This risk assessment covers the main risks from Covid-19 disease (caused by the SARS-CoV-2 virus) and the precautions for anyone permitted to work in the History Faculty Building during the pandemic.

<table>
<thead>
<tr>
<th>Significant hazard(s), 1</th>
<th>Who might be harmed and how, 2</th>
<th>Risk level 3</th>
<th>Existing and/or intended control measures which will reduce the likelihood/severity of someone being harmed 4</th>
<th>Further useful actions</th>
</tr>
</thead>
</table>
| People with or without symptoms bringing Covid-19/SARS-CoV-2 into the History Faculty and contaminating surfaces or (if infected) coughing or sneezing or exhaling droplets near someone else. | Anyone entering/using the premises could pick up the virus and contract Covid19 or contaminate others they touch/are close to. | Medium | • All using the building must follow the one way system; staff with offices on the fourth and fifth floors are to check corridors on these floors before entering them, and ensure that only one person uses the corridor at a time.  
• All staff should knock on office doors and allow the person inside to open the door, to limit touching of door knobs.  
• Single occupancy rooms to be used where needed and those with shared offices to either work on a rotation system or maintain 2m distance. Each room assigned a maximum allowable number of users based on area and ease of movement while maintaining the 2m distance. Working from home will continue to be recommended for staff.  
• Limited teaching will take place in the building for Undergrad and MPhil students. They will be asked to avoid congregating in and around the building, and to leave the area straight after classes.  
• Work hours restricted to 0800-1800 Mon-Fri. All using the building must use the online sign in, which is clearly signed at the entrance and around the building. Cleaning every day from 07:00 to 18:00 with targeted cleaning throughout the day. There will be hand sanitiser and cleaning products as you enter the building and at key points on all floors.  
• A member of the maintenance/cleaning staff will clean rooms after meetings and classes, as well as regularly cleaning the toilets, corridors and doors. All teaching and meetings to operate online as the expected format.  
• All returners must read the Standard Operating Procedures and the Return to Work Pack (covering infection avoidance and control measures).  
• Staff will be asked to wear masks in the building, communal areas and in multi occupied offices. Due to Mutated strain of covid-19 face coverings should always be worn within the Faculty of History.  
• Staff will be reminded to stay at home if feeling unwell. The Faculty Meeting Room has been designated in the building as an isolation room. If this room is used it will be deep cleaned by the cleaners who will use PPE.  
• People who are “clinically vulnerable” (as defined by NHS) or living with people who are “clinically extremely vulnerable”, to avoid coming in unless separate personal risk assessment is done for them and they are prepared to return | Line managers, Human Resources or Chair/Deputy Chair to negotiate return to work with those that want it, and review regularly as circumstances change.  
Standard Operating Procedures to be kept under review by DSO and Faculty management. |
<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Extremely vulnerable people to stay at home and follow NHS advice</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• All contractors will be briefed on the extra measures to be taken and sign a track and trace form via the NHS app or the faculties track and trace sign in.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Deliveries to be dropped off in allocated area drop off area.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Individuals will be asked to take responsibility for social distancing and wearing face coverings; this will be monitored for compliance. The revised Standard Operating Procedures will be continually monitored. Regular reviews will be undertaken and changes made accordingly.</td>
<td></td>
</tr>
<tr>
<td>Significant hazard(s).</td>
<td>Who might be harmed and how.</td>
<td>Risk level</td>
</tr>
<tr>
<td>------------------------</td>
<td>------------------------------</td>
<td>------------</td>
</tr>
</tbody>
</table>
| A person permitted to come in displays symptoms of cold, flu' or Covid-19, or someone with whom they live becomes ill with Covid-19 | The remaining people in the working group / “bubble” could contract Covid-19 or may be asymptomatic carriers and could infect others OR people catch cold/flu and are then less able to fight off SARS-CoV-2 virus | Medium/ high | • Safety protocol includes requirement to stay at/go home if presenting any symptoms of any illness. If someone who has symptoms is unable to get themselves home (normal first aid may not apply) then a taxi may be booked to take them home or to hospital.  
• Anyone with Covid-19 symptoms to contact their manager immediately and they or their manager to report to reception immediately. Reception to notify Chief Custodian [Steve Corbett, who is the Departmental Safety Officer]. The individual with symptoms then should arrange to get tested as soon as possible – using UoC testing arrangements. EVEN if the test says the person is clear, if they have Covid-19 symptoms they must self-isolate for 14 days before contacting HR and then returning to the Department. See: [https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/](https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/)  
• Anyone with any other type of illness/symptoms not to come in – being ill will affect the body’s ability to fight Covid-19.  
• Anyone living with someone who contracts Covid-19 to report to reception [Mike Weaver] and self-isolate and follow government requirements. Reception to inform DSO.  
• People working with a person who thinks they have Covid-19 symptoms, must be notified at once and told to follow government requirements (self-isolate). | Add person responsible + date |
| Inability to maintain safe distance in some areas of the buildings (owing to layout/ pinch points) or while carrying out some activities, especially if for prolonged periods | Higher chance of infection for users of the premises | Medium | • Reduced occupancy will help with this  
• Line managers to determine work patterns to minimise occupancy at any one time. It may be necessary to keep some parts of the Faculty closed if safe working cannot be ensured.  
• Access to shared equipment such as keyboards to be minimized and cleaning materials provided at these stations.  
• One way system, face covering and various signage is put in place around the building to help users of the faculty to combat risk of infection within the faculty. Where possible building doors will be left open. Fire doors with approved retainers can also be left open.  
• Kitchens will be open but maximum numbers assigned. Sanitiser provided to clean kettle, taps and items handled. People told to bring in their own food and drink (including large bottle of water). Water coolers removed. A drinking water tap is located in the 2nd and 1st floor kitchen.  
• The 1st and 2nd floor kitchens have washing up facilities.  
• Toilets in the north tower to be closed; all staff are directed to the toilets on the first floor; all students will use the basement toilets. Hand sanitiser provided to clean hands once out of the toilet area. Hand dryers disconnected with paper towels and pedal bins provided. | |
<table>
<thead>
<tr>
<th>Significant hazard(s).</th>
<th>Who might be harmed and how.</th>
<th>Risk level 3</th>
<th>Existing and/or intended control measures which will reduce the likelihood/severity of someone being harmed</th>
<th>Further useful actions</th>
</tr>
</thead>
</table>
| SARS-CoV-2 virus lingering on equipment, work surfaces and common / shared surfaces (e.g. corridor door handles, WC door handles, taps, keyboards and photocopiers etc.) | Building users can contract Covid-19 without realising it and become infected when they touch their nose, mouth or eyes | Medium / high | • Reduced occupancy reduces the chance of infection  
• Where feasible and safe, doors to be propped open in corridors and when people are working in a room.  
• Detailed working protocol produced, explaining how the virus transmits and how to protect yourself when going around the Faculty.  
• Everyone to protect themselves with good, regular handwashing in accordance with NHS handwashing posters displayed in WC areas.  
• 70% Hand sanitizer gel/alcohol spray (to supplement handwashing) provided at strategic points  
• All staff and students to only enter via the main doors which are signed and glazed so users can observe the area is clear before entering the outer lobby or atrium. Doors kept open to avoid touching when possible.  
• Appropriate signs in WCs updated with latest handwashing advice from NHS  
• Everyone to protect themselves and others: by wearing masks always though out the building due to mutated strain of Covid-19 and wash hands regularly. Follow Safety Protocol.  
• Cleaners will come in daily before other workers and use disinfectants (70% alcohol, sanitizers etc) to clean communal areas and surfaces where SARS-CoV-2 virus can persist – especially plastic or metal surfaces, door handles, light switches, exit buttons, door keypads, taps and equipment they are told to clean.  
• Cleaners will protect themselves with gloves, plastic aprons and face covering, as needed, in addition to hand washing/sanitizing.  
• Cleaners stock up toilets with soap and hand towels at the start of the day.  
• Only paper towels to be used in toilets – hand air driers disabled.  
• Appropriate bins (touch free or open top) provided in WCs and communal areas to dispose of gloves, paper towels, wipes etc. Bins to be emptied daily.  
• Building users will be given disinfectant materials to clean their own equipment and surfaces on which they work or eat before use  
• Anything touched by a number of people (or even the same person) must be disinfected.  
• Staff will be reminded to sanitise their own phone/tablet/equipment as well.  
• Fans to be removed except where medical use is negotiated. | Add person responsible + date |
<table>
<thead>
<tr>
<th>Significant hazard(s).</th>
<th>Who might be harmed and how.</th>
<th>Risk level</th>
<th>Existing and/or intended control measures which will reduce the likelihood/severity of someone being harmed</th>
<th>Further useful actions Add person responsible + date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Building users failing to follow precautions put in place for managing risks from SARS-CoV-2 virus and Covid-19 disease</td>
<td>Other premises users are put at risk of catching Covid-19</td>
<td>Medium</td>
<td>• Reporting of concerns will be to line manager, the DSO Steve Corbett, or to the Chair/Deputy Chair of Faculty.</td>
<td>DSO to review the procedure for escalating concerns and complaints</td>
</tr>
</tbody>
</table>
| Very few people and few first aiders/ no fire wardens are on site to help in emergencies | First aid or fire emergencies can be made worse due to lack of help/knowledge of what to do in these special circumstances | High/Medium | • Angela Wilson has been designated as first aider, and further staff will be trained for this role when training is available. First aiders will be made aware of current first aid protocols as issued by the Safety Office and St. John Ambulance. If necessary, a first aider will be summoned from another building where a designated first aider is not available.  
• People on site are familiar with fire evacuation procedures – anyone new will be instructed and given the safety briefing and complete appropriate fire evacuation training.  
• Building users must report any problems or incidents immediately to the DSO.  
• Fire risk of the History Faculty Building = low | Managers to ensure everyone knows what to do in the event of an emergency in their particular area.  
DSO to ensure all have completed fire warden training and that further first aiders are recruited. |
| Potential risk to first aiders who get close to SARS-CoV-2 virus carriers (esp if asymptomatic) | First aiders contract Covid-19 and contract the illness | High | • First aiders to re-read and follow St John’s Ambulance guidance on giving first aid during the Covid-19 pandemic; make sure have appropriate equipment  
• First aiders to be provided with gloves (as is normal) + appropriate PPE (not strictly necessary if follow St John’s Ambulance protocol) |  |
<table>
<thead>
<tr>
<th>Significant hazard(s).</th>
<th>Who might be harmed and how</th>
<th>Risk level</th>
<th>Existing and/or intended control measures which will reduce the likelihood/severity of someone being harmed</th>
<th>Further useful actions</th>
</tr>
</thead>
</table>
| Dermatitis/ increased eczema and other skin conditions from increased hand washing | Potential for developing dermatitis and eczema, resulting in skin breaking. Viruses/ bacteria can enter the body through the damaged skin | Medium | - Wash hands with mild soap/detergent and then dry hands completely on clean paper towel – dispose of immediately in bin provided. If soap/water not available, use 70% alcohol sanitizer, which should be non-drying for the majority of people.  
- Put hand cream on around 5 minutes after hands are dry. If you have a skin condition requiring more hand cream, ensure you have some with you.  
- Anyone with broken skin, eczema or dermatitis will be required to wear a protective barrier when on the premises. | Add person responsible + date |
| Premises are not fully used and some equipment is switched off and some taps are not in use | Risk of exposure to Legionella in unused water systems  
Problems and risks when restarting equipment – all could make dept users ill or injure them | Medium | - Water checks, weekly tap running, and water tests have been carried out. Chief and Deputy Custodians to regularly run taps/ flush systems.  
- Essential equipment has been kept running and maintained while the building has been closed. | Chief Custodian to monitor results of water testing. |
| Using public transport for travel required by Dept / travelling to other locations where there are fewer precautions in place | Added virus loading if using public transport, increasing the likelihood of contracting Covid-19, OR being exposed to the virus due to poor management of other locations or lack of awareness of visitor | High | - No travel permitted for meetings or other activities that can be done by phone or online (e.g. attendance at conferences) until the national pandemic situation improves.  
- Faculty members may travel between University/other sites only if there is a critical need  
- If traveling to another facility for unavoidable work, check their safety procedure for avoidance of Covid-19 in advance, and ensure you have what you need to stay well.  
- All staff will be advised to walk, cycle or use their private car to come to work. They will be asked to avoid public transport where possible. | |
<table>
<thead>
<tr>
<th>Significant hazard(s).</th>
<th>Who might be harmed and how.</th>
<th>Risk level</th>
<th>Existing and/or intended control measures which will reduce the likelihood/severity of someone being harmed</th>
<th>Further useful actions</th>
</tr>
</thead>
</table>
| People may find returning / not returning stressful or unsettling | Returners could be suffering, or start to suffer from mental health issues without their manager or others noticing | Medium | • Faculty management has provided guidance to all staff based on University guides.  
• Information about mental health is posted around the building, and available on the Faculty’s website.  
• Most teams are in contact online to avoid isolation  
• For those who cannot yet return, the appropriate senior members of the Faculty to continue to provide guidance, support and reassurance to graduate and undergraduate students and researchers/others who may be worried about their research, career or employment being at risk. Managers and supervisors to ensure they have regular contact with everyone under their supervision.  
• Staff and students are encouraged to contact DSO or Chair/Deputy Chair if they have any concerns. | Add person responsible + date |

Important! It is essential to check regularly that control measures specified in this risk assessment document are actually being used in practice. Any specialist emergency or first aid procedures should be specified here. **Follow contingency plan for dealing with people taken ill with Covid-19 symptoms.**

If any Standard Operating Procedure (SOP) is required, please specify it here or attach it to this form. Any specialist training required should also be specified here.

Is special monitoring (e.g. hearing test, eye test, health surveillance) required? If so, please enter details and also contact the University Occupational Health Service. **Not currently applicable. If antigen or antibody testing is required by the University, follow instructions for implementation.**

What personal protective equipment (PPE) is required (e.g. overalls, gloves, respiratory protection, eye protection)? You must ensure that any PPE specified is suitable for the purpose. **PPE as above for Cleaning staff and first aiders. Staff and students are asked to wear masks while moving around the building.**

Please complete this section

<table>
<thead>
<tr>
<th>Name of assessor:</th>
<th>Date:</th>
<th>Name of Safety Officer:</th>
<th>Signature:</th>
<th>Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lucy Delap</td>
<td>1/10/20</td>
<td>Steven Corbett</td>
<td>Steven Corbett</td>
<td>05/01/21</td>
</tr>
</tbody>
</table>
This assessment should be reviewed regularly (usually every 12 months), or earlier if there is a material change to the process, the equipment, location or relevant safety technologies. It should also be reviewed when new people are involved, or after an accident or incident has taken place.

<table>
<thead>
<tr>
<th>Reviewed by (name)</th>
<th>Signature</th>
<th>Date</th>
<th>Indicate changes here</th>
</tr>
</thead>
<tbody>
<tr>
<td>Steve Corbett</td>
<td></td>
<td>1/10/20</td>
<td>Rules for use of kitchens clarified.</td>
</tr>
<tr>
<td>Lucy Delap</td>
<td></td>
<td>6/1/20</td>
<td>Review conducted with new lockdown announcement. Recommend that all staff work from home; that masks are now mandatory throughout the building for all; that all teaching and meetings should operate online only.</td>
</tr>
</tbody>
</table>