

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.

Significant hazard(s). <sup>1</sup>	Who might be harmed and how. <sup>2</sup>	Risk level <sup>3</sup>	Existing and/or intended control measures which will reduce the likelihood/severity of someone being harmed <sup>4</sup>	Further useful actions Add person responsible + date
<p>People with or without symptoms bringing Covid-19/SARS-CoV-2 in to the History Faculty and contaminating surfaces or (if infected) coughing or sneezing or exhaling droplets near someone else.</p> <p>Premises users picking up the virus by touching contaminated surfaces or the person carrying the virus, and then touching their nose, mouth or eyes. Or breathing in contaminated droplets if standing close to a person/for a long time</p>	<p>Anyone entering/using the premises could pick up the virus and contract Covid19 or contaminate others they touch/are close to.</p> <p>This is particularly a problem for people who are “clinically vulnerable”, or who live with people who are “extremely clinically vulnerable” as defined on NHS pages: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/">https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk-from-coronavirus/whos-at-higher-risk-from-coronavirus/</a></p>	<p>Medium</p> <p>Medium</p>	<ul style="list-style-type: none"> <li>• All using the building must follow the one way system; staff with offices on the fourth, fifth and sixth floors are to check corridors on these floors before entering them, and limit the presence of multiple people in corridors at a time.</li> <li>• All staff should knock on office doors and allow the person inside to open the door, to limit touching of door knobs.</li> <li>• 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 or a mix of remote/in person working will continue to be recommended for staff if individual circumstances require.</li> <li>• A full teaching timetable will be implemented in October 2021, but kept under review according to Covid levels. Students will be asked to avoid congregating in and around the building, and to leave the area straight after classes.</li> <li>• 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.</li> <li>• A member of the maintenance/cleaning staff will clean rooms throughout the working day, as well as regularly cleaning the toilets, corridors and doors.</li> <li>• Staff will be asked to wear face coverings in the building, communal areas and in multi occupied offices. Other users of the building are to wear face coverings when moving around the building, and when listening to teaching. When participating actively [asking a question, giving a presentation] they may remove face coverings.</li> <li>• 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.</li> <li>• Personal risk assessments to be reviewed for all who are themselves clinically extremely vulnerable, or who live with such individuals.</li> <li>• All contractors will be briefed on the extra measures to be taken and sign a track</li> </ul>	<p><b>Line managers, Human Resources or Chair/Deputy Chair</b> to negotiate return to work with those that want it, and review regularly as circumstances change.</p> <p>Standard Operating Procedures to be kept under review by DSO and Faculty management.</p>

			<p>and trace form via the NHS app or the faculties track and trace sign in.</p> <ul style="list-style-type: none"><li>• Deliveries to be dropped off in allocated area drop off area.</li><li>• 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.</li></ul>	
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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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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. If the individual with symptoms is unvaccinated, they should self-isolate EVEN if the test says the person is clear, before contacting HR and then returning to the Department. See: <a href="https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/">https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/</a></li> <li>• Anyone unvaccinated who has any other type of illness/symptoms not to come in – being ill will affect the body's ability to fight Covid-19.</li> <li>• 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.</li> <li>• People who are not double vaccinated who work with a person who thinks they have Covid-19 symptoms, must be notified at once and told to follow government requirements (self-isolate).</li> </ul>	Self isolation period adjusted to 10 days, 1/3/21 Arrangements adjusted to reflect lower risk for those double vaccinated. 25/8/21
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	<ul style="list-style-type: none"> <li>• Reduced occupancy will help with this</li> <li>• 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.</li> <li>• Access to shared equipment such as keyboards to be minimized and cleaning materials provided at these stations.</li> <li>• 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.</li> <li>• 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 2<sup>nd</sup> and 1<sup>st</sup> floor kitchen.</li> <li>• The 1<sup>st</sup> and 2<sup>nd</sup> floor kitchens have washing up facilities.</li> <li>• 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.</li> </ul>	Closure of toilets to be kept under review. 25/8/21

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<p>Covid-19 virus lingering on equipment, work surfaces and common / shared surfaces (e.g. corridor door handles, WC door handles, taps, keyboards and photocopiers etc.)</p> <p>Airborn virus transmission a high risk, particularly with the Delta variant.</p>	<p>Building users can contract Covid-19 without realising it and become infected when they touch their nose, mouth or eyes, or when they breath</p>	<p>Medium / high</p>	<ul style="list-style-type: none"> <li>• Reduced occupancy reduces the chance of infection</li> <li>• Where feasible and safe, doors to be propped open in corridors and when people are working in a room. All rooms to maintain open windows where feasible.</li> <li>• Rooms without adequate ventilation (currently, the Boardroom) to be closed for teaching purposes, and only small meetings (max. 3 individuals) permitted.</li> <li>• Detailed working protocol produced, explaining how the virus transmits and how to protect yourself when going around the Faculty.</li> <li>• Everyone to protect themselves with good, regular handwashing in accordance with NHS handwashing posters displayed in WC areas.</li> <li>• 70% Hand sanitizer gel/alcohol spray (to supplement handwashing) provided at strategic points</li> <li>• 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.</li> <li>• Appropriate signs in WCs updated with latest handwashing advice from NHS</li> <li>• Everyone to protect themselves and others: by wearing masks always though out the building and wash hands regularly. Follow Safety Protocol.</li> <li>• 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.</li> <li>• Cleaners will protect themselves with gloves, plastic aprons and face covering, as needed, in addition to hand washing/sanitizing.</li> <li>• Cleaners stock up toilets with soap and hand towels at the start of the day.</li> <li>• Only paper towels to be used in toilets – hand air driers disabled.</li> <li>• 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.</li> <li>• Building users will be given disinfectant materials to clean their own equipment and surfaces on which they work or eat before use</li> <li>• Anything touched by a number of people (or even the same person) must be disinfected.</li> <li>• Staff will be reminded to sanitise their own phone/tablet/equipment as well.</li> <li>• Fans to be removed except where medical use is negotiated.</li> </ul>	<p>Due to increased awareness of transmission by aerosol droplets, new emphasis on maximum ventilation added; DSO to review. 1/3/21 Closure of Boardroom to teaching and large meetings, due to ventilation limitations 25/8/21</p>

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Building users failing to follow precautions put in place for managing risks from SARS-CoV-2 virus and Covid-19 disease	Other premises users are put at risk of catching Covid-19	Medium	<ul style="list-style-type: none"> <li>Reporting of concerns will be to line manager, the DSO Steve Corbett, or to the Chair/Deputy Chair of Faculty.</li> </ul>	<b>DSO</b> to review the procedure for escalating concerns and complaints
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	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Building users must report any problems or incidents immediately to the DSO.</li> <li>Fire risk of the History Faculty Building = low</li> </ul>	<p><b>Managers</b> to ensure everyone knows what to do in the event of an emergency in their particular area.</p> <p>DSO to ensure all have completed fire warden training and that further first aiders are recruited.</p>
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	<ul style="list-style-type: none"> <li>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</li> <li>First aiders to be provided with gloves (as is normal) + appropriate PPE (not strictly necessary if follow St John's Ambulance protocol)</li> </ul>	

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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	<ul style="list-style-type: none"> <li>• 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.</li> <li>• 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.</li> <li>• Anyone with broken skin, eczema or dermatitis will be required to wear a protective barrier when on the premises.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Meetings and conferences to be conducted by phone or online by preference, in order to limit exposure through travel</li> <li>• All staff are asked to consider walking, cycling or using their private car to come to work, to avoid the risks of public transport.</li> </ul>	

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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	<ul style="list-style-type: none"> <li>Faculty management has provided guidance to all staff based on University guides.</li> <li>Information about mental health is posted around the building, and available on the Faculty's website.</li> <li>Most teams are in contact online to avoid isolation</li> <li>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.</li> <li>Staff and students are encouraged to contact DSO or Chair/Deputy Chair if they have any concerns.</li> </ul>	

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 to confirm that this constitutes a suitable and sufficient assessment of risk.

Name of assessor: Lucy Delap		Date: 1/10/20	Name of Safety Officer: Steven Corbett	Signature: Steven Corbett	Date: 05/01/21
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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.

Reviewed by (name)	Signature	Date	Indicate changes here <sup>5</sup>
Steve Corbett		1/10/20	Rules for use of kitchens clarified.
Lucy Delap		6/1/20	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.
Lucy Delap		1/3/21	Review conducted to implement higher ventilation expectations, and shorter self isolation period, with expectation of building greater use from Easter Term 2021
Lucy Delap		28/8/21	Review conducted to bring guidance up to date with new university protocols for safe working.