

## Workplace COVID-19 Secure Environment Risk Assessment

### 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

<b>INSTITUTE:</b>	St George's University of London	<b>TITLE:</b>	St George's, University of London workplace risk assessment for responding to Covid-19 and Easing of National Restrictions	<b>ASSESSMENT DATE:</b>	27.09.2021
				<b>REVIEW DATE:</b>	18.01.2022
<b>VERSION:</b>	13	<b>LOCATION:</b>	Hunter and Jenner Wing	<b>COMPLETED BY:</b>	D. Baines/ H. Brora
				<b>APPROVED BY:</b>	SMC

<b>KEY OBJECTIVE</b>	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, 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. From December 2021 in line with the Higher Education COVID-19 Operational Guidance for Higher Education there is no requirement for social distancing however other measures do apply.
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		<p><a href="https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance">https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance</a></p> <p>As a HE provider we should identify and put in place appropriate plans, in line with government guidance based on our individual circumstances.</p> <p>The Government guidelines informs that we are expected to continue to deliver face-to-face teaching and staff can continue to attend work as necessary to deliver this. For other staff, there is a recommendation to work from home if possible.</p>
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OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES Key Principles	L	S	RESIDUAL RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE
1.0 – Reducing the risk of spreading Covid1-19.	4	4	16	<p>In every workplace, all occupied offices, lecture theatres and all rooms associated with meetings and teaching activities there will be suitable and adequate ventilation to ensure appropriate levels of fresh air input reducing opportunity for airborne covid infection.</p> <p>St George’s is unique in its position as a well-respected healthcare University that shares its site with St George’s NHS Trust. This means we have students, staff, NHS staff, hospital patients and the public sharing some of our common areas and some of our staff and students also working on the NHS site. We all have a responsibility to reduce transmission of Covid 19 on site where possible, particularly when cases are expected to rise during the winter months.</p> <p>Currently planned in person teaching, supervision, research projects and assessments will continue on campus. All roles and activities to support the above will have access to the campus.</p> <p>If your role can be delivered effectively from home, you should work remotely in line with</p>	3	4	12	<p>Current government guidance can be found at:</p> <p><a href="http://gov.uk/coronavirus">gov.uk/coronavirus</a></p> <p>Covid protocols for Return to SGUL site can be found at:</p> <p><a href="https://www.sgul.ac.uk/about/covid-19/return-to-site">https://www.sgul.ac.uk/about/covid-19/return-to-site</a></p>	Continuous monitoring

		<p>national guidelines, but you must have agreement from your line manager.</p> <p><b>Additional Measures</b> We will continue to identify and implement the range of measures required to comply with government guidance for safe workplaces, based on an assessment of the risks and requirements of each environment. Adhering to infection prevention measures will help stop the spread of COVID-19 and other respiratory illnesses, including influenza. This includes (but is not limited to): Wearing of type II face masks in all communal areas, including in lecture theatres and teaching rooms on the University or hospital site, as well as in the offices, Library and in clinical and laboratory settings</p> <ul style="list-style-type: none"> <li>• minimising contact with any individuals who are required to self-isolate by ensuring they do not attend the campus – <i>attach link to updated covid positive and covid positive contact flow chart.</i></li> <li>• ensuring everyone is advised to clean their hands thoroughly and more frequently</li> <li>• ensuring good respiratory hygiene for everyone by promoting the 'catch it, bin it, kill it' approach</li> </ul> <p><b>Covid-19 Vaccination</b> SGUL continue to encourage students to take up the offer of both doses of the vaccine, and the booster jab as soon as they become eligible.</p> <p><b>Student Travel and Transport for Students Arriving from within the UK</b></p>			
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		<p>SGUL communicate travel guidance to all students, including how to help reduce the spread of COVID-19 by following the <a href="#">“Coronavirus (COVID-19): safer travel guidance for passengers.”</a></p> <p><b>Lecture Theatres, Teaching Rooms.</b> Type II masks are mandatory in communal areas, including in lecture theatres and teaching rooms on the University or hospital site, as well as in the Library and in clinical and laboratory settings. In order to support accessibility and inclusivity we recommend that lecturers remove their own mask when they are lecturing/teaching if they are at a 2m distance from students.</p> <p><b>Research Laboratories</b> Type II masks are mandatory in communal areas, including research laboratories unless alternative PPE is specified in local rules, or local risk assessment. In order to support accessibility and inclusivity supervisors can remove their own mask when they are teaching if they are at a 2m distance from students. Work areas should be cleaned regularly before and after use.</p> <p><b>Meetings</b> Face to face meetings may continue however, attendees must wear face masks and only remove if talking. Where appropriate meetings should take place on Teams. When hosting meetings, you should not exceed guidance for the room capacity. Capacity may</p>		<p>Amended covid positive and covid positive contact flow chart accordingly.</p> <p>It is suggested that, where possible, social distancing is practiced to reduce transmission of virus.</p> <p>Where possible, if face to face meetings are required, work teams/individuals consider alternate attendance to limit transmission, infection and isolation within work team.</p> <p>It is suggested that, where possible, social distancing is practiced to reduce transmission of virus.</p> <p>Where possible, if face to face meetings are required, work teams/individuals consider alternate attendance to limit transmission, infection and isolation within work team.</p>	
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		<p>depend on windows being open for additional ventilation.</p> <p><b>Offices</b> Type II masks are mandatory in offices occupied by more than one person. If there is space available, staff may be more comfortable working back-to-back or side-by-side rather than face-to-face. We also request that staff clean any shared desk before and after use.</p> <p><b>Occupancy levels</b> For all meeting/ teaching rooms and lecture theatres the occupancy levels based on available ventilation will be provided at the access point to the room. For communal offices the maximum number based on ventilation will be provided at access points to the areas. We will continue to monitor our position on face masks, informed by Government and public health guidance.</p> <p>Cleaning of our buildings is carried out by our cleaning contractor (Churchill). We have standards in cleaning and disinfection. Cleaning resources will continue to be amended to ensure cleaning frequency is increased in high priority areas. Cleaning regimes are listed below:</p> <ul style="list-style-type: none"> <li>• Maintain cleaning and disinfection standards, such as routine cleaning and disinfecting of high-touch spaces and surfaces.</li> </ul>			<p>It is suggested that, where possible, social distancing is practiced to reduce transmission of virus.</p> <p>Where possible, if face to face meetings are required, work teams/individuals consider alternate attendance to limit transmission, infection and isolation within work team.</p> <p>It is suggested that, where possible, social distancing is practiced to reduce transmission of virus.</p> <p>Where possible, if face to face meetings are required, work teams/individuals consider alternate attendance to limit transmission, infection and isolation within work team.</p>	
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		<ul style="list-style-type: none"> <li>• Review and prepare plans regarding changes to cleaning scope or any additional services in response to COVID-19 protection</li> <li>• Sanitise all workspace areas, including offices, conference rooms, breakrooms, restrooms, and other areas as per cleaning programme.</li> <li>• 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.</li> <li>• Monitor and review of existing cleaning guidelines and adjust or enhance as needed for cleaning paths of travel and high touch areas.</li> </ul> <p>It should be noted that cleaning of Food Retail Outlets will be the responsibility of the tenant (Pret a Manger and Peabody's). Frequency of Cleaning: (cleaning guidance and cleaning logs)</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• Non-Lab Areas: Daily: High frequencies touch points Weekly: Sweep and mop hard floors, vacuum carpets, clean glass in doors, skirtings, window</li> </ul>		
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		<p>sill and wall fixtures to a height of 6 feet. Clean desk and vacuum chairs.</p> <p>Lab areas have their own risk assessments and local rules which include Covid-19 guidance.</p> <ul style="list-style-type: none"> <li>• Office areas are hoovered regularly but individuals are responsible for desks .</li> </ul> <p>Where required cleaning staff will carry out deep cleaning as directed by the lab staff.</p> <ul style="list-style-type: none"> <li>• Consumables: Replacement cleaning items: If an area is identified as running low on consumables for cleaning, staff or students should contact the estates helpdesk (<a href="mailto:estates@sgul.ac.uk">estates@sgul.ac.uk</a>) to advise that replenishment is required.</li> </ul> <p>Cleaning of desk area of communal office areas is undertaken by user after use.</p> <p>Signage is displayed to remind persons of the need to wash hands and / or sanitise.</p> <p>Providing regular reminders and signage to maintain hygiene standards. (see appendix 1)</p> <p>Providing <a href="#">hand sanitiser</a> in multiple locations in addition to washrooms.</p> <p>The university has 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 <a href="#">Test and Trace</a> service and communicating with the local PHE Health</p>			
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				<p>Protection Team and the NHS <a href="#">Test and Trace</a> service.</p> <p>The University has a LFD collect facility on site which is accessible to Staff and Students in accordance with Government guidelines (<a href="#">Twice Weekly Testing</a>)</p> <p>The University continue to encourage all students and staff to be fully vaccinated against covid-19.</p> <p>The University has developed a procedure for all students and staff to follow generally in line with HE government guidance dated January 2022 for anybody who has been in close contact with a Covid positive person or is living in the same household as a Covid positive person.</p> <p>See use of face masks in common areas detailed above.</p>			
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3.0 Clinically vulnerable and clinically extremely vulnerable individuals.	2	4	8	<p>As per the latest Government guidelines there is now no requirement for CV and CEV persons to isolate/shield unless their GP requires this as part of their specific condition.</p> <p>All CV and CEV have been given the opportunity of being vaccinated. In this respect the likelihood of significant issues as a result of catching covid are reduced.</p> <p>People previously considered to be particularly vulnerable, clinically extremely vulnerable (CEV), and high or higher-risk are not being advised to shield again. Anyone previously identified as being in one of these groups is advised to continue to follow the guidance contained in Coronavirus: "how to stay safe and help prevent the spread."</p>	1	4	4	<p>Communications with staff via St. George's News, Mental Health awareness week, SHE webpages and <a href="#">HR guidance</a></p> <p>Clinically vulnerable individuals, may continue to attend education/work but should take extra care if they come on site and may complete an individual risk assessment if required. See govt guidance below.  <a href="https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19">https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19</a></p> <p>Line mangers to seek further guidance as required.</p>	completed
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				<p><a href="https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do">https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</a></p> <p>In some circumstances, staff may have received personal advice from their specialist or clinician on additional precautions to take and they should continue to follow that advice.</p> <p>Whilst individual risk assessments are not required, employees are expected to discuss and raise any concerns if they have previously been considered CEV, with their line manager.</p> <p>Government guidance as of 11.08.2021 indicates that clinically extremely vulnerable people no longer need to shield, and should follow <a href="#">general COVID-19 restrictions which apply to everyone</a>. (HR guidance )</p>					
4.0 Communicating the SGUL Covid arrangements to all staff, students and visitors. message to all staff students and visitors.	2	4	8	<p><b>Communications</b></p> <p>SGUL will continue have communications strategies for students and staff, which will include principles such as:</p> <ul style="list-style-type: none"> <li>• encourage students to take up the offer of both doses of the coronavirus vaccine, and the booster jab as soon as they are eligible</li> <li>• encourage all students and staff to participate in the testing programme</li> <li>• encourage students, including international students, to register with a GP local to their university as soon as possible after arriving</li> <li>• do not assume that everyone understands any official guidelines</li> <li>• ensure the rationale for behaviours and protective measures is understood</li> <li>• encourage an atmosphere within their institution that supports actions people can take to keep themselves and others safe</li> <li>• maintain consistent messaging and guidance</li> </ul>	1	4	4	<p>Guidance provided on <a href="#">Test and Trace</a> processes at St George's University</p>	completed

			<ul style="list-style-type: none"><li>• consider the range of cultural backgrounds when developing communications and plans</li></ul> <p>Communicating the message of what arrangements are in place and SGUL instructions re Covid requirements are sent out via comms to all Staff and Students.</p> <p>Hosts of all visitors to SGUL should provide the guests with Covid arrangements and protocols in place prior to them attending where possible.</p>				
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<p>5.0- Equality within the workplace: To treat everyone in your workplace equally.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<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>	<p>1</p>	<p>4</p>	<p>4</p>	<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><a href="#">HR guidance</a></p> <p>Supporting <a href="#">Test and Trace</a> at St George's</p>	<p>completed</p>
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6.0 Working from home or at SGUL premises.	4	4	16	<p>If you are working from home ensure you have the equipment you need eg. Computer, phone, video conferencing facilities and appropriate home workstations.</p> <p>It is a requirement for all staff to carry out a DSE assessment if they use DSE in the office and / or at home when if they work from home. Therefore staff who work in SGUL and at home will be required to undertake two DSE assessments.</p> <p>Line management should keep in regular contact with staff working from home to discuss their wellbeing.</p>	2	3	6	<p>Guidance produced for working at home via <a href="#">Covid 19 webpage</a></p> <p>Read our <a href="#">guidance for working from home</a>, including accessing your apps, documents and St. George's IT systems.</p> <p>Follow our <a href="#">checklist for ensuring your workstation is set up correctly at home</a>.</p> <p>DSE assessments for working from home should be undertaken using the DSE assessment on the web page the link is: <a href="https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/Display-Screen-Equipment-Self-Assessment-Checklist-2019.docx">https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/Display-Screen-Equipment-Self-Assessment-Checklist-2019.docx</a></p> <p>Staff to undertake DSE risk assessments and Managers to verify.</p> <p>Note: DSE Assessments for on campus workstations to continue as normal using the Britsafe platform.</p>	ongoing
7.0 Pregnant Workers	2	4		<p>Line managers will need to follow this specific guidance for pregnant employees. COVID-19 vaccination: "guide for women of childbearing age, pregnant or breastfeeding"<a href="https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees">https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees</a> contains further advice on vaccination. Workplace risk assessments should already consider any risks to female employees of childbearing age and, in particular, risks to new and expectant mothers.</p>					

OBJECTIVE	L	S	RISK SCORE	CONTROL MEASURES	L	S	RESIDUAL RISK SCORE	FURTHER MITIGATING ACTIONS	TARGET DATE
7.0 – Travel to and from the workplace.			n/a	All staff and students to follow latest government guidelines for travelling.			n/a		

## Face Masks and Face Coverings

### **Face coverings**

In the context of the coronavirus (COVID-19) outbreak, a face covering is something which safely covers the nose and mouth. You can buy reusable or single-use face coverings. You may also use a scarf, bandana, religious garment or hand-made cloth covering but these must securely fit round the side of the [face](#). Face coverings intended for use by the general public are not PPE or medical devices. As such they do not carry a CE mark and should not be sold or donated as [PPE or medical devices](#).

**Type II Surgical (medical) face masks (recommended)** These are mainly designed to be worn in medical settings to limit the spread of infection. They are resistant to droplets of fluids and splashes. These masks are manufactured to a recognised standard. They must meet the design and safety requirements of the Medical Device Regulations (MDD/MDR) and be CE marked before you can sell them in the [UK](#).

### **Face masks as personal protective equipment (PPE)**

For some specific activities on site, face masks are required as personal protective equipment and need to meet the [regulations covering PPE products](#). They will need a notified body to verify the relevant requirements are met. They are not [medical devices](#). Where PPE is required, the type of face mask will be delineated in the SOP/ local rules /risk assessment associated with the activity.

### **Visors**

There is no clear evidence of the effectiveness of visors in preventing aerosol transmission. They are designed as additional protection to prevent droplet transmission and not as a single barrier to aerosols

## **Further notes on Covid-19 mitigation measures**

These include:

- Using a face mask
- Keeping the activity time involved as short as possible – (For those in labs – It is recommended that people should wear a face mask unless this contradicts local rules or protocol risk assessment) Data analysis can be undertaken at home where 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 social distancing is practiced, where possible, to reduce transmission of virus. If attendance on site/face to face meetings are required, work teams/individuals consider alternate attendance to limit transmission, infection and isolation within work team,
- Increasing the frequency of hand washing and surface cleaning

## **Further Information can be obtained from:**

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



[HSE Social Distancing](#)

<https://www.gov.uk/guidance/working-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>

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

# Hand-washing technique with soap and water



Figure 1 - NHS hand-washing technique with soap and water

