

Queen Mary University of London (QMUL)

(V9) 19th July 2021

Location: - All Queen Mary University of London Campuses & Estate

Queen Mary University of London has a duty to reduce workplace risk to the lowest reasonably practical level by taking preventative measures. This risk assessment covers these control measures in the context of COVID-19.

What are the hazards?	Who might be harmed and how?	What are you already doing? (Risk Controls)	Do you need to do anything else to manage this risk?	Action by whom
<p>COVID-19 virus exposure and transmission in the workplace</p> <p>The virus is spread in minute water droplets and aerosols that are expelled from the body through sneezing, coughing, talking and breathing. It may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer. Aerosols can remain suspended in air typically at close range within indoor situations for periods of time.</p> <p>It is regarded as a high hazard</p>	<p>Staff Students Visitors Contractors</p>	<p>QMUL is supporting staff and students who are working on campus or working from home by: -</p> <p>Ensuring students and staff have access to regular Lateral Flow Device (LFD) testing at Queen Mary testing centres and/or access to home testing kits, and encouraging them to report their test results.</p> <p>Supporting local public health if there is need for localised surge testing and enabling uptake of COVID-19 vaccinations among staff by offering paid time off work if it is not possible to schedule the appointments outside working hours. Actively encouraging all students to take up the offer of the vaccine when offered it through communications.</p> <p>Locally, S/I/Ds continue to implement the QMUL COVID-19 Code</p> <p>S/I/D have carried out local COVID secure risk assessments for their activities and areas and shared these with relevant staff /PGRs</p> <p>Where aerosols or droplets are being generated as part of the normal work tasks the additional risk of combination of virus particles are being assessed within the local risk assessment.</p> <p>Whilst clinically extremely vulnerable staff are no longer advised to shield we continue to support these staff by discussing with them their individual needs and supporting them in taking any additional precautions advised by their clinicians in line with Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)</p> <p>A vigorous cleaning regime operates across all sites, which incorporates HSD virus survival information and decontamination guidance and EAF cleaning &</p>	<p>All students and staff should follow the latest government guidance on testing: HE operational guidance (publishing.service.gov.uk) Students are encouraged to test before they travel back to university and then on arrival at university, students should take two LFD tests at a QM on-site testing facility or using home testing kits (3- 4 days apart).</p> <p>Ongoing - As people density and numbers increase on campus S/I/D need to review their local risk assessments and share updates with staff/PGRs (including considering V9 changes to the institutional risk assessment).</p>	<p>All staff / students on site</p> <p>Schools Institutes & Directorates</p>

		<p>hygiene arrangements procedure.</p> <p>Frequent handwashing has been promoted across all areas and consistent signage is displayed throughout QMUL buildings. Handwashing facilities and hand sanitisers have been provided in buildings. Stocks of soap and sanitiser are checked and maintained daily according to EAF hygiene arrangements procedure.</p> <p>The revised Face Covering Policy issued (July 2021) states that, in accordance with Government guidance and Step 4 of the roadmap, face coverings will no longer be required for students, staff and visitors either in teaching and learning environments or in communal areas. QMUL continues to provide face coverings for staff and students who out of personal choice may prefer to continue to wear them.</p> <p>HE operational guidance (publishing.service.gov.uk)</p> <p>A ventilation survey and assessment has been completed by EAF to ensure adequate ventilation of indoor teaching spaces to comply with the Workplace (Health, Safety and Welfare) Regulations 1992</p> <p>Aerosol Generating Procedures during teaching, research or related activities are assessed in line with Dental / Medical statutory / professional body requirements.</p> <p>QMUL outbreak plan and contact tracing procedures are in place and updated as required.</p> <p>QMUL supports the NHS Test and Trace amongst staff, students and visitors and supports the guidance found in https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works.</p> <p>Should it be required at any stage QMUL has the ability to quickly reintroduce any COVID secure mitigations that may be needed at short notice.</p>	<p>If any skin irritation occurs as a result of frequent hand washing an OH referral is recommended</p> <p>An action plan continues to identify and implement mechanical and natural ventilation improvement strategies across the estate.</p> <p>Ongoing checks by S/I/D to ensure risks are controlled.</p>	<p>Line Managers & Supervisors</p> <p>Estates & Facilities</p> <p>Schools Institutes & Directorates</p>
<p>COVID-19 virus exposure and transmission coming to and from work</p>	<p>Staff</p>	<p>Handwashing facilities and/or hand sanitiser have been provided at entry/exit points to buildings with advice given to ensure handwashing occurs upon arrival on site.</p> <p>Common surface contact areas are subject to regular cleaning regime.</p> <p>QMUL staff are aware of Transport for London 'Safer Travel Guidance' explaining the measures they have in place to ensure a safe, clean network</p> <p>Safer travel guidance - Transport for London (tfl.gov.uk)</p>		

COVID-19 virus exposure and transmission during a first aid incident	Staff Students Visitors Contractors	QMUL follow the HSE guidance on administering First Aid during the pandemic https://www.hse.gov.uk/coronavirus/first-aid-and-medicals/first-aid-certificate-coronavirus.htm with staff involved in the provision of assistance to others following HSD COVID- 19 First Aid Procedures		
COVID-19 virus exposure and transmission from visitors and contractors	Staff Students Visitors Contractors	Clear visitor and contractor procedure in place (via security) with records of visitors and contractors maintained and including contact tracing procedure.		
COVID-19 virus exposure and transmission from inadequate environmental cleaning	Staff Students Visitors Contractors	Vigorous cleaning regime implemented incorporating HSD virus survival information and cleaning / decontamination guidance. Control measures implemented for cleaning staff (including appropriate PPE) as determined by local risk assessment and HSD guidance. Safe disposal arrangements for all waste streams Handwashing facilities and / or hand sanitiser provided in all buildings with the importance of hygiene and handwashing procedure being communicated across the campuses via a variety of media	Cleaning after a known or suspected case of COVID-19 must follow the <u>specific guidance issued by PHE.</u>	Estates & Facilities
COVID-19 virus exposure and transmission through work related travel	Staff	All planned travel is risk assessed and approved by S/I/D responsible person/s according to <u>QMUL procedures</u> and current international travel restrictions and HE Gov guidance HE operational guidance (publishing.service.gov.uk)		Schools. Institutes & Directorates
Infrastructure and maintenance health & safety issues arising from buildings that have been fully or partially closed	Staff Students Visitors Contractors	Vigorous cleaning regime implemented by facilities. Building compliance assurance checks have been carried out.	Ongoing - Areas will need to consider restarting and testing specialist equipment which may have been unused for a longer than usual period. S/I/Ds should confirm their local area checks with EAF	Schools. Institutes & Directorates Schools. Institutes & Directorates
Psychological wellbeing of staff	Staff	Provision of clear, consistent and regular communications around Covid-19 and the ways of working from the Principal QMUL maintains a <u>Coronavirus update and guidance website</u> for managers, staff, students and visitors. Engaging with staff and trade union representatives through existing communication routes to explain and consult on any changes in working arrangements.	Regular updates ongoing Ongoing - engagement with staff to monitor and understand any unforeseen impact of changes to working environments.	Schools. Institutes & Directorates

Continued access to occupational health services, mental health first aid provision and Workplace Options Scheme

The residual risk level associated with School / Institute / Directorate areas, complex tasks etc. are assessed within local risk assessments (accessible to authorised users on MySafety). V9 incorporates changes as a result of the fourth step in the government roadmap effective from 19th July 2021.

Assessor:-	V3 original by Rebecca Jones (Director of Health & Safety, Queen Mary) V4/5 updates - Dr. Mark Ariyanayagam (HSD Manager) V6 Rebecca Jones (Director of Health & Safety) updates minor following Gov guidance to HEs for national restrictions period 5th Nov /2nd Dec 2020 V7 Rebecca Jones (Director of Health & Safety) revisions and updates following Gov guidance and restrictions on the variant SARS-CoV-2 increased transmission rates in London / SE of England V8 Rebecca Jones (Director of HSD) revisions and updates following the third step of the Gov roadmap and the issuing of HE COVID-19 operational guidance on 10 th May 2021 V9 Rebecca Jones (Director of HSD) includes updates following the fourth step of the Gov roadmap in lifting COVID restrictions on 19 th July and the issuing of new HE COVID-19 operational guidance on 6 th July 2021	Date:	V3 17 th May 2020 V4/5 10 th Sep 2020 V6 6 th Nov 2020 V7 12 th Jan 2021 V8 11 th May 2021 V9 7 th July 2021
Approved:-	Prof Colin Bailey (Principal and President, Queen Mary) and the Queen Mary Senior Executive Team (SET)	Date:	V9 19 th July 2021
Subject to review, monitoring and further revision by:-	Rebecca Jones (Director of Health & Safety QMUL) Jonathan Morgan (Chief Governance Officer, Academic Registrar & Council Secretary, Queen Mary)	Review Date:	Reviewed as government guidance changes or more frequently if the situation requires