



COVID-19 Risk Assessment v5 (last updated 21/09/2020)

Document Owner: Greg Marshall, Director of Estates

All Confetti buildings, staff, students, visitors and other third parties attending the estate

Identified Area of Risk/Key Activities		Estate Areas			C-19 Risk Rating			Physical Control Measures			Non-Physical Control Measures		Residual Risk		
Identified Hazard/Activity	Assessment Date	Building	Level/Floor	Area/Zone	Likelihood 1-5	Consequence 1-5	Risk	Hygiene Measures	Health and Safety Measures	Signage Requirements	Communication Requirements	Training requirements	Likelihood 1-5	Consequence 1-5	Risk
Health	Staff considered Extremely Clinically Vulnerable or Clinically Vulnerable contracting virus whilst on site	ALL	ALL	All AREAS	4	5	20	All handwashing and cleaning guidelines outlined in this RA to be adhered to in order to avoid increasing risk of virus transmission. Face coverings to be worn in communal areas and where appropriate social distancing is not possible.	Staff adhere to Workplace Guidance & Policy and agree working arrangements with line manager and HR.	N/A	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist	iHASCO Returning to Work(During/After Covid 19)	2	5	10
Health	Students considered Extremely Clinically Vulnerable or Clinically Vulnerable contracting virus whilst on site	ALL	ALL	All AREAS	4	5	20	All handwashing and cleaning guidelines outlined in this RA to be adhered to in order to avoid increasing risk of virus transmission. Face coverings to be worn in communal areas and where appropriate social distancing is not possible.	Students with complex care plans need to provide CMG with their own risk assessment ahead of being allowed back onto the campus	N/A	Individual communication with identified students.	iHASCO Returning to Work(During/After Covid 19)	2	5	10
Health	Staff, students, and visitors develop symptoms whilst on site.	ALL	ALL	All AREAS	4	5	20	All handwashing and cleaning guidelines outlined in this RA to be adhered to in order to avoid increasing risk of virus transmission. Face coverings to be worn in communal areas and where appropriate social distancing is not possible.	Person should report symptoms to immediate supervisor or meeting host, who will inform cleaning team, HR, student services (as appropriate). Person should leave site and return home and self isolate in accordance with government guidelines, avoiding public transport where possible. Person should contact NHS and follow guidance received. Areas where the person has attended will be thoroughly cleaned as soon as reasonably possible.  NB: The tutor is not part of the student bubble and MUST remain at least 2 metres distance at all times unless other mitigation is present	Flowchart to be displayed around site, on Workplace and websites	Flow charts outlining policy displayed around site and on Workplace.	iHASCO Returning to Work(During/After Covid 19)	2	5	10
Health	Staff, students, and any external visitors develop symptoms offsite.	ALL	ALL	All AREAS	4	5	20	All handwashing and cleaning guidelines outlined in this RA to be adhered to in order to avoid increasing risk of virus transmission. Face coverings to be worn in communal areas and where appropriate social distancing is not possible. All communal areas cleaned regularly.	Person should report symptoms to immediate supervisor or meeting host, who will inform cleaning team, HR, student services (as appropriate). Person should not attend site and self isolate in accordance with government guidelines. Person should contact NHS and follow guidance received. Areas where the person has attended will be thoroughly cleaned as soon as reasonably possible.	Covid flowcharts for procedure to follow if possibility of feeling symptoms displayed on the back of all classroom doors	Flow charts outlining policy displayed around site and on Workplace.	iHASCO Returning to Work(During/After Covid 19)	2	5	10
Health	Staff, student, and any external visitors diagnosed with confirmed case of CV-19.	ALL	ALL	All AREAS	3	5	15	All people on site follow handwashing guidelines. Any areas where people with a confirmed case have attended will be deep cleaned. Anti-viral fog will be used where appropriate.	Person should report diagnosis to immediate supervisor or meeting host, who will inform cleaning team, HR, student services (as appropriate). Person should self isolate in accordance with government guidelines. Person should follow guidance received from NHS and comply with Track and Trace procedures. Identify contact list of confirmed case & isolate the whole bubble. Isolated cohort will be taken online for isolation period. Areas where the person has attended will be thoroughly cleaned as soon as reasonably possible.  NB: The tutor is not part of the student bubble and MUST remain at least 2 metres distance at all times unless other mitigation is present	Covid flowcharts for procedure to follow if possibility of feeling symptoms displayed on the back of all classroom doors	Flow charts outlining policy displayed around site and on Workplace.	See Covid Flowchart displayed across campus	1	5	5
Health	Negative impact of CV-19 on mental health and wellbeing after returning to work and working on site	N/A	N/A	All AREAS	3	3	9	N/A	iHASCO training incorporates guidance on maintaining good mental wellbeing in preparing to return to working on site. HR/Managers available to discuss individual concerns or requirements.	N/A	Circulate details of measures in place in advance of returning to site to prepare people. Video/pictures of what to expect circulated in advance and posted onto Workplace	iHASCO Returning to Work(During/After Covid 19) for staff	2	3	6
General	Staff and Students travelling to site on public transport and risking exposure to CV-19 and transferring to site.	N/A	N/A	All AREAS	3	5	15	Minimise touching; sanitise hands before and after journey; maintain 2m distance where possible; wear face covering (in line with gov guidance); and sanitise hands upon arrival.	Follow the travel operators guidance including mandatory face covering.	Follow the travel operators guidance	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist Advise staff and students to consider allowing extra time when travelling as services may not be working at full capacity.	iHASCO Returning to Work(During/After Covid 19) for staff	1	5	5

Identified Area of Risk/Key Activities		Estate Areas			C-19 Risk Rating			Physical Control Measures			Non-Physical Control Measures		Residual Risk		
Identified Hazard/Activity	Assessment Date	Building	Level/Floor	Area/Zone	Likelihood 1-5	Consequence 1-5	Risk	Hygiene Measures	Health and Safety Measures	Signage Requirements	Communication Requirements	Training requirements	Likelihood 1 - 5	Consequence 1 - 5	Risk
General	Arrival and departure of all attendees to site with risk of transferring virus.	ALL	Ground Floor	Entrances and Exits	3	5	15	Social distancing and hand washing signage will be displayed in all entrances and exits, where practical and fit for purpose one way systems will be introduced	Staff and students advised not to attend site if they are displaying symptoms.	Social distancing and hand washing signage will be displayed in all entrances and exits. Notice in entrance to prevent entry to people displaying symptoms.	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist. Communication from meeting organiser to any external visitors to outline policy and not to attend if displaying symptoms.	iHASCO Returning to Work(During/After Covid 19)	1	5	5
General	Risk of individuals transmitting the virus across the site in communal areas, offices and shared spaces	ALL	ALL	All AREAS	3	5	15	All handwashing and cleaning guidelines outlined in this RA to be adhered to in order to avoid increasing risk of virus transmission. Face coverings to be worn in communal areas and where appropriate social distancing is not possible. Additional cleaning of touch points, toilets, communal areas and offices. Using a disposable cloth, first clean hard surfaces with warm soapy water; then disinfect these surfaces with the cleaning products you normally use. Pay particular attention to frequently touched areas and surfaces, such as bathrooms, grab rails in corridors and stairwells and door handles	Mark out workstations that will be used. Remove as much personal effects as possible to reduce touchpoints and increase ease of cleaning. 1 up/1 down on the stairs, and 1 at a time in the lift. Wear disposable or washing-up gloves and aprons for cleaning. These should be double-bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished. Wash hands regularly with soap and water for 20 seconds, and after removing gloves, aprons and other protection used while cleaning.	Cleaning in progress with additional signage measures to allow a safe working space for the cleaner.	Look at timetabling and possible access restrictions to allow more intensive cleaning patterns.	Ensure cleaners are aware of changes to standard cleaning requirements	1	5	5
General	Break times and risk of greater exposure to others who may be carrying the virus.	ALL	ALL	All AREAS	3	5	15	Face coverings to be worn in all communal areas. Additional cleaning regime of all communal areas	Stagger break times, maintain 1m plus distance at all times. Do not congregate together, clean up after yourselves, wash and sanitise hands.	Social distancing and hand washing signage will be displayed across all buildings	Notices in all communal areas to enforce H&S measures.	iHASCO Returning to Work(During/After Covid 19)	1	5	5
General	Visitors risk transferring virus to site.	ALL	ALL	All AREAS	3	5	15	Additional cleaning regime of all communal areas	Non essential visitors not allowed on the premises, any essential visitors to follow the company guidelines while on the premises	Social distancing and hand washing signage will be displayed across all buildings	Communication sent out to stakeholders who regularly visit, and standard text for meeting organisers to send to third parties before attending site.	N/A	1	5	5
General	Virus brought to site and not intercepted by additional measures in place at entrances/exits	ALL	ALL	All AREAS	3	5	15	Anti viral fogging clean will be carried out in certain areas, additional cleaning will be carried out in all areas prior to re-opening and will continue thereafter	Anti viral fogging machine manufacturers instructions and guidance to be followed and adhered to by operator.	Social distancing & hand washing signage will be displayed across all buildings	Signage to be displayed on rooms that have received fogging treatment	iHASCO Returning to Work(During/After Covid 19)	1	5	5
General	Virus spread through building circulation where social distancing cannot be achieved through control measures i.e. narrow corridors and staircases	All	All	All AREAS	3	5	15	Face coverings to be worn in all communal areas. Additional cleaning regime of all communal areas	Travel through corridors where a one way system is not achievable keep to the left; move promptly; give way to others where necessary. Travelling by stairs - keep to the right when ascending and to the left when descending, wait on landings if others coming up/down. DO NOT CONGREGATE.	"please keep left" signage displayed at all pinch points	Signage in place and measures to be communicated to staff and students.	iHASCO Returning to Work(During/After Covid 19)	1	5	5
General	Utilise technology to reduce face to face contact and conversations	All	All	All AREAS	4	4	16	Additional cleaning regime of all areas, anti viral room fogging of certain areas	Minimise and reduce face-to-face meetings and conversations by using digital technology and the telephone where at all possible.	N/A	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist	iHASCO Returning to Work(During/After Covid 19)	2	4	8
General	2-person activities	ALL	ALL	All AREAS	3	5	15	Wash and sanitise hands regularly, wipe down the object handled	Maintain 2 metres apart, where possible. Keep same people working together where possible to minimise spread of the virus. Follow self-isolation guidelines of employees display symptoms if CV-19.	N/A	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist	iHASCO Returning to Work(During/After Covid 19)	1	5	5
General	Legionella control	ALL	ALL	All AREAS	3	5	15	Additional cleaning of all hot and cold outlets	All outlets to be flushed for a minimum of 2 minutes prior to re-opening and weekly thereafter	N/A	To Estates & Cleaning staff	N/A	1	5	5
General	Personal belongings	All	All	All AREAS	3	3	9	Wash and sanitise hands regularly, wipe down the object handled	Keep personal belongings to an absolute minimum, keep them at your workstation at all times.	N/A	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist	iHASCO Returning to Work(During/After Covid 19)	1	3	3
General	Shared equipment transmitting virus between users	ALL	ALL	All AREAS	3	5	15	All shared equipment should be wiped down with anti bac wipes on a regular basis. Anti bac wipes will be made available in all appropriate areas. Shared Tech equipment must return to Tech store at each end of day for UV cleaning.	Non essential items should be quarantined, shared equipment should be minimised	Signage to be displayed in offices, receptions and tech stores	Measure to be communicated within Technical team	Tech store guidance issued to all stakeholders	1	5	5
General	Air Con/HVAC risks spreading virus between rooms	ALL	ALL	All AREAS	3	5	15	HSE guidance followed to ensure appropriate ventilation in all spaces and appropriate use of air conditioning units (using fresh air)	HSE guidance followed to ensure appropriate ventilation in all spaces and appropriate use of air conditioning units using fresh air. Classroom doors and windows to be opened when air conditioning in use.	Signage in rooms regarding opening windows.	Signage in rooms regarding opening windows.	Signs displayed across campus	1	5	5

Identified Area of Risk/Key Activities		Estate Areas			C-19 Risk Rating			Physical Control Measures			Non-Physical Control Measures		Residual Risk		
Identified Hazard/Activity	Assessment Date	Building	Level/Floor	Area/Zone	Likelihood 1-5	Consequence 1-5	Risk	Hygiene Measures	Health and Safety Measures	Signage Requirements	Communication Requirements	Training requirements	Likelihood 1-5	Consequence 1-5	Risk
General	Accidents/First Aid incidents requiring close contact between individuals	ALL	ALL	All AREAS	4	5	20	If available, use: a fluid-repellent surgical mask disposable gloves eye protection apron or other suitable covering.  Additional PPE available with every first aid box.  After delivering any first aid, ensure you safely discard disposable items and clean reusable ones thoroughly. Wash your hands thoroughly with soap and water or an alcohol-based hand sanitiser as soon as possible	Try to assist at a safe distance from the casualty as much as you can and minimise the time you share a breathing zone. Preserve life: Call 999 immediately – tell the call handler if the patient has any COVID-19 symptoms. Ask for help. If a portable defibrillator is available, ask for it. Before starting CPR, to minimise transmission risk, use a cloth or towel to cover the patient's mouth and nose, while still permitting breathing to restart following successful resuscitation. Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths unless essential for preservation of life.	N/A	If they are capable, First Aider to ask patient to treat themselves (if possible), but treating the casualty properly should be your first concern. Remember the 3P model – preserve life, prevent worsening, promote recovery.	All first aiders are aware of HSE guidelines on first aid additional measures.	1	5	5
General	Fire Evacuation risking close contact between individuals	ALL	ALL	All AREAS	2	5	10	N/A	Evacuate the building as usual, utilise the entire assembly point keeping as far away from each other as possible. Safe egress from the building must be considered when reconfiguring the room layout, All fire safety system maintenance and repairs have been uninterrupted.	N/A	Workplace Guidance & Policy (inc details of RA) and all individuals complete Return to Site Checklist	Planned fire drills will be suspended during Covid 19 restrictions.	1	5	5
Division/Dept Specific	Education dept - risk of transmission from working in the office and across Confetti site	All	All	All	Please refer to local risk assessments for departmental risks and measures, which are available on request										
Division/Dept Specific	IT team - risk of transmission from working in the office and across Confetti site	IT - Beck Street	Beck Street	All	Please refer to local risk assessments for departmental risks and measures, which are available on request										
Division/Dept Specific	Hospitality team - risk of transmission to and from customers and colleagues	All	All	All	Please refer to local risk assessments for departmental risks and measures, which are available on request										
Division/Dept Specific	Cleaning team - risk of transmission to and from customers and colleagues	All	All	All	Please refer to local risk assessments for departmental risks and measures, which are available on request										
Division/Dept Specific	Technical team - risk of transmission from working in the office and across Confetti site	All	All	All	Please refer to local risk assessments for departmental risks and measures, which are available on request										
Division/Dept Specific	Estates team - risk of transmission from working in the office and across Confetti site	All	All	All	Please refer to local risk assessments for departmental risks and measures, which are available on request										