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| **Company Name:** | Bishop Grosseteste University |  | |
| **Assessment Conducted by** | E Cairns, H&S Officer |  | |
| **Date of assessment** | 14/06/2022 | Review Date: | Bi-monthly (or as and when required) |

**Risk Summary – LOW RISK**

NHS data show strong evidence that the vaccine reduces risks of being infected (however does not eliminate it), provides significant protection against the worse effects of COVID-19, and reduces virus spread, in that an infected vaccinated person is 3 times less likely to pass on the virus than an unvaccinated person due to a reduced viral load.

**Updated national guidance** *(further information on* [*Gov.UK Coronavirus restrictions*](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)*)*

Government advice as we adjust to living with Covid

1. Get vaccinated.
2. Let fresh air in if meeting others indoors.
3. Practise good hygiene:
   * wash your hands
   * cover your coughs and sneezes
   * clean your surroundings frequently
4. Wear a face covering or a face mask.

It is the policy of BGU that we encourage that you still wear a facemask if you are concerned about catching Covid or if asked to do so by a person who may potentially be vulnerable. All Government restrictions relating to Covid have now been removed but BGU ask you to use a safety-first approach and carry out the recommendations listed by Government above.

Face covering are generally defined as a cloth or paper mask which covers the mouth and nose, or a visor which covers the whole face. FFP2 and FN95 facemasks are available from Hardy, CELT and Library Receptions should you require one.

**General COVID Controls**

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| --- | --- |
| Engineering Controls | * Vaccination against COVID – Encouraging uptake. * Perspex barriers at reception areas * Mechanical ventilation systems installed in many teachings spaces * Cashless payment systems and touchless key card entries. |
| Administrative Controls | * Consolidated guidance for covid safety measures in our [Working Together](https://www.bishopg.ac.uk/workingtogether) webpage, regular messaging by email and on the portal. * Ventilation guidance within each teaching space * Mechanical ventilation maintained and set to maximise air change * Hand Sanitiser stations at entry to each building. * COVID warning and instruction signage on main doors and around the campus * We ask you do not attend classes or work if you have symptoms of Covid |
| PPE Controls | * Face covering can be worn should you feel it is neccessary * Spare cloth, FN95 and FFP2 face masks available at Hardy, CELT and Library Receptions should you require one |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **General Hazards**  Contracting or spreading COVID within BGU | Students, staff, Contractors and Visitors. particularly persons unvaccinated  Primary route of transmission is inhalation of exhaled droplets when in close contact with infected person.  Effects may be asymptomatic with 1-3 experiencing no symptoms.  Majority experience short term minor illness.  A small percentage of people experience serious/ potentially life threating condition.  Some individuals may develop a debilitating chronic condition known as “long covid” | * Face covering can be worn if required * [Working Together](https://www.bishopg.ac.uk/workingtogether) webpage to consolidate covid rules and procedures. * Perspex screens at reception areas. * Ventilation plans for indoors spaces – mechanical or windows open, as per the ventilation guide. * Hand sanitizer at building entry points. * Shared spaces cleaned & sanitised. * Encourage good hand hygiene - posters and notifications. | Should an outbreak occur Information to follow | H&S Officer  Reception/ Estates  Line Managers.  HR/ Line Managers | In place – Ongoing |
| **Staff Return to Work**  Returning to work and spreading covid in BGU | Office staff, or persons who work in large groups indoors.  Close proximity to others may increase potential for cross contamination | High-Risk, Staff should return to work; however, they can maintain general COVID controls when in shared spaces with persons they would not normally meet i.e.   * Wear face covering if they feel it is required * Library, Reception, CELT distribution points for FFP2, FN95 and cloth facemasks. * Managers to re-orientate staff on return to explain covid controls * Managers in the first instance to deal with staff who may be stressed and anxious about return, otherwise HR/HSO to advise * Union enquiries may be directed to HSO if not solved at a local level * FFP2, FN95 and cloth Facemasks to be provided where required. * Do not return if you have Covid symptoms | Individual COVID RA may be required for COVID vulnerable persons. | HR/ Line Managers, H&S Officer |  |
| **Student Return to Campus**  Students returning to campus and spreading covid | Students returning to campus after breaks.  May lead to localised outbreaks of covid, with associated illness of isolation requirements. | * Encouraged all BGU community to get vaccinated. * Regular reminders by email, portal and [Working Together](https://www.bishopg.ac.uk/workingtogether) webpage: * Do not return if you have symptoms of Covid |  | Comms team  HSO | Ongoing |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
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| **Persons in high-risk category**  High-Risk group catching covid and becoming seriously ill | Persons who are HIGH risk category due to job role, covid age and local infection prevalence  Contracting COVID may lead to serious illness, long term side effects or death. | Staff   * If high risk due to work role:   + If possible, change work practice to eliminate regular face to face with multiple contacts and/ or   + Move employee to a role which does not include face to face with multiple contacts.   + Reasonable adjustments to be made where possible. * If risk cannot be reduced, work from home if possible * Program lead to implement remote learning protocol, or discus deferment options with student. | Support from H&S Officer in assessing control measures | Line managers/ Program Leads  H&S Officer to advise | Ongoing assessment |
| **Contractors & Visitors**  External workers or visitors spreading COVID at BGU | Students, staff, BG Futures Tenants, Contractors and Visitors  Contractors/ visitors working on multiple sites may have a greater risk of contracting and passing on Covid. | * Wear face coverings when in indoor spaces if you feel you require it * Do not attend BGU if experiencing covid symptoms |  | All staff who coordinate visits  Estates  H&S Officer | In place – ongoing |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **External Visits & Field Trips - UK** | Participants may contract covid, or unvaccinated be a close contact during the trip and be forced to isolate | * Confirm COVID requirements at destination * Face coverings to be worn when traveling if you feel it is required * Be prepared to isolate and return participant home |  | Group Leader | Prior to event |
| **External Visits & Field Trips - International** | Participants may contract covid, or unvaccinated be a close contact during the trip and be forced to isolate or seek medical attention. | * To be reviewed when international travel at BGU resumes | Confirm passport is valid – check [HERE](https://www.gov.uk/check-a-passport-travel-europe) | Group Leader | Prior to event |
| **Large Events – Onsite at BGU** | Participants may catch covid from being in close contact with others, particularly in enclosed environments | * Conduct event Risk Assessment * Participants to wear face coverings indoors if they feel it is required, * Hold events outdoors where practical * Avoid using rooms with limited ventilation, as per ventilation guidance [Ventilation Assessment](https://studentbishopgac.sharepoint.com/:x:/r/sites/BGUDocs/healthsafety/COVID-19/211015_Room%20Ventilation%20Assessment1.xlsx?d=w6bb52ca770d245b1a2bd80e3e4dc4b45&csf=1&web=1&e=d2LxAK) |  |  | Prior to event |
| **Large Events - Offsite** | Participants may catch covid from being in close contact with others, particularly in enclosed environments | * Conduct event Risk Assessment * Wear face coverings indoors if you feel it is required |  |  | Prior to event |
| **Ventilation**  Working in a poorly ventilated space | Students & staff.  Working within a poorly ventilated space increases the spread of airborne infection | Classrooms and Offices – see [Ventilation Assessment](https://studentbishopgac.sharepoint.com/:x:/r/sites/BGUDocs/healthsafety/COVID-19/211015_Room%20Ventilation%20Assessment1.xlsx?d=w6bb52ca770d245b1a2bd80e3e4dc4b45&csf=1&web=1&e=d2LxAK)   * Teaching spaces individually assessed and have their own specific guidance and risk rating. * Naturally ventilated spaces:   + Tutors/ users ensure windows are open if required   + CO2 monitoring of High-risk spaces. * Mechanical ventilation systems - Estates to maintain.   Vehicles:   * + Ventilation systems set to fresh air extraction | Estates & H&S Officer to monitor effectiveness of controls  Heating to be switched on early to mitigate cold due to open windows | Estates to check ventilation systems | In place – Ongoing |
| **Accommodation**  Contracting or spreading COVID in student residential areas | Students, staff, BG Futures Tenants, Contractors and Visitors.  Transmission of Covid-19 by people being in proximity | * Wearing of face coverings if you feel it is required whilst transiting building * Signage to remind students of ongoing hazards * Isolation protocols established in event of outbreak | Regular reminders through home page & emails from estates | Facilities,  H&S Officer | In place – Ongoing |
| **Teaching Spaces**  Contracting or spreading COVID in Teaching Spaces. | Students & Tutors  Close proximity of persons in an enclosed space for a prolonged period | * Staff/ Students to wear face coverings if they feel it is required * Follow Air quality controls shown in ventilation risk assessment – Available in each space |  | signage is in position.  H&S Officer to monitor | In place – ongoing |
| **Reception** **Areas**  Contracting or spreading COVID in Reception & face-to-face contact areas. | Reception, Library, CELT & catering, gym staff  High numbers of different contractors increase the risks of Covid transmitting | * Clear Plexiglas screens may remain in place. * Regular cleaning and sanitation of touch surfaces * Contactless payment methods instead of cash | H&S Officer to monitor | Reception staff | In place – ongoing |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Library**  Contracting or spreading COVID | Students, staff, visitors  Cross infection due to close proximity of others | * Masks can be worn in the building if you feel it is required * Sanitation provided when entering the building. * Daily sanitation and spray bottles available for self-cleaning of touch points. | Signage indicating | Staff | Measures already in place |
| **Recreation Facilities** (Refectory, Curiositea & Venue)  Contracting or spreading COVID | Students, staff, Contractors and Visitors  Cross contamination whilst using the facilities. | * Face coverings can be worn by staff in communal areas if they feel it is required. * Hand sanitising stations & cleaning regime to remain in place. |  | Catering manager/ supervisor | Measures already in place |
| **CELT** | Students, staff or Visitors  Cross contamination whilst using the facilities. | * Face masks/ visors can be worn by all staff & Students if they feel it is required in shared space. * Switch on extraction ventilation system daily * Sanitiser available for cleaning shared equipment before use |  | Staff | In place, ongoing |
| **Sports Hall**  Contracting or spreading covid during exercise. | Sports hall users  Cross infection due to difficulty in wearing masks during exercise. | Outdoor activities in fresh air are low risk of infection   * Ensure main hall is well ventilated during activity * Face covering when moving through building if you feel it is required. * Daily sanitation and cleaning * Sanitiser provided to self-clean before use of mix use work equipment. |  | Sports hall staff | Measures already in place |
| **Student Union.**  Contracting of spreading covid in the SU, or during a SU activity | Students & SU staff  Cross infection due to close proximity of unvaccinated/ partially vaccinated persons | * Use of masks if you feel it is required when transiting through building. * Daily cleaning and sanitiser available for users. * Encourage use of outdoor spaces and activities. | Focused messaging to students | SU staff | In place – ongoing |
| **Church services** | Church users  Cross infection during services and events | * Face coverings can be worn if you feel it is required. * Sanitiser at entrance |  | Reverend | In place – ongoing |
| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Meetings**  Contracting or spreading covid during face-to-face meetings. | Students, staff, BG Futures Tenants, Contractors and Visitors  Cross infection due to proximity to others outside immediate work group. | * Encourage telephone conferencing where appropriate (Teams, zoom etc). * Face masks can be worn for indoor meetings if you feel it is required outside immediate work bubble. |  | Meeting organiser | In place – ongoing |
| **Vehicle Use**  Contracting or spreading COVID whilst using a BGU vehicle | Drivers/ passengers  Driving university vehicles.  Multiple passengers from different households may infect each other. | If two persons or more persons are in the vehicle:   * Open a window (weather permitting) to increase air flow. * Interior surfaces cleaned daily; sanitiser provided for cleaning touch surfaces. | Drivers informed when signing for vehicles | Drivers | In place – ongoing |
| **Public Transport**  Contracting or spreading COVID on public transport to/ from work. | Students, staff, BG Futures Tenants, Contractors and Visitors  Potential for contamination from other passengers. | Advice provided to students/ staff on using public transport:   * Face coverings can be worn if you feel it is required. * Open windows if possible | Staff or Student advised to contact their Line Manager or Supervisor if they have concerns. | Affected persons  Line managers | In place – ongoing |
| **First Aid**  Contracting or spreading COVID whilst administering First Aid | First Aiders  Hazard of cross contamination whilst conducting first aid. | On-Call first aiders available 24/7 via reception or security.   * Encourage casualty self-treatment if feasible * First Aiders to wear mask and gloves if available at the time. * Sanitise procedures carried out upon completion.   In event a casualty requires CPR:   * Ensure an ambulance is called. * Chest compression and Mouth to mouth can be administered with the aid of a Pocket mask (located in the Defibrillator Cabinet, Main Foyer of Hardy building) unless you are unable or unwilling to do so. * Use the defibrillator (Main foyer of Hardy building). * Continue CPR and Mouth to Mouth until the emergency services arrive. | Consolidate list of First Aiders.  Send out regular reminders to First Aiders | First Aiders | In place – ongoing |
| **Mental Health.**  Impact caused by lack of social contact or fear of infection | Students and/or staff feeling affected by Mental Health issues due to prolonged periods of isolation. | Line Managers & Tutors are to conduct regular checks and remind Staff/ students that assistance is available if needed.   * Regular updates on the Home Page to remind personnel of available support * BGU has staff trained in Mental Health First Aid and enhanced training in working with mental health requests. * **Staff - HR and HSO are available for advice.** * **Students - Student Services are available for advice.**   + Block Wardens available out of hours to provide pastoral care and advice.   + Infectious disease protocol introduced | Questionnaires to assess impact | Line managers, supported by senior management  Mental health regularly discussed at management meetings | In place – ongoing |
| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Positive COVID-19 Test**  An individual tests positive for covid through LFD testing | Campus community/ student housemates  Illness, long covid, passing the virus onto others  **Main symptoms:**   * High Temperature * Onset of a new continuous cough * loss of taste or smell.   Reported symptoms in fully vaccinated:  Headache, runny nose, sneezing, and sore throat. | * Encouraged to Self-isolate * Encouraged to stay at home 10 days from date of test (in accommodation for students) unless you test negative using LFD from day five on two separate days. * Report positive test result to University   University:   * Ensure support and isolation arrangements are in place Halls | H&S Office monitor effectiveness & speak to all affected parties in Halls | Accommodation  Self-declaration  H&S Officer  Timetabling | In place - Ongoing |
| **Large scale outbreak**  Positive covid cases on campus which impacts the university ability to conduct normal operations | Staff & Students  Outbreak on campus with potential to impact normal operations as laid out in this RA.  Staff absence which reduces ability to maintain teaching.  Pressure on providing sufficient safe accommodation due to self-isolating students. | See Outbreak Response Plan   * Inform staff and students – home page messaging/ emails. * Affected staff encouraged to isolate at home * Affected students to isolate in rooms –   + - Arrangements for feeding to be implemented.     - Reimpose accommodation bubbles     - Restrict movement within affected accommodation whilst outbreak continues.     - Ensure students are still able to access online learning despite isolating at home/ in accommodation. | Potential implementation of social distancing & online learning protocols.  Staff in vulnerable category working from home during the outbreak | Line Management,  Program leads  Estates  H&S Officer | As required |

**ASSESSING RISK LEVELS**

COVID-19 is a virus with wide ranging effects from a mild illness to long-term health impacts and even death. There are certain individual traits which can indicate a person’s susceptibility to serious impacts, therefore it may be necessary to assess risk and design controls specific to an individual. The method laid out below is intended as a tool to support an individual risk assessment based on known vulnerabilities.

**Factors influencing individual risk**

The risk of serious illness or death from covid varies between individuals depending upon personal circumstance. Some population groups have a higher risk of dying from Covid-19 than others, therefore some older or vulnerable workers may have a higher risk which should be assessed on an individual basis.

The measurements used to evaluate risk is the potential **severity** of for an individual catching COVID, combined with potential exposure, which dictates the **likelihood** of being infected.

**Severity - Individual Vulnerability (Covid Age)**

Covid Age is the individuals age, adjusted upwards based upon personal risk factors:

* **Age and gender**: mortality rates rise sharply with age and are higher among men than women
* **Co-morbidities**: mortality rates are significantly higher among people with pre-existing conditions such as dementia and Alzheimer’s disease, heart disease, high blood pressure and diabetes
* **Ethnicity**: people from some ethnic minority groups have a significantly higher risk of being infected by Covid-19 and dying from it. In the first wave mortality was highest among Black groups and in the second wave among Pakistani and Bangladeshi groups
* **Obesity**: excess weight is associated with an increased risk of a positive test for Covid-19, hospitalisation, severe disease, and death
* **Disability**: mortality from Covid-19 is significantly higher among people with a self-reported disability or a learning disability diagnosed by a medical practitioner

COVID Age can be calculated [HERE](https://alama.org.uk/covid-19-medical-risk-assessment/).

**Severity Reduction**

An individual who has received the covid vaccine or has been previously infected with covid has built a level of immunity which significantly reduces risks of serious illness or death. You drop to the next lower Covid-age bracket if:

* You had the first dose of vaccine more than 14 days ago.
* You had COVID infection in the last six months

**Likelihood of catching Covid**

**Workplace Risk – (Occupation)**

A greater number of close contacts a during a working day increases the potential to be exposed to an infected person. Some public-facing work roles such as tutors, security guards, receptionists and retail assistants have a have higher workplace risk level than for example an office worker.

**Risk Matrix**

Risk levels are presented in the Risk Matrix, which provides an easy-to-use method of estimating individual risk. The risk scale is shown in the table below.

|  |  |
| --- | --- |
| Very High | Avoid this activity |
| High | Undertake this activity only if it is essential and cannot be avoided |
| Moderate | Avoid this activity if it is unnecessary |
| Low | No requirement for additional controls |

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| Workplace Risk | Covid Age  *Adjust for immunity* | Viral prevalence per week | | | |
| 1-9/  100,000 | 10-99/  100,000 | 100-999/ 100,000 | 1000+/  100,000 |
| **HIGH - In close contact with covid positive person**.  First Aiders – Providing first aid if COVID suspected  Cleaners/ facilities – Entering an area to work where COVID is suspected/ confirmed | 85+ | VH | VH | VH | VH |
| 70-84 | H | H | H | H |
| 50-69 | M | M | M | M |
| Under 50 | L | L | L | L |
| **MEDIUM - High number of different close contacts**.  Students, Tutors, security personnel, catering/ bar staff, reception & library staff, indoor sports, commuting by public transport, shared accommodation. | 85+ | H | H | VH | VH |
| 70-84 | M | M | H | H |
| 50-69 | L | L | M | M |
| Under 50 | L | L | L | L |
| **LOW – Limited number of different close contacts.**  Non-student facing activities, outdoor actives, office work, commuting by car. | 85+ | L | M | H | VH |
| 70-84 | L | L | M | H |
| 50-69 | L | L | L | L |
| Under 50 | L | L | L | L |
| **Negligible** - Working from home | All Ages | L | L | L | L |

**Note:** The World Health Organisation define close contact for covid as being within 1m for >15 minutes.

**Using the Matrix**

The Matrix can be used to inform decisions regarding on returning to work, restricting activities, or the need for additional controls for vulnerable or older workers. Where practicable, individual risk should be in the LOW category.

Steps for identifying individual risk categories is outlined below:

1. Select workplace risk bracket
   1. Low – General office duties
   2. Moderate – Customer/ public facing
2. Identify COVID Age
   1. Age, adjusted for individual vulnerability (check link)
   2. Viral protection – vaccinated persons move down a covid age bracket
3. Local viral prevalence in Lincoln 381 per 100,000 as of 11/02/22.

References:

1. [Higher education COVID-19 operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance)
2. [Gov.UK Coronavirus restrictions](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)
3. [Health & Safety Executive – Coronavirus Risk Assessment](file://bgc.local/staff-area/files/lrobertson1/Documents/COVID%20risk-assessment.pdf)
4. [Local coronavirus viral prevalence](https://www.bbc.co.uk/news/uk-51768274)
5. [SOM – Return to work roadmap](https://www.som.org.uk/COVID-19_return_to_work_in_the_roadmap_out_of_lockdown_March_2021.pdf)

**Useful Websites.** Below is a list ofGovernment, NHS and HSE websites used in populating this document.

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

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.nhs.uk/conditions/coronavirus-covid-19/bereavement-advice-and-support/>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-new-national-restrictions-guidance>