

Workplace Generic 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

INSTITUTE:	St George's University of London	TITLE:	St George's, University of London workplace risk assessment for responding to Covid-19 and Easing of National Restrictions	ASSESSMENT DATE:	27.09.2021
				REVIEW DATE:	03.03.2022
VERSION:	14	LOCATION:	Hunter and Jenner Wing	COMPLETED BY:	D. Baines/ H. Brora
				APPROVED BY:	SMC

KEY OBJECTIVE	That all employers carry out a living with 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 February 2022 in line with the Higher Education COVID-19 Operational Guidance for Higher Education, Covid-19 continues to be a virus that we learn to live with and the imperative is to reduce the disruption to education. In this respect HE providers should note that there are no COVID restrictions that apply to Higher
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		<p>Education. Risk assessments by HE providers should take account of the approach to managing the virus in wider society.</p> <p>In line with all other settings, HE providers should continue to conduct risk assessments for their particular circumstances. They should implement sensible and proportionate control measures which follow the health and safety hierarchy of controls to reduce the risk to the lowest reasonably practicable level.</p> <p>https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance</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.</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 and other viruses on site where possible.</p> <p>Planned in person teaching, supervision, research projects and assessments will continue on campus as normal.</p> <p>Additional Measures We will continue to identify and implement the range of measures required to comply with</p>	3	4	12	<p>Current government guidance can be found at: gov.uk/coronavirus</p> <p>Covid protocols for Return to SGUL site can be found at: https://www.sgul.ac.uk/about/covid-19/return-to-site</p>	Continuous monitoring

		<p>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 and colds.</p> <p>This includes (but is not limited to):</p> <p>Face Coverings</p> <p>Government guidance advises that face masks should be worn in crowded and enclosed spaces where you may come into contact with other people you do not normally meet. Given our co-location with the hospital, where patients and staff must continue to wear face coverings, we are continuing to strongly recommend that staff and students wear Type II face masks in communal and crowded areas on site, to keep the community safe. This may include the library, lecture theatres and teaching rooms, as well as in clinical and laboratory settings.</p> <p>Masks are available at University reception and from the Library.</p> <p>For the purposes of accessibility and educational clarity, lecturers are encouraged to remove their mask whilst teaching if they wish and may also invite students to do so. Do continue to wear a mask if you feel more comfortable doing so.</p> <p>If individuals test positive or have symptoms of either Covid-19, colds or flu, they are asked not to come onto site. If they are a close contact of someone who tests positive for Covid-19, we would advise them to undertake a Lateral Flow Device (LFD) test before returning to site.</p> <p>We are no longer providing LFD tests on campus but you can still get packs from the government website or 'Pharmacy Collect'.</p>			<p>Link to Gov guidance on what to do if you have symptoms or are a close contact of someone with Covid 19. https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts/covid-19-people-with-covid-19-and-their-contacts</p>	
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		<ul style="list-style-type: none"> • ensuring everyone is advised to clean their hands thoroughly and more frequently • ensuring good respiratory hygiene for everyone by promoting the ‘catch it, bin it, kill it’ approach <p>Covid-19 Vaccination SGUL continue to encourage staff and students to get vaccinated against Covid 19 and influenza. Covid-19 vaccination is available at from the hospital vaccination clinic. Boosters can be accessed by appointment.</p> <p>Student Travel and Transport for Students Arriving from within the UK SGUL communicate travel guidance to all students, including how to help reduce the spread of COVID-19 by following the “Coronavirus (COVID-19): safer travel guidance for passengers.” https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</p> <p>Lecture Theatres, Teaching Rooms. It is strongly recommended that staff and students wear Type II face masks in communal and crowded areas on site. This may include the library, lecture theatres and teaching rooms, as well as 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.</p> <p>Research Laboratories Type II masks are strongly recommended in communal and crowded areas, including research</p>			
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		<p>laboratories unless alternative PPE is specified in local rules, or local risk assessment.</p> <p>In order to support accessibility and inclusivity supervisors can remove their own mask when they are teaching.</p> <p>Work areas should be cleaned regularly before and after use.</p> <p>Meetings Face to face meetings may continue however, when hosting meetings, you should consider guidance for the room capacity. Capacity may depend on windows being open for additional ventilation. If rooms are crowded wearing of Type II masks is recommended.</p> <p>Offices Type II masks are no longer mandatory in offices however, do continue to wear a mask if you feel more comfortable doing so. 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>Occupancy levels 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>				
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		<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"> • Maintain cleaning and disinfection standards, such as routine cleaning and disinfecting of high-touch spaces and surfaces. • Review and prepare plans regarding changes to cleaning scope or any additional services in response to COVID-19 protection • Sanitise all workspace areas, including offices, conference rooms, breakrooms, restrooms, and other areas as per cleaning programme. • 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. <p>It should be noted that cleaning of Food Retail Outlets will be the responsibility of the tenant (Pret a Manger and Peabody's).</p> <p>Frequency of Cleaning: (cleaning guidance and cleaning logs)</p>				
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		<ul style="list-style-type: none"> • 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 • 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>Lab areas have their own risk assessments and local rules which include Covid-19 guidance.</p> <ul style="list-style-type: none"> • Office areas are hoovered regularly but individuals are responsible for desks . <p>Where required cleaning staff will carry out deep cleaning as directed by the lab staff.</p> <ul style="list-style-type: none"> • Consumables: 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>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>			
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		<p>Providing regular reminders and signage to maintain hygiene standards. (see appendix 1)</p> <p>Providing hand sanitiser in multiple locations in addition to washrooms.</p> <p>Staff, students and visitors should not come onto site if symptomatic or tested positive. Please follow government guidance on links below.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/testing/regular-rapid-coronavirus-tests-if-you-do-not-have-symptoms/</p> <p>Note: Students on placement must follow the rules and protocol of the placement provider.</p> <p>The University continue to encourage all students and staff to be fully vaccinated against covid-19 and flu.</p> <p>When an individual develops COVID-19 symptoms or has a positive test</p> <p>Students and staff should not come on to site and should follow public health advice on https://www.gov.uk/government/publications/covid-19-people-with-covid-19-and-their-contacts if they have COVID-19 symptoms</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/.</p> <p>Staff sickness absence should be reported to via MyWorkplace, and students should contact their course teams.</p>			
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<p>3.0 Clinically vulnerable and clinically extremely vulnerable individuals.</p>	<p>2</p>	<p>4</p>	<p>8</p>	<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."- https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do</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 general COVID-19 restrictions which apply to everyone. (HR guidance)</p>	<p>1</p>	<p>4</p>	<p>4</p>	<p>Communications with staff via St. George's News, Mental Health awareness week, SHE webpages and HR guidance</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. 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</p> <p>Line mangers to seek further guidance as required.</p>	<p>completed</p>
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<p>4.0 Communicating the SGUL Covid arrangements to all staff, students and visitors. message to all staff students and visitors.</p>	2	4	8	<p>Communications SGUL will continue to have communications strategies for students and staff, which will include principles such as:</p> <ul style="list-style-type: none"> • encourage students to take up the offer of both doses of the coronavirus vaccine, and the booster jab as soon as they are eligible • encourage all students and staff to participate in the testing programme • encourage students, including international students, to register with a GP local to their university as soon as possible after arriving • do not assume that everyone understands any official guidelines • ensure the rationale for behaviours and protective measures is understood • encourage an atmosphere within their institution that supports actions people can take to keep themselves and others safe • maintain consistent messaging and guidance • consider the range of cultural backgrounds when developing communications and plans <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. Hosts of all visitors to SGUL should provide the guests with Covid arrangements and protocols in place prior to them attending where possible.</p>	1	4	4		completed
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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>HR guidance</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 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 should be undertaken using the DSE assessment on the web page the link is: https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/documents/Display-Screen-Equipment-Self-Assessment-Checklist-2019.docx</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"https://www.gov.uk/government/publications/coronavirus-covid-19-advice-for-pregnant-employees/coronavirus-covid-19-advice-for-pregnant-employees 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-campus/higher-education-reopening-buildings-and-campus#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

