

File name:	UoE Covid Risk Assessment		
Risk assessment reference:	Covid Strategic RA001	Version number:	09

Risk assessment

Description of activity / area being assessed	University of Essex Strategic Risk Assessment against the additional risks that the Covid-19 Pandemic has presented. (This is intended for the Enhanced Protection level).		Location	University of Essex Colchester, Southend and Loughton Campuses.
Manager responsible	Lara Carmel	Signature & date	Lara Carmel 05/11/2020	
Assessed by (name & role)	Richard Green Senior Health and Safety Adviser for Estates and Campus Services	Signature & assessment date	Richard Green 05/11/2020	

Note on the Assessment of the “Consequence” of becoming ill with Covid-19.

COVID-19 is a life threatening illness. To date (04/11/2020), 47,742 individuals have died in the UK within 28 days of a COVID + test result. Each of these cases is a personal tragedy where the consequences of the disease have been catastrophic. However, COVID-19 impacts individuals in very different ways, with some people remaining asymptomatic and, according to Public Health England, “for most people, coronavirus (COVID-19) will be a [mild illness](#)” especially amongst younger age groups where the consequences of contracting the disease are typically less severe. Given the spectrum of consequences that can result from contracting the disease, this risk assessment has determined that the most appropriate rating of the risk consequence of COVID-19 is a “Major” Consequence on the University of Essex risk assessment. Prior to Covid-19 being brought under control, the outcome **could** have been rated as a “Catastrophic” Consequence, due to the likelihood of rapid spread to vulnerable people. However, through the measures already put in place by the University and more generally, in particular protective measures in respect of individuals with pre-existing medical conditions, the most severe consequences of contracting COVID-19 have been reduced.

Listed below are Public Health England controls that support “Major” as the most appropriate risk rating at this stage of the Covid-19 Pandemic.

- i) A national lockdown in England started at 00:01 on 05 November 2020. This will include:
 - No social meeting indoors or in private gardens with others that are not in your household
 - Individuals can only meet with one other person that is not in their household in a public place
 - Closure of gyms, pubs, bars and restaurants
- ii) The pandemic is not deemed to be out of control, at this time, in England, due to the November lockdown.

Consequence	Catastrophic	Medium	High	Very High	Very high	Very High
	Major	Low	Medium	High	High	Very High
	Moderate	Very low	Low	Medium	Medium	High
	Minor	Low	Low	Low	Medium	Medium
	Insignificant	Very low	Very low	Low	Low	Low
	R = LxC	Very unlikely	Unlikely	Fairly likely	Likely	Very likely
Likelihood of hazardous event						

- iii) NHS Test & trace is now in place for anyone symptomatic, including children under 5, meaning medical assistance can be secured more quickly than at the outset of the pandemic. In addition, enhancements to track and trace have meant that people who may have come into close contact with a COVID-19 infected person will be informed and will be able to take the appropriate action of self-isolation, thus protecting others including any extremely vulnerable people from becoming ill with this disease.
- iv) Hospital treatments developed in the last 6 months have reduced the likelihood of a fatal outcome from that during the March / April 2020 peak of infections. It should also be noted that more recently concerns have been raised about possible long-term health effects of some patients following COVID-19 infection (labelled as Long Covid). The University will recognise Long Covid as a condition, with a doctors fit note. The University recognise that some people may take longer than others to recover we will adopt a flexible approach to work while they recover.

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
General Covid-19 transmission risks for the University of Essex	Anyone at the University of Essex	<p>Covid Policy.</p> <p>Departmental Covid-19 Risk Assessments are to be completed before staff return to campus.</p> <p>All returning Staff will have to complete UoE training on controls to limit the spread of COVID-19 before returning to campus.</p> <p>Staff will sign the “Staff agreement for a return to our campuses during the covid-19 pandemic” before the end of the first day back on campus.</p> <p>Work from home to continue for all who do not need to attend campus to carry out their work.</p> <p>Visitor COVID-19 Agreement</p> <p>Contractor COVID-19 Agreement</p> <p>COVID-19 antigen testing facility, for students who are not exhibiting COVID-19 symptoms, is in place and available to all students at the start of the term. Where a clinical need has identified (ie. symptomatic Covid-19 person or a person with a positive Antigen result) a PCR test will be recommended the</p>	U x Maj = Med			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>person will be advised to book the test through asked to call NHS 111 online and will be asked to self-isolate until the result of the PCR is known. The clinical OH team will contact them for follow up. The antibody and antigen testing will be ongoing at regular intervals for the first term as a minimum. Voluntary body temperature tests will also be taken at COVID-19 testing locations and randomly on campus throughout the first term.</p> <p>All non-teaching meetings will be conducted remotely during academic year 2020-21. Such as:</p> <ul style="list-style-type: none"> • formal committee meetings • committee related events like Away Days • staff, section and departmental conferences • induction and networking events • training that would otherwise be delivered in person • team meetings • catch-ups and 1:1s <p>(Except were operationally not practical or where a need for face to face meeting has been identified as essential to communicate a message more clearly. Stringent measures of infection control (following risk assessment for meetings) will need to be followed and understood by all attendees those attending face to face meetings will have needed to complete their individual risk assessment).</p> <p>Four COVID Marshals provided, on Colchester campus, between 19:00 and 03:00 every evening / night, to promote good COVID behaviour and break up any non-compliant group sizes. These Marshals are in addition to the University of Essex Patrol Officers already on this shift.</p> <p>The Marshalling is backed up with a member of Senior</p>				

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>Management available on campus between 20:00 and 02:00.</p> <p>Colchester campus has an NHS appointment only walk-in centre for Covid-19 PCR testing, giving easy access to symptomatic students and staff.</p>				
<p>Risk of high touch and other surfaces harbouring Covid-19 leading to possible exposure to Covid-19</p>	<p>Anyone at the University of Essex</p>	<p>Cleaning material is suitable for destroying the Covid-19 virus.</p> <p>Work from home to continue for all who do not need to attend campus to carry out their work.</p> <p>Enhanced cleaning of high touch surfaces, in occupied areas. (Detailed in the University of Essex – Premises Policy Guidance document).</p> <p>Local managers will provide hand sanitiser pumps and or wipes in offices.</p> <p>The UoE are following Public Health England guidance on hand washing social distancing and wearing of face coverings in all buildings. Backed up with signage and comms.</p> <p>The use of shared computers for employees will be limited as much as possible. If shared use is necessary then managers will provide cleaning products that will kill the COVID virus.</p> <p>Drinks fountains have signage to give guidance on Sanitising hands before and after use.</p> <p>Additional hand sanitizer points have been fitted, including near photocopiers, drinks fountains and lifts with signage to instruct people to clean hands before and after use.</p> <p>There is additional signage on hand hygiene including wash hands regularly.</p> <p>Kitchenettes have hand soap and hand towels or sanitiser dispenser or wipes dispenser. There is also signage to wash or sanitise hands before and after handling taps, kettles,</p>	<p>U x Maj = Med</p>			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>microwaves, fridges etc.</p> <p>Staff will avoid sharing pens, other office equipment, or anything else that may be handled by more than one person, as detailed in the Staff Agreement.</p> <p>Contactless payment is used where practical.</p>				
<p>Risk of Covid-19 spread from person to person from breathing, speaking, coughing or sneezing.</p>	<p>Anyone at the University of Essex</p>	<p>The UoE are following Public Health England guidance on social distancing and hand washing. Backed up with signage and comms.</p> <p>University of Essex – Premises Policy Guidance Note PGN-Covid-19 Premises has been formalised.</p> <p>Two washable Face coverings are available for all University of Essex employees and students.</p> <p>Working from home continues for all who do not need to attend campus to carry out their work.</p> <p>Managers will ensure that desk occupation follows the requirements of the COVID-19 Premises Policy.</p> <p>Windows should be open whenever possible, as detailed in the COVID-19 Premises Policy.</p> <p>Ventilation systems adjusted to maximise “fresh air” input and minimise/remove air circulation. Supplementary stand-alone air filtration units to be deployed in “windowless” teaching spaces where air changes considered to require additional support</p> <p>Managers should put “authorised access only” signage on relevant doors as appropriate.</p> <p>Screens will be in place, in relevant areas, before affected staff return.</p>	<p>U x Maj = Med</p>			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>Face coverings will be worn in all areas where social distancing is not possible, including corridors when travelling around campus, on entry to cafes and restaurants, when in shops and when visiting kitchenettes, toilets and travelling in lifts. (This is a requirement in the Staff Agreement) (Social Distancing must take precedence to face coverings).</p> <p>Face coverings will be worn by students in lectures. The lecturer will wear a face visor.</p> <p>There is an exemption to wearing face coverings where a person has a physical or mental illness or impairment, or disability. Those exempt from wearing a face covering due to medical reason will need to be approved through Occupational Health and will need to wear a lanyard issued by Occupational Health stating exemption. For students lanyards can be issued through Include team in SWIS and the Health Centre.</p> <p>There will also be some face covering exemptions through specific risk assessments for specialist teaching. The risk assessments will need to detail mitigations to compensate for not using face coverings, and will need to be signed off by senior management.</p> <p>Some teaching may be necessary with zero social distancing and detailed specific risk assessments, detailing additional mitigations will be needed with senior management sign off.</p> <p>Face to face meetings replaced with Zoom meetings where practical, even if participants are in the workplace.</p> <p>Face cover signage has been placed on floors and walls in relevant areas.</p> <p>The maximum level of occupancy in a lift at any one time is limited to one person, excepting in accommodation blocks where lifts can be shared by households from individual flats.</p>				

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>Monday – Friday 08:00 – 18:00 lifts on campus, except for those in residences, must not be used by staff, students, visitors or tenants, except for those with mobility impairment or staff transporting items of equipment that cannot be safely transported via stairways.</p> <p>All lifts have been fitted with air filtration units.</p> <p>Kitchenettes limited to one person at a time and signage fitted.</p>				
<p>Risk from Covid-19 due to crowding internally on campus or in outdoor spaces, leading to possible spread of Covid-19.</p>	<p>Anyone at the University of Essex</p>	<p>University of Essex – Premises Policy Guidance Note PGN-Covid-19 Premises has been formalised.</p> <p>The UoE is following Public Health England guidance on social distancing and hand washing. Backed up with signage and comms.</p> <p>Staff numbers limited to allow distancing in open plan offices. Work from home to continue for all who do not need to attend campus to carry out their work.</p> <p>Managers should put “authorised access only” signage on relevant doors as appropriate.</p> <p>Risk Assessment for large teaching spaces limits occupation to a maximum of 60 people in total has been raised. Face Covering is also mandated when travelling within buildings and when in teaching spaces but Social Distancing rules must also be followed. Signage identifies locations where face coverings must be worn.</p> <p>Floor markings to support social distancing and direction.</p> <p>One way systems have been implemented in areas where practical both inside and outside.</p> <p>Maximum occupancy signs on teaching room doors.</p> <p>Running of lectures will be to strict time schedule to prevent</p>	<p>U x Maj = Med</p>			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
		<p>crowding in corridors.</p> <p>Most teaching will be moved on-line only, with effect from 4th November, until the end of the Autumn Term on 18 December. Only teaching for which a face-to-face component is deemed essential will be delivered in person.</p>				
Risk of vulnerable worker catching Covid-19 resulting in serious illness or fatality.	Anyone at the University who is at increased vulnerability of severe complications if contracting the virus	<p>Managers' Guidance Covid-19: Return to on-campus working-activities risk assessment (stage 1 and stage 2).</p> <p>Following Public Health Guidance on control of COVID-19.</p>	U x Maj = Med			
<p>Person developing / exhibiting Covid-19 symptoms, whilst on campus, leading to possible spread of Covid-19 and illness.</p> <p>Exposure to Covid-19 virus from living with someone</p>	Anyone at the University of Essex	<p>Person will follow Public Health Guidance on going home to isolate call NHS 111 to request a COVID_19 test and follow the actions given by NHS 111.</p> <p>The "Staff agreement for a return to our campuses during the covid-19 pandemic" details the specific actions to be taken if they or someone they live with develops COVID-19 symptoms. This agreement must be signed off by the staff member before the end of the first day back on campus.</p> <p>This is also covered in Staff training and the University of Essex COVID-19 Contact Tracing and Testing procedure</p> <p>Covid Alert Procedure raised gives details of actions to be taken and to alert relevant personnel that an area may be contaminated with Covid-19. (This will prevent people entering the area for routine cleaning or maintenance before a Covid</p>	U x Maj = Med			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
who is demonstrating Covid-19 symptoms and bringing Covid risk to the University of Essex, leading to spread of the virus.		clean has been instigated).				
Risk of person passing on Covid-19 due to having many duties around the university buildings.	Anyone at the University of Essex	<p>The UoE are following Public Health England guidance on social distancing and hand washing. Backed up with signage and comms.</p> <p>Wearing of face covering when working in accordance with signage and in highly populated areas.</p> <p>Controls also outlined in the “Adapting our Individual behaviours on our campuses” paper.</p> <p>Managers should ensure that they and staff are limiting face to face contact.</p> <p><i>University of Essex COVID-19 Contact Tracing and Testing procedure</i></p>	U x Maj = Med			
Risk of person passing on Covid-19 due to seeing numerous people during	Anyone at the University of Essex	<p>The UoE are following Public Health England guidance on social distancing and hand washing. Backed up with signage and comms.</p> <p>Fitting of screens to reception areas and customer facing areas where appropriate.</p>	U x Maj = Med			

Hazard hazardous event consequence	Who might be harmed	Current controls	Current risk LxC=R	Additional controls needed to reduce risk	Residual risk LxC=R	Target Date
their work, such as working in catering.		<p>University of Essex COVID-19 Contact Tracing procedure</p> <p>Procedure for access to Accommodation Buildings during the COVID-19 Pandemic. (This details wearing of FFP2 masks in most accommodation areas).</p>				
Travel to and from work where there is possible exposure to Covid-19.	Anyone at the University of Essex	<p>The UoE are following Public Health England guidance on social distancing and hand washing. Backed up with signage and comms.</p> <p>Work from home to continue for all who do not need to attend campus to carry out their work.</p> <p>Face coverings now mandatory on public transport.</p> <p>Managers will work with staff to look at time scheduling to avoid the necessity to travel on public transport at peak times.</p>	U x Maj = Med			