social distancing guidance, fire evacuation procedure)</p>	completed
4.1 Manage contacts: To minimise the number of unnecessary visits to University premises.	3	4	12	<p>Encouraging visits via remote connection or remote working for visitors where this is an option.</p> <p>Limiting the number of visitors at any one time.</p> <p>Limiting visitor times to a specific time window and restricting access to required visitors only.</p> <p>Determining if schedules for essential services and contractor visits can be revised to reduce interaction and overlap between people, for example, carrying out services at night.</p> <p>Maintaining a record of all visitors, where practical.</p> <p>Revising visitor arrangements to ensure 2M social distancing and hygiene.</p>	2	4	8	<p>Visitors limited to essential services in relation to Estates and Facilities, Teaching Services and Research Operations. Requests via visitor procedures will be reviewed.</p> <p>At St. George's customer facing services e.g. receptions and service counters will have appropriate queuing arrangements. We ask all staff, students and visitors to respect these arrangements</p> <p>Perspex screens have been installed to main reception and Library reception in Hunter Wing and to Site Services counters in Jenner Wing (social distancing guidance). Screens to be installed to reception desks on Hunter Wing level 6.</p> <p>Providing screens (Hunter Wing reception and Site Services or barriers (Hunter Wing main foyer) to separate people from each other. If required additional screens and barriers can be requested via Estates and Facilities.</p>	completed

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4.2 Providing and explaining available guidance: To make sure people understand what they need to do to maintain safety	2	4	8	<p>Providing clear guidance on social distancing and hygiene to people on arrival, for example, signage, visual aids and before arrival, for example, by phone, on the website, by email.</p> <p>Establishing host responsibilities relating to COVID-19 and providing any necessary training for people who act as hosts for visitors.</p> <p>Reviewing entry and exit routes for visitors and contractors to minimise contact with other people.</p> <p>Coordinating and working collaboratively with the NHS Trust, partners (FSCHE) and tenants.</p>	1	4	4	<p>We have provided and staff are expected to read the following documents:</p> <p>HR guidance</p> <p>St. George's Social distancing guidance</p> <p>St. George's Key principles guidance</p> <p>Laboratory Cleaning guidance</p> <p>Face coverings and face masks guidance</p> <p>Signage and plans</p> <p>Covid19 webpages</p> <p>Safety governance includes collaboration with partners and unions.</p> <p>Any concerns regarding safety or breach of social distancing rules can be reported to PI/Line manager/Course Director. Alternatively, individuals can contact SHE office where their concerns will be treated in strict confidence or utilise the whistleblowing procedure https://www.sgul.ac.uk/about/governance/policies/whistleblowing-and-publicinterest-disclosure (Key principles document).</p> <p>Individuals who breach Health and Safety guidance and social distancing rules may be subject to disciplinary procedures which could result in suspension of research activities or access to the site. (Key principles document)</p> <p>Visitors limited to essential services in relation to Estates and Facilities, Teaching Services and Research Operations. Requests via visitor procedures will be reviewed.</p>	completed

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5.1 Before reopening: To make sure that any site or location that has been closed or partially operated is clean and ready to restart, including	4	4	16	<p>Ventilation systems have been checked and are operational.</p> <p>Positive pressure systems and extractors can operate as normal</p> <p>Restarting and testing specialist equipment which may have unused for a longer than usual period of time</p>	3	4	12	<p>Ventilation: Our mechanical ventilation systems will provide our buildings with fresh air and control the environmental conditions. The filters within the mechanical ventilation systems have been cleaned and/or replaced during March and April. All of our mechanical ventilation systems are operational. Mechanical ventilation systems serving unoccupied areas have had their operational duties and times adjusted accordingly. There are some areas within our buildings that are not supported with mechanical ventilation. These areas have openable windows which should be used to aid the circulation of air. Where areas are not supported by either mechanical ventilation or openable windows then consideration should be given to (where practical) opening the doors to these areas and the provision of fans to aid the circulation of air.</p> <p>Chillers: Our chiller plant provides cooling to our building via the circulation of chilled water. The chilled water systems are closed systems which require dosing to ensure chemical levels are within the defined ranges. Our chilled water systems are being maintained in accordance with the relevant guidance.</p> <p>Comfort Cooling systems: These are refrigerant gas-based systems which provide cooling to our buildings. The filters and grills in our comfort cooling systems have been cleaned and replaced where necessary.</p> <p>Lighting Controls: Where practicable lighting control systems will be utilised to minimise the operation of light switches as they are likely to be areas of high contact.</p>	completed

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<p>5.2 Keeping the workplace clean: To keep the workplace clean and prevent transmission by touching contaminated surfaces</p>	4	4	16	<p>Frequent cleaning of work areas and equipment between uses, using your usual cleaning products.</p> <p>Determining the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment</p> <p>Frequent cleaning of objects and surfaces that are touched regularly, such as door handles and testing surfaces and making sure there are adequate safe disposal arrangements</p> <p>Clearing workspaces and removing waste and belongings from the work area at the end of a shift.</p> <p>If you are cleaning after a known or suspected case of COVID-19 you should refer to specific guidance e.g. contacting the UK Test and Trace service.</p>	3	4	12	<p>Cleaning of our buildings is carried out by our cleaning contractor (Churchill). We have introduced revised standards in cleaning and disinfection. Cleaning resources will continue to be amended to ensure cleaning frequency is increased in high priority areas. Some low priority areas may be locked for a period of time to support the redistribution of cleaning resources. Several lecture theatres and teaching spaces have been deep cleaned. Cleaning regimes are listed below:</p> <ul style="list-style-type: none"> • Introduce and maintain advanced cleaning and disinfection standards, such as routine cleaning and disinfecting of high-touch spaces and surfaces per health authority guidelines • Review and prepare plans regarding changes to cleaning scope or any additional services in response to COVID-19 protection • Perform advanced cleaning and disinfection of workspace • Sanitise all workspace areas, including offices, conference rooms, breakrooms, restrooms, and other areas • Place signage in workspace and common areas promoting worker safety through emphasising basic infection prevention measures, including posting hand-washing signs in key areas such as toilets and tea points. • Monitor and review of existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas. • It should be noted that cleaning of Food Retail Outlets will be the responsibility of the tenant (Pret a Manger and Peabodys). 	completed
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<p>5.3 Hygiene – handwashing, sanitation facilities and toilets: To help everyone keep good hygiene through the working day.</p>	4	4	16	<p>Using signs and posters to build awareness of good handwashing technique, the need to increase handwashing frequency, avoid touching your face and to cough or sneeze into a tissue which is binned safely, or into your arm if a tissue is not available.</p> <p>Providing regular reminders and signage to maintain hygiene standards.</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Setting clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.</p> <p>Enhancing cleaning for busy areas.</p>	3	4	12	<p>In all cases, everyone needs to respect good hygiene, making a conscious effort to wash hands effectively. (social distancing guidelines and signage)</p> <p>Frequency of Cleaning: (cleaning guidance and cleaning logs)</p> <p>Communal Areas: Daily: High frequencies touch points (such as light switches and door handles), cleaning and emptying of bins Bi-weekly: Sweeping and mopping of floors Weekly: Cleaning of ledges, skirting and wall fixtures, vision panels in doors</p> <p>Non-Lab Areas: Daily: High frequencies touch points Weekly: Sweep and mop hard floors, vacuum carpets, clean glass in doors, skirtings, window sill and wall fixtures to a height of 6 feet. Clean desk and vacuum chairs.</p> <p>Lab Areas (without access control): Daily: Mop floors, remove stains and spillages. Clean hand basins, High frequency touch points. Weekly: Window sill</p> <p>Please note that lab areas fitted with access control will be cleaned by lab staff. Where required cleaning staff will carry out deep cleaning as directed by the lab staff.</p> <p>Consumables: Where mentioned consumables are not obtainable due to market shortage an alternative should be put in place. Replacement cleaning items: If an area is identified as running low on consumables for cleaning, staff or students should contact the estates helpdesk (estates@sgul.ac.uk) to advise that replenishment is required.</p>	completed
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5.4 Changing rooms and showers: To minimise the risk of transmission in changing rooms and showers.	4	4	16	Where shower and changing facilities are required, setting clear use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. Introducing enhanced cleaning of all facilities regularly during the day and at the end of the day.	3	4	12	See item 5.3 with reference to cleaning.	completed
OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE
5.5 Handling goods, merchandise and other materials, and on-site vehicles: To reduce transmission through contact with objects that come into the workplace and vehicles at the worksite	4	4	16	Cleaning procedures for material and equipment entering the site. Cleaning procedures for the parts of shared equipment touched after each use. Encouraging increased handwashing and introducing more handwashing facilities for workers handling deliveries or providing hand sanitiser where this is not practical. Restricting non-business deliveries, for example, personal deliveries to workers.	3	4	12	New delivery system implemented for Site Services (see separate risk assessment).	completed

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6. Personal Protective Equipment (PPE) and face coverings	3	4	12	<p>Wearing a face covering is mandatory in certain circumstances. The Government's current advice is that people should, where possible, wear a face covering in enclosed spaces where social distancing is not possible and where individuals may come into contact with people they do not normally meet, for instance on public transport or in some shops. (Social distancing guidance)</p> <p>In other areas of St. George's staff and students are required to use PPE (e.g. laboratories and specific teaching areas). In these areas staff/students must follow local risk assessments in the use and disposal/washing of PPE.</p> <p>Face coverings must be worn in the 5th floor teaching laboratories and within the library.</p>	2	4	8	<p>The Government has published guidance on how to make your own face coverings (https://www.gov.uk/government/publications/how-to-wear-and-make-a-cloth-face-covering/how-to-wear-and-make-a-cloth-face-covering). There are also videos available demonstrating how to make a covering, for instance: https://www.youtube.com/watch?v=tPx1yqvJgf4 or https://www.bbc.co.uk/news/uk-52609777</p> <p>Government's official advice on personal protective equipment (PPE), other than face coverings, is that additional PPE beyond what is usually worn in the lab/workplace is not beneficial in managing the risk of Covid-19. This is because Covid-19 is a different type of risk to the risks staff normally face in a workplace, and needs to be managed through social distancing, hygiene and fixed teams or partnering, not through the use of additional PPE.</p> <p>Employers must support their workers in using face coverings safely if they choose to wear one. This means telling workers:</p> <p>Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</p> <p>When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with your hands.</p> <p>Change your face covering if it becomes damp or if you've touched it.</p> <p>Continue to wash your hands regularly.</p> <p>Change and wash your face covering daily</p> <p>If the material is washable, wash in line with manufacturer's instructions. If it's not washable, you should take home and dispose of it carefully in your usual waste.</p>	completed
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								Practice social distancing wherever possible.	
								<p>Disposal of PPE</p> <p>The following regimes will be implemented to manage the disposal of PPE:</p> <ul style="list-style-type: none"> • Provide designated receptacles for used/discarded PPE. These will be labelled. • Review protocols for collecting and disposing of large quantities of potentially contaminated waste (especially if single-use PPE becomes common in the workplace) • After removing PPE, staff and students should wash their hands immediately, adhering to WHO recommendations <p>Some masks / face coverings may be designed for single use only and should be disposed of safely after use in designated receptacles</p> <ul style="list-style-type: none"> • Follow all applicable safety practices, referring to existing regulatory requirements, policies, procedures and risk assessments. 	
OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE

7.1 Shift patterns and working groups: To change the way work is organised to create distinct groups and reduce the number of contacts each worker has.	4	4	16	As far as possible, where staff are split into teams or shift groups, fixing these teams or shift groups so that where contact is unavoidable, this happens between the same people. Identifying areas where people directly pass things to each other, for example, test subject, control units and finding ways to remove direct contact, such as using put-down-pick-up processes.	3	4	12	Reduced numbers of staff and students on-site. Working arrangements of staff and team to be discussed with Line Managers (social distancing guidelines). Local rules and risk assessment to manage the transfer of items between individuals.	completed
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	L	I	RISK SCORE	CONTROL MEASURES	L	I	RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE
7.2 Work-related travel: To avoid unnecessary work travel and keep people safe when they do need to travel between locations				Minimising non-essential travel – consider remote options first. Minimising the number of people travelling together in any one vehicle, using fixed travel partners, increasing ventilation when possible and avoiding sitting face-to-face.				Currently not applicable	
OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE

<p>7.3.1 Communication s and training: To make sure all workers understand COVID-19 related safety procedures</p>	2	4	8	<p>Providing clear, consistent and regular communication to improve understanding and consistency of ways of working.</p> <p>Engaging with workers and worker representatives through existing communication routes to explain and agree any changes in working arrangements.</p> <p>Developing communication and training materials for workers prior to returning to site, especially around new procedures for arrival at work</p>	1	4	4	<p>We have provided and staff are expected to read the following documents:</p> <p>HR guidance</p> <p>St George's Social distancing guidance</p> <p>St George's Key principles guidance</p> <p>Government document – labs and research facilities</p> <p>Health and Safety governance structure in place.</p> <p>Principal's Briefings</p> <p>St. George's News</p> <p>Covid-19 Information for staff webpages</p> <p>H&S webpages Staff</p> <p>e-mail</p> <p>Britsafe Training Modules</p>	completed
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<p>7.3.2 Communication and training: To make sure all workers are kept up to date with how safety measures are being implemented or updated</p>	2	4	8	<p>Ongoing engagement with workers (including through trades unions or employee representative groups) to monitor and understand any unforeseen impacts of changes to working environments.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty.</p> <p>Communicating approaches and operational procedures to suppliers, customers or trade bodies to help their adoption and to share experience</p> <p>Using simple, clear messaging to explain guidelines using images and clear language, with consideration of groups for which English may not be their first language.</p> <p>Using visual communications, for example whiteboards or signage, to explain changes to schedules, breakdowns or materials shortages to reduce the need for face-to-face communications.</p>	1	4	4	<p>Staff are expected to read the following documents:</p> <p>HR guidance</p> <p>St George's Social distancing guidance</p> <p>St George's Key principles guidance</p> <p>During the current lock-down period our maintenance contractor has continued to maintain our fire alarm systems (including testing) in accordance with the relevant guidance. Estates and Facilities will utilise information from our access control systems to assist with accounting for occupants following a fire evacuation. Therefore, upon activation of a fire alarm it is critical that occupants leave the building via the nearest fire exit and congregate at a suitable muster point. Fire Emergency Evacuation Procedures may need to be amended to account for social distancing recommendations.</p> <p>Line Managers and staff should use this opportunity to review online health and safety training records via Britsafe to ensure that all staff have completed the following training/assessment modules:</p> <p>Fire Safety Personal Safety General Health, Safety and Environmental Awareness Display Screen Equipment Risk Assessment</p>	31/7
OBJECTIVE	L	I	RISK SCORE	CONTROL MEASURES	L	I	RISK SCORE	FURTHER MITIGATING ACTIONS	

<p>8. Inbound and outbound goods: To maintain social distancing and avoid surface transmission when goods enter or leave site</p>	4	4	16	<p>Revising pick-up and drop-off collection points, procedures, signage and markings.</p> <p>Minimising unnecessary contact at security and delivery areas</p> <p>Considering methods to reduce frequency of deliveries, for example by ordering larger quantities less often</p> <p>Where possible and safe, having single workers load or unload vehicles.</p> <p>Where possible, using the same pairs of people for loads where more than one is needed.</p> <p>Enabling drivers to access welfare facilities when required, consistent with other guidance</p> <p>Encouraging drivers to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-aways.</p>	3	4	12	<p>New delivery system implemented for Site Services (see separate risk assessment).</p>	
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Guidance on the 1M+ Mitigation

The main objective during the pandemic is for people to work at a distance 2M from each other. If people cannot work at a 2M distance they should work using the 1M+ guidance. This means 1M with mitigation not a 1+M distance.

The mitigations are

- Keeping the activity time involved as short as possible – (For those in labs - People should remain at a socially distanced 2M during periods where they are between steps in protocols e.g. electrophoresis, western or southern blotting, ELISA, HPLC analysis, tissue culture, etc. Once experiments have been concluded people should aim to leave the site as soon as possible. Data analysis should preferably be undertaken at home.)
- Using screens or barriers to separate people from each other
- using back-to-back or side-to-side working (rather than face-to-face) whenever possible
- Reducing the number of people each person has contact with by using 'fixed teams or partnering' (so each person works with only a few others)

- Increasing the frequency of hand washing and surface cleaning
Where the social distancing guidelines cannot be followed in full, even through redesigning a particular activity, businesses should consider whether that activity needs to continue for the business to operate, and if so, take all the mitigating actions possible to reduce the risk of transmission between staff.

Further Information can be obtained from

[HSE Working safely during the coronavirus \(COVID-19\) outbreak](#)

[HSE Social Distancing](#)

[Reopen your business safely during coronavirus \(COVID-19\)](#)

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/labs-and-research-facilities>

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses#social-distancing-on-campus>

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres>

[Returning to the St. George's, University of London site](#)
[NHS When to self-isolate and what to do.](#)

[Advice for people at high risk from coronavirus \(shielding\)](#)

[Coronavirus \(COVID-19\)](#)