# Coronavirus Risk Assessment for Higher Education

This template risk assessment is intended to help you document the risk control measures you have introduced within the workplace to control the spread of coronavirus (COVID-19). It is not a School Continuity Plan.

**You must modify this risk assessment to ensure it reflects your activities and the specific risks and controls you have in place.**

**This guidance does not apply to further education (FE) providers who offer HE qualifications.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Establishment Name: | | | | | | Date Assessed: | Assessed by: | | | |
| Task/Activity:  Higher education establishments during the coronavirus (COVID-19) pandemic | | | | | |  | Reference Number: | | | |
| Separate risk assessments are available for specific activities. Raise and complete where required.  This risk assessment should be read in conjunction with these risk assessments (tick all that apply) | | | | | | | Coronavirus Risk Assessment for School Catering  Coronavirus Risk Assessment for COVID Testing | | | |
|  | | | Risk rating before implementing control measures | | |  | Risk rating after implementing control measures | | |  |
| Activity/Task | Hazard/Risk | Person at Risk | Likelihood  (1-5) | Severity  (1-5) | Risk/ Priority | Control Measures in Place | Likelihood  (1-5) | Severity  (1-5) | Risk/ Priority | Additional Control Measures Required |
| Management control | Inadequate management controls could lead to poor control of COVID-19, leading to increased risk of transmission and potential outbreak | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | Use of WorkNest’s Reopening Checklist.   * Use of WorkNest’s COVID-19 Health & Safety Policy and Health & Wellbeing Policy. * Use of WorkNest COVID-19 Daily Management Checklist. * Usage of WorkNest’s COVID-19 Return to Work Form with staff. * Refer to the WorkNest Health & Safety FAQ. * Usage of WorkNest’s Health & Safety Questionnaire with staff. * Use of WorkNest’s COVID-19 Staff Briefing. * and ‘COVID-19 in Education’ posters displayed at main entrance. * COVID-19 training completed. * Completion of Educational Setting Status Form as required. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.  <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance> |
| Education and training delivery | Inability to deliver the curriculum due to COVID-19 arrangements  Non-compliance  Could affect student mental health and future prospects | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * A senior person has been appointed to oversee the establishment, quality and delivery of our Education Plan. * Our Education Plan contains suitable contingency plans to enable appropriate response to changes in government guidelines. * We shall publish our full Education Plan on our website (including offers by age range, timetabling, delivery arrangements, expectation of students and support for students without appropriate technology). * Where operational reasons (e.g. staff absence) may require us to amend our offer, we shall attempt to resume our normal plan as soon as possible. * We shall follow government guidance on examinations. * See also Vulnerable Persons section. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Establishing cohorts and groups to minimise contact between individuals and promote social distancing wherever possible | Contact with unknown infected persons | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * We shall avoid large gatherings involving multiple groups. * We have conducted an audit to determine the availability of staff to work in our setting. * We will continue to use agency, peripatetic staff, workplace students and volunteers. A risk assessment will be conducted regarding group placement. * We will continue with recruitment where required, seeking to offer extended contracts to minimise the number of potential visitors to the site. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Keeping everyone safe upon reoccupation | Potential to contract COVID-19 through FE-related activities | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Usage of WorkNest’s Reoccupation Checklist. * Discussions with insurer to determine further requirements. * Space audit conducted. * The plans consider the flow of employees and students around the premises, with systems put in place to avoid areas of congestion and unnecessary contact. * The plans also consider the use of outdoor spaces. * All staff shall be vigilant for new and additional safeguarding concerns. * Spare/clean and dirty/used masks should be kept in separate containment e.g. bags. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Building ventilation | Contracting COVID-19 as a result of poor ventilation | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * We will ensure all areas within the building are sufficiently ventilated and remain a comfortable teaching and learning environment. * Where installed, we shall use mechanical ventilation systems that have been adjusted to “fresh air” intake. * We shall use natural ventilation where safe to do so (i.e. by opening windows just enough to provide constant background ventilation and opening them more fully during breaks to purge the air in the space). * We will open internal and external doors (not fire doors) to increase throughput of air if safe to do so. * We will open high-level windows in preference to low-level windows, especially when spaces are unoccupied i.e. during lunch/breaks. * We will use outdoor areas as much as possible, including for teaching and learning. * Window opened to allow ventilation (refer to the ‘Risk Assessment Template – Ventilation in Schools’ document on WorkNest’s Coronavirus Advice Hub. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Fire safety | Propping or leaving fire doors open to try to increase ventilation could reduce life safety controls | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Fire doors must not be propped or left open to increase ventilation. * Usage of WorkNest’s Managed Use Policy where required for fire safety. |  | 5 |  |  |
| Permitted access onto the premises | Contact with symptomatic persons suspected of having COVID-19 | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Persons worried about COVID-19 symptoms should call NHS 111 if unable to get help online, and NOT go to their GP or other healthcare provider. * We will minimise contact with individuals who are unwell by ensuring that those who are displaying coronavirus symptoms do not attend our setting. This includes students, staff and visitors. * We will ensure that staff who are symptomatic do not attend work. * We will ensure that all parents and carers understand that if a child has coronavirus symptoms, they should not attend our setting under any circumstances.   We will ensure that students, staff and other adults do not come into the premises if they are displaying symptoms or have tested positive in the last 10 days and ensure anyone developing COVID-19 symptoms during the day is sent home. All premises will follow this process and we will ensure that all staff are aware of it.   * Use of WorkNest’s Unwell Person Flowchart. * A face mask should be worn if helping a student who is symptomatic and awaiting collection. If contact is necessary, then gloves, an apron and a face mask should be worn. If there is a risk of splashing to the eyes, for example from coughing or spitting, then eye protection will also be worn. * Regular family contact to ensure that students from families with symptoms do not attend. * Close liaison between families regarding symptoms – we will not monitor temperatures. * The NHS COVID-19 app is available to anyone aged 16 and over to download if they choose. * Where eligible, employees are strongly recommended to take part in the government’s COVID-19 testing programme and ensure that the results are communicated to senior management. If the test results reveal that the individual has contracted COVID-19, action will be taken as prescribed in the Outbreak Management Plan and a decision will be made on when they can return to work. * We will encourage students to take up the vaccine when they are eligible. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Suspected infected person | Contact with persons who may have been exposed to coronavirus | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * If a student, staff or visitor develops symptoms on site during the day, sufficient to suspect that they may have contracted COVID-19, they shall be immediately isolated in a designated secure location. * Ideally, the designated, secure location should have window ventilation and be situated adjacent to a bathroom. (If the bathroom is used, it must be adequately cleaned prior to reinstatement). * Where a designated secure location cannot be provided, the person should be moved to an area which is at least two metres from others. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| When to self-isolate | Contact with persons who may have been exposed to coronavirus | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Employees or students who are suspected to have coronavirus are required to self-isolate in accordance with the government guidance. * Other persons who may have been exposed to coronavirus will follow the relevant government guidance relating to self-isolation. * We will not request evidence of negative test results or other evidence before those isolating can return to the setting. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Measures in the classroom | Contact with persons potentially infected with coronavirus | Employees  Students  Contractors  Visitors | 5 | 5 | 25 |  |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Arrangements for the teaching of specific subjects | Contact with persons potentially infected with coronavirus | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | **Vocational/Commercial:**   * Vocational courses (healthcare-related, hairdressing, barbering and beauty salons, sports and fitness facilities, restaurants, etc.) may pose particular risks of aerosol droplet and surface transmission. They must comply with relevant sector guidance in “Working safely during coronavirus (COVID-19)”.   **Physical Education:**   * Organised indoor and outdoor sport is permitted where it is part of education or training provision for students eligible to attend. * Sports equipment will be thoroughly cleaned between each use by different groups. * External facilities can be used in line with government guidance for the use of, and travel to and from, those facilities. * Please refer to:   - [Guidance on grassroots sports](https://www.gov.uk/government/publications/guidance-on-coronavirus-covid-19-measures-for-grassroots-sport-participants-providers-and-facility-operators) for public and sports providers, safe provision and facilities, and guidance from Sport England;   * - Advice from organisations such as the [Association for Physical Education](https://www.afpe.org.uk/physical-education/wp-content/uploads/COVID-19-Interpreting-the-Government-Guidance-in-a-PESSPA-Context-FINAL.pdf) and the [Youth Sport Trust](https://www.youthsporttrust.org/resources/coronavirus-support); * - Swim England’s [returning to pools guidance documents](https://www.swimming.org/swimengland/pool-return-guidance-documents/); and * - Guidance on using changing rooms safely. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Attendance at multiple settings | Contact with persons potentially infected with coronavirus | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | Where students or staff attend more than one site, a specific risk assessment will be completed. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Management and control of contractors and visitors (including parents/carers, delivery drivers, supply teachers and other professionals) | Contact with persons suffering from coronavirus | Employees  Students  Contractors  Visitors  Delivery drivers | 5 | 5 | 25 | * Government advice indicates that non-essential visitors should be prohibited from site. We will limit external visitors to the setting and ensure that they only come into the building if absolutely necessary. * Where visitors are permitted, access is by appointment only. * Contractors are only allowed on site if the work cannot be completed at another time. * All contractors, delivery drivers, suppliers and visitors are expected to complete the Contractor/Visitor Checklist found on the WorkNest Coronavirus Advice Hub prior to arrival and the WorkNest Visitor Declaration Form upon arrival. * COVID procedures – no person will be allowed to enter unless this is satisfactory. * Immediately upon entry, all contractors and visitors should be offered handwashing facilities. * All contractors, supply teachers and delivery drivers should be supervised at all times. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Cleaning the premises – post-suspected COVID case | Contact with potentially contaminated surfaces | Employees  Students  Contractors  Visitors  Cleaners | 5 | 5 | 25 | * Once symptomatic and suspected to have COVID-19, all surfaces that the person has come into significant contact with must be cleaned, including: * All surfaces and objects which are visibly contaminated with body fluids; and * All potentially contaminated high-contact areas such as toilets, door handles, telephones, etc. * Public areas where a symptomatic individual has passed through and spent minimal time in (such as corridors) but which are not visibly contaminated with bodily fluids do not need to be specially cleaned and disinfected. * If a person becomes ill in a shared space, these will be cleaned using disposable cloths and household detergents, according to current recommended workplace legislation and practice. * Decontamination undertaken in accordance with advice/guidance from the Health Protection Team. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Cleaning the premises – enhanced cleaning to minimise the risk of transmission | Contact with potentially contaminated surfaces | Employees  Students  Contractors  Visitors  Cleaners | 5 | 5 | 25 | * Undertake the WorkNest COVID-19 Daily Cleaning Checklist. * We will remove unnecessary items from learning environments in order to facilitate cleaning. * We will ensure that an enhanced cleaning programme is in place that will ensure that all frequently-touched surfaces, equipment, door handles, handrails, table tops, play equipment, electronic devices (i.e. phones) and toilets will be cleaned thoroughly several times a day or between use by different groups |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Contact with deliveries and third-party items | Contact with potentially contaminated surfaces | Employees  Students  Contractors  Visitors  Delivery drivers | 5 | 5 | 25 | Existing risk assessments are relevant and valid.  There is currently no perceived increase in risk for handling post/freight.  Third-party deliveries should minimise contact wherever possible, adhering to visitor requirements if appropriate. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Potential COVID-19 emergency situations | Contact with persons suffering from coronavirus | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Updated emergency contact details are in place for both staff and students.   **Declaration of an outbreak:**   * The setting will follow the ‘outbreak management plan’ and inform the relevant authorities. * Upon receipt of written instruction from PHE, we will restrict on-site delivery as instructed. * Upon receipt of verbal or written instruction from PHE, we will substantially reduce on-site delivery to reduce community transmission. * The setting will comply with government guidance on ‘Test and Trace’ procedures where students/persons show symptoms of COVID-19. * Educational visits can be conducted. We have contingency plans in place for countries being visited and where travel lists may change during the trip. Refer to our educational visits risk assessments. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Mental health and wellbeing during COVID-19 | Detrimental effects to mental health and wellbeing | Employees  Students | 5 | 5 | 25 | * During the pandemic, we will ensure that where staff are absent and/or students are on-site or at home, we will monitor their mental health and wellbeing and provide appropriate support as required. * A risk assessment will be completed for a vulnerable individual if required. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Disposal of waste potentially contaminated by COVID-19 | Contact with potentially contaminated waste | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * COVID waste includes used tissues, potentially contaminated masks and other PPE if used. * All waste that has been in contact with a suspected infected person should be put in a plastic rubbish bag and tied when full. * The plastic bag should then be placed in a second bin bag and tied. It should be put in a safe place and marked for storage until the result is available. If the individual tests negative, this can be put in the normal waste. * Should the person test positive, the Health Protection Team will provide instructions about what to do with the waste. * Where possible, we will ensure the availability of lidded bins, preferably operated by a foot pedal, for immediate disposal of tissues, and that these are emptied throughout the day. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Infection control | Transmission of COVID-19 through poor hygiene controls | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | Refer to policy and ensure all staff are aware of its contents and new protocols.  All students and staff are encouraged to frequently wash their hands:   * When they arrive at the setting; * When they return from breaks; * When they change rooms; and * Before and after eating.   Sufficient time must be allowed to accommodate handwashing in the schedule.  All persons are encouraged to practice good respiratory hygiene (Catch it, Bin it, Kill it). This will include posters for students to remind them of the methods.  We shall communicate key messages regarding good hygiene:   * Cover your mouth/nose with a tissue or your sleeve (not your hands) when you cough or sneeze and put used tissues straight in the bin. We will ensure that there is a good supply of disposable tissues throughout our setting. * Wash your hands often with soap and water. Use hand sanitiser gel if soap and water are not available. * Clean and disinfect frequently-touched objects and surfaces. * Avoid close contact with people who are unwell. * Do not touch your eyes, nose or mouth if your hands are not clean.   We will provide instruction and training to staff on infection control, for example [putting on, taking off and disposing of PPE](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures).  Provision of appropriate handwashing stations – hand sanitiser will be available in each room (in use), entrances and exits of buildings, near lunchrooms and toilets.  Kitchen staff to continue to follow the setting’s HACCP and maintain good hygiene standards.  A separate school catering risk assessment has been completed.  Posters promoting good hand hygiene displayed in food areas. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Communication | Lack of awareness about COVID-19 transmission and protection measures | Employees  Students | 5 | 5 | 25 | * Refer to guidance and posters (where required). * Education poster on COVID-19 to be displayed at the main entrance to the building(s). * Posters reminding students about COVID and safe distancing at exits from the establishment. * Liaison with student organisations. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Provision and use of PPE | Contracting COVID-19 due to lack of protective equipment | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Adequate supplies of face masks, eye protection, gloves and aprons are available for students who become unwell or need direct personal care. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Vulnerable persons | Potential higher risk of contracting COVID-19 | Vulnerable adults or students | 5 | 5 | 25 | * Undertake the WorkNest COVID-19 Vulnerable Persons Risk Assessment. * New and expectant mothers risk assessment completed – appropriate controls/further action to be taken depending upon outcome. * During any restrictions to in-person education delivery, we will remain open to vulnerable students. * Vulnerable young people are particularly likely to need additional support with their mental health and wellbeing. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Transport | Risk of contracting COVID-19 | Employees  Students  Contractors  Visitors | 5 | 5 | 25 | * Cycle storage facilities available – employees and students encouraged to walk/cycle to our setting (where feasible). * Students and staff should reduce use of public transport where possible. Where unavoidable, they shall wear face coverings on public transport unless exempt and shall wash their hands-on arrival, dispose of their face covering in a covered bin or place within a plastic bag to take home. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Provision of first aid | Lack of availability of trained first aiders and/or expiry of first aid certification | Employees  Visitors  Delivery drivers  Students | 5 | 5 | 25 | **Annual refresher training:**   * If first aiders are unable to get annual face-to-face refresher training during the pandemic, we will use online refresher training to keep skills up to date. However, we would make all reasonable efforts to ensure that the practical elements of FAW, EFAW and requalification courses are delivered face to face. * Review of First Aid Needs Assessment conducted to ensure that suitable first aid provision is made for numbers on site. * Review of first aid and medical equipment on site to ensure that it is still valid. * First aiders should be mindful of close proximity with a casualty. Direct and instruct casualty on how to self-administer where at all possible to limit contact. Where treatment has to be delivered by the first aider, ensure appropriate PPE is worn and limit duration of interaction. * Ensure first aid room is well-ventilated. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Welfare arrangements | Welfare  Hand-contact points  Poor hygiene and welfare conditions leading to staff discomfort or illness | Employees  Visitors  Delivery drivers  Students | 5 | 5 | 25 | * Toilets to have a regular supply of hot and cold water complete with soap and towels. * Hand sanitiser available (where required). * Hand-contact points cleaned daily/where practicable. * Toilets and kitchen area to be regularly cleaned. * Teaching staff to implement controls to prevent overcrowding. * Kitchen area to have a safe supply of mains cold water. * Access to welfare for delivery drivers will be suspended where practicable. If the situation is urgent, the toilets should be cleaned afterwards and prior to allowing further use. |  | 5 |  | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible. |
| Residential providers | Potential case and transmission/ outbreak of COVID-19 | Residential students /  Other students | 5 | 5 | 25 | If a student in a residential setting develops symptoms of COVID-19:   * A test will be booked immediately to confirm whether they have COVID-19. * We will ensure that they and their residential group self-isolate. * We shall determine who is included within the residential group by considering the layout and use of the accommodation. * Where students are required to self-isolate, we shall arrange to bring meals and other essential commodities required during the period of self-isolation. * We shall notify PHE immediately of a positive case in a residential student setting and follow their advice. * In the event of an outbreak, we shall keep the accommodation open. |  | 5 |  |  |
| COVID Testing Policy | Testing staff and students for COVID-19 | Employees  Students | 5 | 5 | 25 | * The Asymptomatic Testing Programme will be implemented in education establishments. * Self-swab lateral flow test kits will be supplied for use by all staff. * Testing is voluntary – any person not involved in the testing programme shall not be restricted from coming to the setting. Other measures should be considered, such as temperature checks and declaration of health. * See WorkNest’s risk assessment for COVID testing in educational establishments. * Use of Test and Trace apps by individuals to establish data. * Records maintained of staff/students who have been tested for COVID-19. * Students with EHCPs are encouraged to attend on-site provision (subject to public health advice). * If vulnerable students do not wish to attend the setting, they should let us know. |  | 5 |  |  |
| Incorrect testing technique | Unsatisfactory test result | Employees  Students | 5 | 5 | 25 | * Instruction given to students at the setting testing centre. * Testing kit contains secondary test device if the first kit returns an unsatisfactory result. * Advice will be given to parents/guardians on the correct use of the test kits. |  | 5 |  |  |

Risk/Priority Indicator Key

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Likelihood |  | RISK / PRIORITY INDICATOR MATRIX | | | | | | |
| 1. Improbable / very unlikely |  | LIKELIHOOD | 5 | 5 | 10 | 15 | 20 | 25 |
| 2. Unlikely |  | 4 | 4 | 8 | 12 | 16 | 20 |
| 3. Even chance / may happen |  | 3 | 3 | 6 | 9 | 12 | 15 |
| 4. Likely |  | 2 | 2 | 4 | 6 | 8 | 10 |
| 5. Almost certain / imminent |  | 1 | 1 | 2 | 3 | 4 | 5 |
|  |  |  | | 1 | 2 | 3 | 4 | 5 |
| Severity (Consequence) |  | SEVERITY (CONSEQUENCE) | | | | |
| 1. Negligible (delay only) |  |  |  |  |  |  |  |  |
| 2. Slight (minor injury / damage / interruption) |  | Summary | | Suggested Timeframe | | | | |
| 3. Moderate (lost time injury, illness, damage, lost care provider) |  | 12-25 | High | As soon as possible | | | | |
| 4. High (major injury / damage, lost time care provider interruption, disablement) |  | 6-11 | Medium | Within the next three to six months | | | | |
| 5. Very High (fatality / care provider closure) |  | 1-5 | Low | Whenever viable to do so | | | | |

## Review Record

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date of Review |  | Confirmed by |  | Comments |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Employee Name (Print) |  | Employee Signature |  | Date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |