

Risk Assessment Form SD 0526

Risk assessment Number:		
Date of risk assessment:	Assessor Name: Julie Forster, Corporate H&S Manager	Date: 26 th October, 2020
Review Date:	Reviewer Name: Professor Ken Smith	Date: 26 th October, 2020
	Authoriser Name: Professor Jonathan Elliott	Date: 26 th October, 2020

Section 1: General Information

Site	All campuses	Department: This risk assessment covers all Departments	
Room / Lab Number or Space where activity takes place	RVC wide (applicable to Camden, Hawkshead and Boltons Park Farm)		
Title of Activity	Risk assessment detailing the control measures identified by the RVC to reduce the risk of infection with COVID-19		
Description of Activity (Cross reference and / or hyperlink to any relevant SOPs or Methods or provide a brief description of the task)	<p>The risk assessment covers the general principles for the control of infection with COVID-19 at the RVC. It also covers the control measures for additional hazards that may arise due to the outbreak and documents the changes in staff working conditions and teaching for students. This overarching risk assessment provides the framework for the management of the risk associated with the COVID-19 outbreak, however, where specific control measures are required, (e.g. for clinical areas, animal husbandry, maintenance, research and cleaning), specialist risk assessments are in place and will be reviewed regularly in line with RVC activities and Government guidelines.</p> <p>This risk assessment has been updated to reflect recent changes. They ensure that the resumption of teaching through blended learning, the reintroduction of a level of practical and clinical teaching and the limited return of employees to the workplace is carried out in a COVID secure work and study environment. It also reflects the local tracing and notification procedures which are now in place, the use of QR codes on campus and the formation of an outbreak plan and response teams.</p>		
Is a permit to work required e.g. hot work, confined spaces, work at height	Not applicable		
Is the overall risk from the activity acceptable? <i>Complete after the assessment</i>	Yes		
Level of risk with current controls in place * Go to the Risk Matrix section	Medium	Level of risk with additional controls in place	Low

Identify the hazard	Who is at risk and how?	What controls have you already in place?	Do you need to have any extra control measures to control the risk	Additional action owner	Priority for additional controls (High, medium, low)
e.g. noise, chemical hazards, sharps, fire, explosion, slips and trips manual handling, temperature <u>and</u> <u>then</u> describe what effect have it will have	e.g. staff, visitors, students, pregnant women, young persons <u>plus</u> indicate what harm will be done e.g. hearing damage, or entanglement in machinery or exposure to dust	List current control measures in place to minimise the risk. Cross reference to guidance e.g. HSE guidance, British Standards	List any additional controls required for the task e.g. additional training, monitoring, inspecting the area regularly, better lighting required	Identify person or Group with ownership of additional controls	High = as soon as possible Medium = within 6 months Low = before next assessment review
Risk of infection and spread of COVID-19	Staff may become infected with COVID-19 and symptoms of the disease can range from mild, to moderate, severe or fatal	Reduced population of employees on campus Staff that can work at home will normally continue to do so to keep the campus population at a level that will enable the RVC to maintain a COVID secure work environment. Some staff will come to work on a rotational / staggered basis to ensure that numbers on campus are maintained at a level that does not increase the risk of infection and to ensure that social distance measures can be met.	None	N/A	N/A

		<p>Staff who cannot work at home e.g. clinical, maintenance, animal husbandry staff or employees required for practical teaching duties will attend work as required and will observe the local rules and government guidelines on social distancing, PPE and notification of COVID symptoms.</p> <p>Research staff and PG research students have returned to work in a phased approach and will work (following the authorisation process for researchers) in accordance with government guidelines and local COVID rules.</p> <p><u>Protection of vulnerable staff</u> All employees have been required to complete an individual COVID risk assessments. This assessment will identify any clinical vulnerable staff that may require referral to occupational health and identifies any additional PPE or other reasonable adjustment that may be required. The risk assessment will identify the demographic and personal characteristics that increase the risk</p>	<p>None required</p> <p>Referral to occupational health provider if dermatitis is suspected</p>	<p>N/A</p> <p>Line managers</p>	<p>N/A</p> <p>Medium</p>
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		<p>to individuals e.g. BAME, gender, age, clinical conditions.</p> <p><u>Hand Washing guidance</u> Stringent and frequent handwashing advised. Guidance has been provided on correct handwashing technique. Staff are encouraged to protect the skin by applying emollient cream regularly or may use of soap-free alternatives. Additional gel sanitisers have been provided in any area where washing facilities not readily available. Occupational health review if skin conditions appear.</p> <p><u>Cleaning</u> Increase in the frequency of cleaning and disinfecting of objects and surfaces that are touched regularly, particularly in areas of high use such as door handles, light switches, reception area, catering areas and wash rooms using appropriate cleaning products and methods. Use of deep cleaning procedure for areas were suspect COVID-19 staff may have worked (in accordance with</p>	<p>Additional signage on public health messages will be put in place.</p> <p>The frequency and level of cleaning will be monitored by Campus services and building managers on a regular basis.</p> <p>Departmental Safety Supervisors (DSS), area safety supervisors (ASS) and building managers to ensure</p>	<p>ISD</p> <p>DSS, ASS, campus service managers</p>	<p>High</p> <p>High</p>
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		<p>government guidance). Staff undertaking deep cleaning will be provided with PPE according to government guidelines. Staff using shared equipment in labs, clinics have procedures for decontamination. Communal equipment such as photocopiers have been provided with cleaning stations including disinfectant, cloths and waste bins to ensure they are regularly cleaned by users.</p> <p><u>Social Distancing</u> The number of staff in all areas has been reduced to ensure that the current guidelines for social distancing can be met. Applies to all areas, labs, offices, reception areas etc. The use of one-way system in some buildings will be used. Signage placed on lifts to ensure that use is restricted for essential use only. The use of signage and floor markings to remind staff and students of social distancing measures and hygiene.</p>	<p>that staff are maintaining social distances</p> <p>Water bottle fountains have been replaced with touch free alternatives. Hand towel dispensers have been replaced with hands free dispensers.</p> <p>Additional signage for social distancing is on order.</p>	<p>ISD</p> <p>ISD</p>	<p>High</p> <p>Medium</p>
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		<p>The use of screens to protect in key areas such as reception. For work activities where social distancing is difficult or impossible, additional risk assessment has been carried out.</p> <p>Fabric masks have been issued to all staff and students. In addition, staff and students have been issued with PPE including face visors and safety glasses for use when social distancing cannot be maintained .e.g. when working with animals and clinical duties.</p> <p>Maximum occupancy for areas such as labs, restaurants, have been defined</p> <p><u>Use of public transport</u> Government guidance now states that public transport is safe to use. Employees are allowed (where possible) to use flexible working hours to avoid busy times on public transport services.</p> <p><u>PPE</u> Washable fabric masks have been provided for use on public transport and other crowded areas off campus in line with government advice.</p>	<p>Advice will be updated in accordance with government guidelines</p> <p>The use of fabric masks is now mandatory for external contractors including restaurant</p>	<p>Line managers</p>	<p>Medium</p>
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		<p>A policy on the use of masks and PPE in the outbreak has been written and staff have been required to read the document.</p> <p>The use of hot desk areas is discouraged (wherever possible) and equipment for cleaning of phones, keyboards are in place. If there is any shared IT or other equipment e.g. in laboratory areas, there are procedures for the disinfection of surfaces and PPE.</p> <p><u>Provision of advice</u></p> <p>All staff have been provided with up to date government advice and signposting through regular updates from the Principal, dedicated intranet and intranet pages and messages of the day.</p> <p><u>Infection control measures</u></p> <p>If an employee develops COVID-19 symptoms when on site or reports a positive result after being on site, control measures would include reporting to line management, tracing known contacts (as far as possible) and deep cleaning affected areas. First aiders have been provided with advice on how to manage suspected COVID-</p>	<p>staff and shuttle bus drivers.</p> <p>Regular monitoring of ill health and absence by line managers, HR and</p>	<p>Senior management team</p> <p>HR, CHST, Line managers and departmental administrators</p>	<p>Medium</p> <p>High</p>
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		<p>19 patients to reduce the risk of spread. A policy with additional requirements on contact tracing and notification has been developed. Key points of contact (departmental contract tracers) have been identified to provide an early alert process for suspect or confirmed cases. Ongoing RVC-wide review of COVID-19 related symptoms and self-isolation incidence to provide early detection of infection clusters and the iterative and integrated approach ensures comprehensive capture of cross-over between groups. An outbreak Control document is in place and Gold, Silver and Bronze response teams have been identified for staff and students. QR codes have been assigned for use through out the RVC (one for each campus). They are posted throughout the RVC in key areas. Visitor and contractor guidance requires their use when entering the campus buildings.</p> <p><u>Wearing of Gloves</u> Where a Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these</p>	<p>Corporate H&S team (CHST). A daily report summary of COVID related absences is submitted by CHST to Principal's Advisory group (PAG)- ongoing. Risk based inspections will be led by CHST to ensure COVID secure measures are in place.</p>	<p>CHST /DSS</p>	<p>High</p>
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		<p>will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely. The use of gloves during COVID-19 and the risks in overuse have been documented in a COVID-19 specific PPE policy.</p> <p>Risk of infection through ventilation systems</p> <p>The risk of infection through ventilation is low but could potentially occur through recirculating systems. Such systems have been switched off and will be reviewed prior to reinstating.</p>	<p>A review of the ventilation system has been carried out and assurance provided on the safety of systems when natural ventilation is not the sole control measure.</p>	<p>ISD</p>	
	<p><u>Students</u></p>	<p><u>Undergraduates</u> are being taught through blended learning. Those students having an on-campus blended learning experience 2020/21 are permitted on campus for up to 8 hours per week, inclusive of required face-to-face teaching such as practical classes which are now delivered in reduced numbers to ensure that COVID measures can be maintained.</p> <p>The formation of student bubbles are in place to reduce the level of mixing during teaching.</p>	<p>Ongoing review</p>	<p>Academic staff and ISD</p> <p>Accommodation, ISD</p>	<p>Medium</p> <p>Medium</p>

		<p>In the event that students need to self-isolate on campus, they are supported by Student Advice Centre with advice and food and medical provisions as required.</p> <p>Students (and post-graduate students) who may be clinically vulnerable are identified through the revised reasonable adjustments form or COVID individual risk assessment and controls measures should be identified as required. They are referred to occupational health when complex health conditions require a medical review.</p> <p>Students have been provided with face masks, visors, safety glasses, thermometers to monitor their personal temperature and guidance on COVID measures at the RVC.</p> <p>BvetMed 5 students on extra mural rotation with off campus collaborative partners, study within a bubble. Prior to the onset of each rotation,</p>		<p>Student Advice centre, Occupational Health and CHST</p> <p>CHST</p> <p>Rotation leads</p>	<p>Medium</p> <p>Medium</p> <p>Low</p>
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		<p>students will be tested for COVID using either NHS or private testing. Contingency plans have been made to ensure that students who become unwell during rotation can gain access to transport, self isolation facilities and support.</p> <p><u>Post-graduate students</u> Residents and interns, that have been required to carry out essential clinical duties have continued to attend campus as required. Post-graduate research students (from 8th June) have been given limited access to research facilities to continue their studies. This is continuing in a phased approach. In all scenarios, where students have come on site, the same control measures for staff have been applied to students.</p>			
	Contractors	Contractors have been made aware of the increased hygiene requirements when arriving on campus, the requirement to maintain social distancing and of local rules. All contractors must submit a self-declaration form to ensure they are	The adherence to the control measures will be monitored on an ongoing basis by contractor hosts, maintenance and security. Where	Contractor hosts	Medium

		<p>not experiencing COVID-19 symptoms or self-isolating. Failure to book in contractors or to complete the self-declaration form will result in contractors not being given access to the campus. Contractors are required to check in using the NHS App when arriving on campus.</p> <p>For <u>large-scale construction project</u> work on campus, comprehensive risk assessments have been completed. Any COVID suspect or confirmed cases will be declared by RG Carters immediately to the RVC. Carter do not use any communal services such as washrooms. They will only use the restaurant facilities on campus if they do not have daily food provision with them. They are encouraged to use their own facilities.</p> <p><u>Visitors</u> Visitors hare required to complete a COVID self-declaration and are provided with guidance on the RVC requirements when on campus. This includes the requirements to wear a</p>	<p>contractor hosts are not available on site, a deputy host should be appointed (where possible) and maintenance and security informed of the arrangements</p> <p>Control measures are monitored through weekly updates with RG Carter and RVC staff.</p>	<p>ISD, CHST, Carters</p>	<p>Medium</p>
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		face covering in communal areas. All visitors (including auditors, inspectors, trainers) must be logged onto the VisitorNet system prior to arrival. Visitors are required to check in when arriving on campus using the NHS APP.			
	Clients	There are strict guidelines in place to reduce the risk to clients and the risk of infection from clients. These include (but not limited to) increased use of telephone consultations, very limited access for clients into hospital areas, declaration that patients come from COVID-19 symptom free homes. Specialist risk assessments and procedures are in place for all areas.	Hospital Directors and manager to monitor and review	CSS staff	Medium
	First aiders may risk COVID-19 infection if they have to attend incidents and provide first aid support	All staff, PG research students and contractors had been advised not to attend campus if they have COVID-19 symptoms or are required to self-isolate. Advice has been provided to all first aiders on ways to reduce potential for infection with COVID-19 Additional PPE (e.g. FFP2/3, aprons, gloves) has been provided in key areas for first aider use.	Corporate H&S to monitor supplies and to provide ongoing advice and support None	CHST N/A	Medium

		<p>CPR respirator masks have replaced face shields as they provide improved protection for first aider.</p> <p>A video has been made as a refresher for CPR, infection control and use of new CPR mask.</p> <p>Thermometers (aural) have been provided in the first aid areas for employees to check temperatures when on campus if they feel unwell. These can be disinfected with disinfectant wipes which are also provided.</p>			
	<p>Risk of COVID outbreak and impact upon staff, students and RVC business</p>	<p>An outbreak plan has been developed. Meetings are held on a regular basis with local public health in Herts County Council and London Higher. The provision of advice from infection control consultants have been received and acted upon. See above for additional controls - daily reports are generated to review COVID cases and formation of outbreak response groups.</p>		PAG, CHST	High
Fire safety	<p>Staff may be at risk as areas that have reduced occupation levels may not have regular fire marshal</p>	<p>Weekly fire alarm checks have been carried out throughout the lockdown period even in buildings that were not occupied.</p>	None	N/A	Medium
				CHST	

	checks and marshals and emergency co-ordinators may not be in attendance in the event of a fire or fire alarm activation	All staff and students returning to campus (such research labs) have to complete a short 10 minute fire refresher zoom video to ensure they know the emergency arrangements in the event of a fire.	Corporate safety to monitor attendance		
Injury or ill health and provision of First Aid	Staff or post graduate research students on site may not receive prompt first aid assistance due to reduced numbers of first aiders on site.	Line managers should ensure that a first aider is present on site during working hours. In clinical areas this is managed locally. In research labs this is co-ordinated by departmental lab manager and Corporate Safety. Staff have been advised of alternative arrangements to contact their first aid dependent on their location on campus In high hazard areas, where staff work alone, lone worker alarms should be implemented to ensure assistance is readily available.	Corporate health and safety to monitor and review level of cover Line managers should ensure high hazard activities where there is lone working are risk assessed	DSS and CHST	High
DSE issues due to home working	Staff working at home e.g. on lap tops may be affected by upper limb discomfort or back pain	Staff have been permitted to bring some DSE items home to assist with DSE set up. Small purchases of keyboards or laptop risers and mice have been authorised for use at home.	N/A		

		Advice on posture and DSE set up and assessment have been circulated			
Wellbeing	Staff and students mental and physical health may be adversely affected by COVID-19	COVID-19 self-care programmes have been launched for staff and student on themes including; Be Kind; be active, be healthy, be connected. Counselling, support and advice is continuing to be available remotely. On-line drop in support services are available from student advice, chaplaincy and HR.	The effect on staff and students will be monitored by HR and Advice Centre and the Wellbeing Committee	HR and Learning and Wellbeing	Medium
Legionella	Staff using infrequently flushed water outlets may be at risk of contracting Legionnaires Disease if water outlets have not been used frequently during the lockdown period.	Most water outlets that have been infrequently used e.g. washrooms, restaurant, offices, laboratories have continued to be flushed on a weekly basis in accordance with L28.	The Legionella responsible person to review water flushing schedule and reports and to ensure infrequently used outlets in areas such as student accommodation is assessed	ISD	Low
Equipment safety testing	Statutory testing of safety critical equipment may not have been carried out during lockdown period	Most statutory tests have been maintained e.g. weekly fire alarm testing If safety critical equipment testing e.g. LEV, lifting equipment, lifting operations, have not been maintained, every effort should be made to have the tests carried out. The equipment should either not be	Maintenance and local building / laboratory managers to continue to review testing requirements	DSS, building managers, Maintenance	Medium

		used or a risk assessment should be carried out to determine if there is an increased risk of harm or injury.			
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Emergency Procedures: Describe any actions to be taken or first aid required in the event of an emergency (cross reference to SOP if this are detailed elsewhere: All details regarding first aid provision, emergency response to COVID-19 infected persons on site is detailed within the risk assessment. Additional local procedures will apply.

Likelihood of occurrence	Severity of hazard					
		Negligible	Slight	Moderate	High	Very High
Very Unlikely	Low	Low	Low	Low	Low	Low
Unlikely	Low	Low	Low	Low	Medium	Medium
Possible	Low	Low	Low	Medium	Medium	High
Likely	Low	Medium	Medium	Medium	High	High
Very Likely	Medium	Medium	Medium	High	High	High

Risk Matrix

Low	No additional controls required
Medium	Additional controls should be looked at and actioned where required to ensure the risk is controlled as far as is reasonably practicable (in terms of time, cost and effort)
High	Immediate action required, work should not start or continue until additional controls are implemented

This chart is to give the assessor an idea of the level of risk involved with the activity. It is not a detailed qualitative risk assessment. If the level of risk is high then an additional more detailed assessment may be required.