This assessment covers the top level controls applicable across the College and will be supplemented with further information in School, Department, or area specific risk assessments.

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<tr>
<th>Group</th>
<th>Hazard</th>
<th>Response</th>
<th>Likelihood</th>
<th>Severity</th>
<th>Risk</th>
<th>Sufficient</th>
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</table>
| Risk to Staff from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces | ▪ Staff information sheet provided to everyone returning to Campus outlining the key hygiene controls.  
▪ Hand washing facilities are provided at every building in use.  
▪ Hand sanitiser is available at key locations based on footfall makes hand washing by everyone impractical.  
▪ Buildings will be cleaned each day and toilets a minimum of twice each day. | Low | Med | MED | Yes |
| Inhalation of Covid-19 | | ▪ Staff information sheet provided to everyone returning to Campus outlining the key social distancing controls.  
▪ Signage in all locations being used reminding people of the requirement to social distance, based on 2m.  
▪ It is suggested that everyone keeps left while moving around the campus.  
▪ Face coverings available for all staff (as of mid-August). The use of face coverings is strongly encouraged.  
▪ Staff and students have been asked not to attend if they have the symptoms of Covid-19. Anyone displaying symptoms will be told to return home. If required Security will attend to assist.  
▪ Guidance outside all lifts suggesting they not be used unless required.  
▪ Face-to-face meetings should not be conducted where possible.  
▪ Guidance has been provided on the layout of offices to ensure suitable social distancing and desk separators will be provided where required.  
▪ Natural ventilation is available in all rooms. | Low | Med | MED | No (1) |
| Disproportionate effect of Covid-19 for those with specific health conditions | ▪ Those staff who are clinically extremely vulnerable must not attend campus.  
▪ Any staff who are known to be pregnant must not attend campus.  
▪ HR guidance has been provided to managers, including a route for occupational health assessment, for staff. It can be found on the Staff Intranet. | Low | High | MED | Yes |
| Disproportionate effect of Covid-19 for those with a disability | ▪ The usual system for Reasonable Adjustments is still in effect and changes to adjustments can be discussed with their Line Manager.  
▪ An Equality Impact Assessment has been completed by HR. | Low | Med | MED | No (2) (3) |
| Increased risk of exposure for those working in certain roles | ▪ Criteria defined for those Staff at Increased Risk of Exposure within the RtC HS Guidance document, which can be found on the Staff Intranet.  
▪ Mandatory training for all staff who are at Increased Risk of Exposure. | Med | Med | MED | Yes |
| Effect on mental health from anxiety around Covid-19 | ▪ Risk assessment and information provided to staff through a range of communication methods including: staff newsletter, staff intranet,  
▪ EAP information is required to be included in all Covid-19 risk assessments. | Low | High | MED | Yes |
| Additional risk from Covid-19 through commuting\(^1\) | ▪ Staff with a specific concern can discuss them with their Line Manager.  
▪ Line Managers can amend working patterns to avoid commuting during the busiest periods.  
▪ Free car parking is available on campus, capacity is being increased by up to 25%.  
▪ The College has lobbied TfL, through London Higher, to ensure capacity for HEIs. | Med | Med | MED | Yes |

\(^1\) Commuting is specifically exempt from occupational risk assessment but has been included here due to the number of people it effects and the concern from those people.
| Risk to **Staff** when teaching from Covid-19 (in addition to controls outlined above) | Ingestion / inhalation of Covid-19 from contaminated surfaces | - Room layout in teaching spaces has been defined where possible and the lecturer will use a specific desk, minimising the number of people contacting it.  
- Cleaning wipes are provided in every teaching space to allow self-cleaning of the lecturers workstation to give confidence it has been completed.  
- Nitrile gloves will be provided in PC Labs or areas with shared equipment.  
- Bins, with lids, will be provided in each teaching space. |
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<td>Low</td>
<td>Med</td>
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| Inhalation of Covid-19 |  | - Staff will be provided with a face visor if requested for use when teaching.  
- Room layout has used 2m social distancing for all lecturers and 1m for students to give additional protection.  
- Specified room layout will be displayed outside of the room and must not be changed. |
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<td>Low</td>
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| Increased risk to **staff providing first aid cover** from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | - First aiders are all trained to complete a primary assessment, considering ‘danger’ to themselves as the first step.  
- First aiders are all trained in the use of gloves and masks to protect themselves from pathogens and contaminated liquids and provided with these items within first aid kits.  
- First aiders have been provided information from St Johns Ambulance on providing first aid during Covid-19, including on the provision of CPR |
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<td>Low</td>
<td>Med</td>
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| Risk to **Students and Staff** through exposure to a confirmed case of Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | - Any student or member of with symptoms of Covid-19 will be required to return home.  
- They will not be permitted to return to campus until they test negative for the virus or are cleared by PHE / the NHS.  
- Where possible their main place of work will be closed for 72 hours and then thoroughly cleaned.  
- Where this is not possible, and additional assessment will be carried out.  
- Touch point that the person may have reasonably touched will be cleaned with a specialist cleaning substance. This is caustic and is not suitable for general cleaning. |
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<tr>
<td>Med</td>
<td>Med</td>
<td>MED</td>
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</table>
| Risk to Students from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces | Hand washing facilities are provided at every building in use.  
Hand sanitiser is available at key locations based on footfall makes hand washing by everyone impractical.  
Buildings will be cleaned each day and toilets a minimum of twice each day. | Low | Med | MED | Yes |
|---|---|---|---|---|---|---|
| | Inhalation of Covid-19 | Signage in all locations being used reminding people of the requirement to social distance, based on 2m.  
It is suggested that everyone keeps left while moving around the campus.  
Face coverings available for all staff (as of mid-August). The use of face coverings is strongly encouraged.  
Staff and students have been asked not to attend if they have the symptoms of Covid-19. Anyone displaying symptoms will be told to return home. If required Security will attend to assist.  
Guidance outside all lifts suggesting they not be used unless required.  
Where queueing is required the correct distances will be marked on the floor.  
Staff who enter student residences are required to wear a face covering. | Low | Med | MED | Yes |
| | Disproportionate effect of Covid-19 for those with specific health conditions, a disability, or a specific anxiety around the virus. | Information provided to all students through a range of methods including: email, welcome pack information, the Student Intranet, and the College app.  
Student Advisory and Wellbeing can provide a range of services to students with specific conditions.  
Student PEEPS will be provided as per the usual process with Covid-19 taken into account. | Low | Med | MED | Yes |
| | Additional risk from Covid-19 through commuting | Free car parking is available on campus, capacity is being increased by up to 25%.  
The College has lobbied TfL, through London Higher, to ensure capacity for HEIs. | Low | Med | MED | No (4) |
| Risk to Students in teaching spaces from Covid-19 (in addition to controls outlined above) | Ingestion / inhalation of Covid-19 from contaminated surfaces | Room layout in teaching spaces has been defined to ensure social distancing.  
Cleaning wipes are provided in every teaching space to allow self-cleaning of workstations to give confidence it has been completed.  
Nitrile gloves will be provided in PC Labs or areas with shared equipment.  
Bins, with lids, will be provided in each teaching space. | Low | Med | MED | Yes |
|---|---|---|---|---|---|---|---|
| Inhalation of Covid-19 | Guidance provided to teaching staff on the importance of starting and ending lectures on time to minimise queueing.  
Where appropriate, a one way system will operate in teaching spaces.  
In PC Labs desk separators will be provided.  
Natural ventilation is available in all rooms. | Low | Med | MED | Yes |
| Risk to Students in residences through a member of their household contracting Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | Any student with the symptoms of Covid-19 will be required to return to their residence.  
They will not be permitted to return to campus until they test negative for the virus or are cleared by PHE / the NHS.  
Where possible their main place of work will be closed for 72 hours and then thoroughly cleaned.  
Where this is not possible, and additional assessment will be carried out.  
Any student with the symptoms of Covid-19 will be asked to self-isolate in their room or move to a special room in the Hub, depending on the specific situation.  
All other members of the household will be required to self-isolate or apply for testing, in line with the current Government advice | Med | Med | MED | No (5) |
| Risk to Visitors from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | Visitors to campus are not currently permitted unless deemed essential and approved by Senior Management. | Very Low | Med | LOW | Yes |
| Risk to Contractors working on Campus from Covid-19 | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | • Contractors only being permitted to attend Campus for vital work.  
• Contractors are provided information on the College's expectations for a Covid-19 secure campus.  
• Contractors attending the College daily in support of daily operations, such as cleaners and bus drivers, have provided their Covid-19 risk assessment to ensure it meets the College's expectations. | Very Low | Med | LOW | Yes |
|-----------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------|-----|-----|------|
| Increased risk to Members of the Public visiting Campus | Ingestion / inhalation of Covid-19 from contaminated surfaces or inhalation of Covid-19 | • Campus access for members of the public is not being encouraged.  
• Any member of the public not complying with social distancing will be asked to leave. If required Security will attend to assist. | Very Low | Med | LOW | Yes |

**Non-Covid-19 risks changed by the above controls**

| Increased risk to staff, students, contractors, and visitors from Legionella | Increased risk of exposure to Legionella due to reduced occupancy during lockdown | • Flushing has continued throughout lockdown on buildings identified by the Legionella Manager as requiring it.  
• Confirmatory testing is being carried out to ensure that the flushing is effective.  
• Chemical treatment is available if required.  
• Process in place to inform Maintenance of the schedule for re-opening buildings to ensure that appropriate flushing and testing is carried out. | Low | Med | MED | Yes |
|-----------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------|-----|-----|------|
| Increased risk to staff, students, contractors, and visitors from fire | Increased risk to people during any fire evacuation due to a lack of trained fire marshals | • Provision of an adequate number of fire marshals is a requirement of School / Department / building risk assessments.  
• Risk assessments will not be signed off by the Health and Safety Office unless sufficient fire marshals are available.  
• Training through MS Teams can be provided by the Health and Safety Office. | Low | Med | MED | Yes |
### Additional Controls Required

<table>
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<tr>
<th>Serial</th>
<th>Control Measure</th>
<th>Resp. Per.</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Further consideration of the natural airflow in each teaching space once further Government advice has been published</td>
<td>Doug Searle</td>
<td>Aug 20</td>
</tr>
<tr>
<td>2</td>
<td>Investigate the use of badges / lanyards for use by students / staff with hearing loss who require people to remove their face coverings to allow lip reading.</td>
<td>Susan Lee</td>
<td>Sept 20</td>
</tr>
<tr>
<td>3</td>
<td>Investigate braille tape to supplement signage for students / staff with visual impairment.</td>
<td>Susan Lee</td>
<td>Sept 20</td>
</tr>
<tr>
<td>4</td>
<td>Provide a Commuting Student space to allow students to sit, heat food, and prepare hot drinks.</td>
<td>TBC</td>
<td>Sept 20</td>
</tr>
<tr>
<td>5</td>
<td>Identify a GDPR compliance track and track system to meet Government guidelines</td>
<td>Doug Searle</td>
<td>Aug 20</td>
</tr>
</tbody>
</table>