

**RISK ASSESSMENT RECORD**

<b>Activity Assessed:</b> General Operation of University Buildings during Academic year 2021/2022	<b>Assessor:</b> Verity Hendrick/ Shirley Fantie	Assessment Date: 10/01/2022
	<b>Responsible Person:</b>	Warden

HAZARD potential for harm	Will Affect	PRECAUTIONS/CONTROLS already in place to remove hazard, reduce risk level	RISK (with controls)			Additional Controls Needed. Detail here
			L	S	R	
Spreading of Covid-19	University staff, students and visitors	<p>All departments are subject to a covid-19 risk assessment to be in place at all times. The risk assessment will need to be developed and maintained within each department and reflect any changes to practices, procedures or government guidance and restrictions.</p> <p>All risk assessments are to be communicated to all staff upon their return to work. Staff are permitted to attend and check their allocated spaces and set up prior to a full return. Any concerns can be reported to relevant parties.</p> <p>All departments subject to a walk-round inspection prior to opening by the H&amp;S team to ensure that compliance levels are adequate. HODs are required to communicate the risk assessments to all staff and students within the department.</p> <p>Senior management along with departments regular monitor progress.</p> <p>H&amp;S committees regularly meet to discuss progress and best practice in order to achieve compliance.</p> <p>Staff and Students are encouraged to carry out a Lateral Flow COVID test Twice weekly once returning to campus.</p> <p>The University provides 7 day home test kits to Staff and Students which can be collected from the Richard Hoggart Building main reception. Slots to collect testing kits can be booked via the online booking system.</p> <p>The College has an agreed Outbreak Prevention and Control Plan agreed by Lewisham Public Health.</p> <p>Staff whose roles do not involve directly supporting students should continue to work from home if they are able to, in line with Government guidance.</p>	1	3	3	

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Staff and students arrive with covid-19 symptoms	University staff, students and visitors	<p>Communications are to be issued to all staff and students and requested not to attend if they have covid-19 symptoms.</p> <p>Anyone feeling ill whilst on Goldsmith's premises will be expected to leave and head home.</p> <p>Guidance is provided on Goldmine in relation to Covid-19 safety.</p> <p>Goldsmiths encourage Staff and Students to carry out a lateral flow test before coming to campus and twice weekly thereafter.</p> <p>Staff and Students with symptoms of COVID-19 should confirm with a PCR test. If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.</p> <p>If a Staff or Student has no symptoms and has positive LFD test. If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.</p> <p>If you get symptoms while you're self-isolating, the 10 days restarts from the day after your symptoms started.</p> <p>Staff and Students can stop self-isolating after 7 days if a LFD test is carried on days 6 and 7 of the self-isolation period and both tests are negatives and are carried out 24 hours apart.</p>	2	3	6	
Mental Health impact due to covid-19	University staff, students	<p>The University's Student support services and Wellbeing Team are able to provide Staff and Students support and guidance in they have been impacted by COVID-19</p> <p>Assessment procedures are in place to identify those in need of support.</p>	2	3	6	
BAME community identified as higher risk	University staff, students	<p>HR &amp; Occupational Health have developed assessment tools to identify those at higher risk.</p> <p>Support and guidance will be provided where the needs are identified.</p>	2	3	6	

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High risk category of staff and students (pregnancies or underlying health concerns)	University staff, students	<p>HR &amp; Occupational Health have developed assessment tools to identify those at higher risk. This assesses the individual's vulnerability and risk that they will develop COVID-19. It varies according to age, sex, ethnicity, and underlying health (comorbidities), and is reduced by any personal immunity acquired through previous infection and/or vaccination <a href="https://alama.org.uk/covid-19-medical-risk-assessment/">https://alama.org.uk/covid-19-medical-risk-assessment/</a></p> <p>Support and guidance will be provided by line management, HR and the H&amp;S Team where the needs are identified.</p> <p>Individual risk assessments will be prepared as required. This will be guided by the HR and H&amp;S team.</p> <p>High Risk Vulnerable persons are to follow government guidance and take extra precautions where possible.</p>	2	3	6	
Unexpected staff and students arriving on site	University staff, students	<p>The Outbreak Prevention and Control Plan and agreed Operating Principles define access hierarchy across the campus which is determined from any changes in local and national government guidance.</p> <p>Events will need to provide a risk assessment which would to be approved prior to the event commencing.</p> <p>All Visitors need to liaise with the Security Office when attending campus.</p> <p>Full department may return following approval of their Risk assessment.</p>	1	3	3	

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Failure to Self-Isolate	University staff, students and visitors	<p>If any University staff member attending the site living with anyone who is self-isolating with COVID-19 and has not been fully vaccinated, must go home and self-isolate in line with government guidance (unless double vaccinated) and call 119 to instigate the NHs test and trace process.</p> <p>Staff fully vaccinated can continue to work as normal and are strongly advised to carry LFD tests once a day for 7 days</p> <p>Anyone contacted by the test &amp; trace system will be expected to follow their guidance and self-isolate as required.</p> <p>Staff and Students with symptoms of COVID-19 should confirm with a PCR test. If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.</p> <p>If a Staff or Student has no symptoms and has positive LFD test. If you test positive, your self-isolation period includes the day your symptoms started (or the day you had the test, if you do not have symptoms) and the next 10 full days.</p> <p>If you get symptoms while you're self-isolating, the 10 days restarts from the day after your symptoms started.</p> <p>Staff and Students who have tested positive for COVID-19 can stop self-isolating after 7 days if a LFD test is carried on days 6 and 7 of the self-isolation period and both tests are negatives and are carried out 24 hours apart.</p> <p>Anyone who has travelled from restricted areas will be required to Quarantine and follow testing regime in line with government guidelines.</p>	1	3	3	PCR tests can be booked via the NHS website.

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Social distancing	University staff, students and visitors	<p>Staff present on site and operatives who attend to undertake work; are expected to maintain a 1.1m distance from other staff and other building users wherever possible.</p> <p>Where 1.1m social distancing cannot be achieved, the 1m+ rule shall be instigated. In such instances, a full risk assessment will need to be prepared and approved by the H&amp;S department. Additional control measures will be required in such instances which include face coverings.</p> <p>All staff &amp; students will be briefed about COVID-19 when they attend site. Staff will be briefed by their line managers &amp; HODs. Students will be briefed within their departments.</p> <p>Signage will be utilised throughout the building to remind and encourage the following of Goldsmith's rules and requirements.</p> <p>Staff will be required to complete the online e-learning module "Return to Work" which is monitored by HR.</p> <p>Avoid meetings at the University and use video conferencing where possible.</p> <p>Staff whose roles do not involve directly supporting students should continue to work from home if they are able to, in line with guidance.</p> <p>Departments are encouraged to incorporate blended working for Staff.  <a href="https://goldmine.gold.ac.uk/Working/Pages/Campus-and-remote-working.aspx">https://goldmine.gold.ac.uk/Working/Pages/Campus-and-remote-working.aspx</a></p>	1	3	3	
Low standards of Hand Hygiene	University staff, students and visitors	<p>Hand sanitiser and hand wash facilities provided throughout the buildings and will be replenished as required.</p> <p>Entrances have sanitiser present along with staff rooms and other strategic locations.</p>	1	3	3	

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Contact with contaminated surfaces throughout the University buildings	University staff, students and visitors	Enhanced cleaning regime is in place and such levels of cleanliness will be maintained and monitored.  Cleaning team are in place and are actively working to maintain the required level of cleanliness  Sanitising wipes are provided in teaching areas and Office spaces to wipe down surfaces.	1	3	3	
Failure to abide by rules	University staff, students and visitors	Anyone failing to abide by the rules set out by the University, will be apprehended and managed in line with Goldsmiths Policies.	1	3	3	
Failure to safely provide first aid treatment	University staff, students and visitors	First aid risk assessment to be in place and communicated to all first aiders, Appointed Persons, staff and students within their respective work areas.  First aid cover must be shared wherever possible between departments and groups in a building.  Available First aiders or Appointed persons who are in a building should identify themselves, e.g. sign onto a whiteboard at the entrance to the building (if available), or utilise online calendar management systems, so that level of cover can be understood each day.  Line Managers should not permit high risk activities to take place if there is reduced or no first aid cover in their building.  First Aiders are provided with additional PPE from H&S.	1	3	3	

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Failure to provide emergency response in the event of a fire	University staff, students and visitors	<p>All staff are expected to complete the Awaken fire awareness e-learning course annually, on return to work after a long period of absence, or after a department relocation.</p> <p>All staff, students and visitors to undertake a local fire induction/familiarisation of the building they are working in to ensure familiarisation with the emergency escape routes in the event of a fire.</p> <p>Managers of returning staff must assess their capability to support an emergency response by checking available number of role holders and where necessary complete additional training or request support.</p> <p>Line managers must review PEEPS in place to ensure they can still be followed.</p>				
Lone Working	University staff, students and visitors	<p>Lone working must be considered in local risk assessments and the lone working policy guidance followed. The Line Manager or a buddy system to be used when in work.</p> <ul style="list-style-type: none"> <li>For lower risk activity, your line manager/buddy can be remote and contacted by phone (WhatsApp, MSTeams).</li> <li>For higher risk work, your line manager/buddy must be close, and teams should co-ordinate activities and attendance in advance of work taking place.</li> </ul>				



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General teaching in classrooms - risk of acquiring or transmitting infection	University staff, students and visitors	<p>All rooms are subject to review to ascertain the maximum occupancy levels.</p> <p>All rooms/departments are subject to risk assessment prior to opening.</p> <p>All risk assessments of departments will be reviewed against current guidance relating to the specific department.</p> <p>Masks should be worn in campus buildings</p> <p>Study spaces are available to book for students,</p> <p>Students are encouraged to be tested twice weekly</p>	1	3	3	
Failure of building services	University staff, students and visitors	<p>Buildings have been maintained and this will continue.</p> <p>Statutory inspections have been undertaken and will continue to be maintained.</p>	1	3	3	
Use of lift	University staff, students and visitors	<p>Lifts usage will be used with limited numbers</p> <p>Use of lifts are restricted to essential users via the access pass system.</p> <p>Additional signage and hand sanitiser available in each lift lobby.</p>	1	3	3	
Departmental risks	University staff, students and visitors	<p>All departments are required to undertake their own departmental risk assessments. Unless this has been undertaken, the department will not be permitted to open and will be closed.</p> <p>Departments that wish to carry out events will need to provide a specific risk assessment for approval for that event prior to the event commencing.</p> <p>Department risk assessments must be reviewed and approved by H&amp;S before returning to campus.</p>	1	3	3	

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Failure to access required PPE and sanitisation equipment	University staff, students and visitors	Established supply chain has been identified that provide the required supplies needed.  Stocks are held on site and levels regularly reviewed.	1	3	3	
Building air quality	University staff, students and visitors	A/C and ventilation systems have been set to 100% fresh air intake.  Openable windows provided where mechanical ventilation is not present.  All mechanical ventilation is serviced and maintained in line with statutory requirements.  Mechanically ventilated air is suitably filtered.  Air Quality checks carried out in buildings.	1	3	3	
Failure to manage an outbreak of Covid	University staff, students	University has an Outbreak Management Plan in place that includes details about reporting, monitoring and managing cases in the event of a positive COVID case.  Where cases are reported, the process will identify the steps required in order to minimise the risk of further spreading.  Numbers of positive cases within the University will be monitored on a daily basis.	2	3	6	
Non-compliance of statutory inspections of plant and equipment during COVID-19 pandemic	University staff, students	Thorough examination, inspection, testing and maintenance is to continue.  There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up-to-date.	1	3	3	

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Face to face contact at greeting points	University staff, students	Screens provided where identified.  Face Masks/coverings should be worn.  visors are also made available for staff use.	1	3	3	
Transmission of Covid-19 during general circulation	University staff, students	All staff and students should wear face coverings/masks when moving around the campus buildings.  Disposable face coverings will be available at main receptions should anyone entering require one.  Hand Sanitiser is available at entrances to buildings	1	3	3	
Reliance on the use of public transport	University staff, students	Where use of public transport can be avoided, this will be encouraged.  The staggering of start and finish times will be encouraged to avoid the busy times/rush hour.  Additional bicycle storage racks have been installed for staff/student use.	1	3	3	
Spread of Covid within living accommodation	University staff, students	Increased levels of cleaning is to take place across the campus in communal areas including shared kitchens and bathrooms by the domestic and cleaning services department.  Students are required to clean their own bedroom areas at an increased frequency and communication of such expectations will be communicated. Additional consumables will be provided.  Students will be informed of the process of reporting ill-health when living in student accommodation.  Students developing any symptoms of COVID-10 or having been in contact with someone who has tested positive should self-isolate for 10 days unless fully vaccinated.	2	3	6	

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Failure to comply with every changing guidance	University staff, students	Departments and the H&S team are to review ongoing changes.  The H&S team subscribe to government updates and will provide details of changes to the departments and management teams.	1	3	3	
Rooms used above recognise room capacity	Staff, student and visitors	Room capacities will be established by each department in line with social distancing requirements  Capacity numbers must not be exceeded  Capacities for 1.1m and zero social distance will be sign posted to rooms	1	3	3	
Students travelling back to University at the start of Term. (if lockdown is in force) – inability to follow lockdown requirements	Students, parents of students	Guidance will be issued by the Government in relation to this and will be factored in to the risk assessment  Guidance will be provided to all students in relation to this matter.  During a Lockdown period students are to continue learning through online teaching unless they meet criteria from government guidance	1	3	3	
Students commuting to and from the campus.	Students	A number of students commute from their family home to the campus (commuter students). Such students can still travel to campus for educational purposes but should make sure that they take account of all public health guidance on safer travel, so that they and their fellow passengers stay as safe as possible. Refer to safer travel guidance <a href="#">Safe Travel Guidance</a>	2	3	6	
Spread of covid-19 within classroom/teaching areas	Students & staff	Face coverings should to be used in all areas of the campus including classrooms and learning areas and within multi-occupied offices.  Some individuals are exempt from wearing face coverings, and we expect staff and students to be sensitive to those needs.  Wipes are provided in all rooms so surfaces can be wiped down before and after use.  Reduced number of staff and students in classrooms to incorporate social distancing.	1	3	3	

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Catering – Outlets on Campus	Operators of catering facilities	<p>All catering outlets on campus would need to follow the government guidance for food businesses  <a href="https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19">https://www.gov.uk/government/publications/covid-19-guidance-for-food-businesses/guidance-for-food-businesses-on-coronavirus-covid-19</a></p> <p>All Catering Outlets are to provide their own risk assessment that are approved by the Health &amp; safety team.</p> <p>NHS track and trace QR code is located in these areas.</p> <p>All users of these facilities will be encouraged to scan the QR code.</p>	2	3	6	
Clinically vulnerable staff and students	Staff and students	<p>Those classed as extremely clinically vulnerable will receive notification from the NHS / doctors and advice given to them on an individual basis.</p> <p>Individual risk assessment are to be carried out. This assesses the individual’s vulnerability and risk that they will develop COVID-19. It varies according to age, sex, ethnicity, and underlying health (comorbidities), and is reduced by any personal immunity acquired through previous infection and/or vaccination  <a href="https://alama.org.uk/covid-19-medical-risk-assessment/">https://alama.org.uk/covid-19-medical-risk-assessment/</a></p> <p>Those classed as extremely clinically vulnerable are required to shield during a national lockdown period as per government guidance.</p> <p>Those who are covered under this remit will be managed by the HoDs and HR on an individual basis. Extra mitigations will be in place eg. Online learning, face coverings etc..</p> <p>Students should contact their student support services if they are required to self-isolate. The University will be able to provide additional help and practical support to ensure that students are properly cared for.</p> <p>Students living in private halls or university accommodation should inform their hall manager so they in turn can inform the Uk Health Security Agency (UKHSA) local health protection team. Both the Universities and private accommodation providers will work closely with local health teams to agree the best course of action in the event of an outbreak.</p>	2	3	6	

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International students	Staff and students	<p>International students travelling from other countries into the UK should self-isolate in their accommodation in accordance with government guidance in place at that time.</p> <p>All fully vaccinated international arrivals to take a Day 2 LFD test and do not need to self-isolate in between.</p> <p>Those who are not fully vaccinated must Quarantine for 10 full days and carry out a PCR test on Day 2 and Day 8.</p> <p>International students should complete a passenger locator form on arrival in the Uk .</p> <p>International students should be mindful that the Foreign, Commonwealth and Development Office currently advises against all but essential international travel. If students do travel home they should also consider whether they need to self-isolate when they return, and are advised to check any restrictions in the country they are travelling to, and whether they will also need to undertake a period of self-isolation in that country.</p> <p>Students should not travel if they have symptoms of coronavirus (COVID-19).</p>	2	3	6	
Sport & leisure facilities	Staff and students	<p>All sport and leisure facilities are to follow government guidance <a href="https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators">https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators</a></p> <p>Before any sporting activities take place a risk assessment must be completed by the organiser and approved by Health and Safety.</p>	1	3	3	
Performing Art activities	Staff and students	<p>Activities can be undertaken in line with this and other guidance, in particular Department for Digital, Culture, Media and Sport (DCMS) <a href="#">guidance</a> for professionals and non-professionals on Working safely during coronavirus (COVID-19): performing arts.</p> <p>Activities will only be undertaken for educational purposes where they form part of an academic course.</p> <p>Any performances that take place with attendees a risk assessment is to be carried out and approved by Health and Safety.</p>	1	3	3	

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Socialising	Staff and students	<p>Current Government Guidance and lifting of restrictions Staff and Students can meet socially.</p> <p>Staff and Students that wish to socialise on campus are to follow campus rules.</p> <p>Educational gatherings and events that are not included in the departments risk assessment. A further risk assessment would need to be carried out and approved by Health and Safety.</p> <p>Social gathering and events that are not for educational reasons are permitted if a risk assessment is carried out and approved by Health and Safety. These gathering would need to abide by the University rules in regards to mask wearing and social distancing, testing etc.</p>	2	3	6	

(L) **LIKELIHOOD** that harm or ill health will occur

- 1 – Very unlikely (Very infrequent)
- 2 – Unlikely
- 3 – Fairly likely (Occasional)
- 4 – Likely
- 5 – Very likely (Imminent)

(S) **SEVERITY OF HAZARD**

- 1 – Insignificant
- 2 – Minor
- 3 – Moderate
- 4 – Major
- 5 – Catastrophic (Fatality)

(R) **RISK LEVEL** is product of Likelihood and Severity (LxS).

- 1 -4 **Acceptable** = No further action, ensure controls are maintained
- 5-9 **Adequate** = Look to improve at next review
- 10-15 **Tolerable** = look to improve within a specified timescale
- 16-25 **Unacceptable** = Stop activity and make immediate improvements

<b>Prepared by</b> (nominated member of staff) : <b>Verity Hendrick</b>	<b>Signature:</b> Verity Hendrick	<b>Date:</b> <b>04/01/2022</b>
<b>Responsible Person</b> (HOD):	<b>Signature:</b>	<b>Date:</b>
<b>Approved by H&amp;S</b> Shirley Fantie	<b>Signature:</b> Shirley Fantie	<b>Date:</b> 10/01/2022



**Risk Assessment Acceptance:** All persons that are involved in the task/event/activity have read the risk assessment and have signed below to confirm they have **understood the risks and will comply with the control measures.**

Name	Signature	Date