

University of Reading Corporate-Level Risk Assessment for Covid19

Version date: 21th July 21

Purpose and ownership

This assessment is owned by the Major Recovery Team Chairs. It provides high-level summarised analysis of responsibilities to support more detailed local risk assessment and development of control measures.

Scope

University of Reading teaching and other work activities, excluding operations in the University of Reading Malaysia and University of Reading South Africa.

People potentially at risk

Staff, students, visiting academics, employees of contractors and tenants, visiting prospective students and their families, visitors to other events, members of the public using retail and sports facilities.

Specific Hazard	Control measures	Action by
Transmission of SARS-CoV-2 virus		
All	Safety Notes 75, 76, 77, 78 continue to provide guidance to all staff – These will be reviewed once specific guidance has been issued by the English Government and reissued as necessary	Major Recovery Team (MRT), Health & Safety Services (HSS)
All	Health and Safety Co-ordinators can access additional guidance and support via their Liaison Advisors in HSS, so they can advise Heads of Schools and Functions and staff locally	Health & Safety Co-ordinators (HSC), HSS
All	Inductions for staff and students, further detail below	See below
Full return to campus of entire mixed infection-status University community	A transitional phase will begin and Line Managers are encouraged to look into and implement a phased return to the University as operations and the situation requires.	MRT, Heads of Schools and Functions
	Categories of teaching and research permitted are decided and reviewed in accordance with UK Government requirements and guidance	MRT, Teaching & Learning Deans, Research Deans
		MRT

Specific Hazard	Control measures	Action by
General risk arising from infectious persons being present on campus	Staff, students and visitors are instructed not to visit campus buildings if they meet any of the criteria requiring them to self-isolate	line managers, academic staff, Corporate Communications
	Disciplinary measures are available and will be used in response to failures to comply with self-isolation requirements	line managers, academic staff, school disciplinary committees, HoS/F
	Protocols have been established determining how the University will respond to confirmed cases on campus, and these will be reviewed as required	MRT, Case Management Team, HR, Student Services, ACMO working with UPP
	Implementation of protocols for response to cases	line managers, academic staff, Cleaning Services, ACMO working with UPP
Direct person-to-person transmission from pre-self-isolating persons, through coughing, sneezing	Staff, students and visitors are instructed in responsible use of tissues, including via signage	line managers, academic staff, Corporate Communications, Cleaning Services
Direct person-to-person transmission from people who are infectious but, for whatever reason, are not self-isolating, through other behaviours while at work or in teaching sessions	Reduced-capacity limits have been set for centrally bookable teaching spaces. Measure to remain in place but will remain under review appropriate to local viral risk levels.	Space Management, Timetabling
	Reduced-capacity limits have been set for school-controlled teaching spaces. Decision by HOS as to the capacities of spaces but will remain under review appropriate to MRT and to local viral risk level.	Space Management, Heads of Schools
	Access to Study Spaces to be controlled – No change at present but will remain under review.	
	Academic staff have been instructed to review, risk assess and, where appropriate, re-design teaching activities to minimise contact which compromises social distancing (generic teaching risk assessment provided)	Academic staff, module convenors, Programme Directors, School Directors of Teaching & Learning, Teaching & Learning Deans
	Line managers, Project Team Leaders, Principal Investigators have been instructed to review, risk assess and, where appropriate, re-design work activities in line with Safety Notes to minimise contact which compromises social distancing; multiple options are available including limiting time in attendance, de-	line managers, Project Team Leaders, Principal Investigators, Corporate Communications

Specific Hazard	Control measures	Action by
	synchronising attendance, etc. Ongoing review as legal and University requirements are updated.	
	Where risk assessment identifies unavoidable close contact is likely to arise from the work activity, then risk assessors will consider the provision of additional PPE to staff for those specific tasks.	line managers & Project Team Leaders & Principal Investigators, who are undertaking risk assessment, Health & Safety Co-ordinators advising risk assessors
	Staff, students and visitors are informed of the University's general control measures and inducted in their own general duties through ongoing corporate communications and Covid induction modules accessed through UoRLearn, including a module specifically on teaching	General information - Corporate Communications Generic Induction – HR, Student Services
	Staff, students and visitors are inducted in the specifically local control measures and expectations	Local Induction – Line managers, student supervisors
	Staff, students and visitors take personal responsibility and maintain social distancing as appropriate to comply with University control measures.	All staff, students and visitors
	Staff, students and visitors take personal responsibility and avoid higher risk behaviours, especially eating and drinking at locations where this is not permitted or aiming to minimise it at locations where it is discouraged.	All staff, students and visitors
	Specific modification of local work environments to increase distance between persons or provide barriers (eg temporary relocations, screens) (Physical items to remain in place for the Autumn Term but will remain under review)	line managers, Laboratory Managers, and other staff in control of workspaces
	Restrictions on events (Events processes to be reviewed once Government guidance is published)	Events
Direct person to person transmission from people who are infectious but, for whatever reason, are not self-isolating, generally in transit and circulating in common areas	Adjusted timetabling to de-synchronise session start and finish times, where possible	Timetabling
	Modification of common areas, including eg one-way systems, one-in-one-out for particular spaces (HOS/Functions are to	local HSCs' Common Areas Plans

Specific Hazard	Control measures	Action by
	ensure an ongoing review of these measures are undertaken and controls adapted as deemed necessary)	
Indirect transmission of virus – from hands to faces	Staff, students and visitors instructed to wash hands in accordance with official guidance	General information - Corporate Communications Generic Induction - HR, Student Services Local Induction - line managers, student supervisors, those hosting visitors
	Staff, students and visitors wash hands in accordance with official guidance	All staff, students and visitors
	Provision of handwashing facilities	Estates
	Replenishment of handwashing products	Estates (scheduled replenishment) All staff and students alerting Estates to low stocks (reactive, via Estates helpdesk ext 7000)
Indirect transmission of virus – from surfaces to hands	Enhanced proactive, routine cleaning regimes	Cleaning Services
	Propping open of doors to prevent touching of handles, local low tech solutions	Staff (having sought and taken advice from HSCs and Fire Safety Advisor)
	Propping open of fire doors to prevent touching of handles, technology-assisted solutions	HSCs (via Common Area Plans), Estates
	Prevention of other frequent touch points through modification of processes, eg use of printer touch screens	line managers, DTS to provide assistance where required
	Prevention of transmission from lift buttons to fingers by informing all users that lift-use is restricted to only those with need	General information - Corporate Communications Generic Induction – HR, Student Services Local Induction - line managers and student supervisors Signage by Corporate Communications

Specific Hazard	Control measures	Action by
	Personal issue of hand sanitiser for disabled people using lifts and others who cannot easily access handwashing facilities, due to tasks such as driving for the University	disabled people or their line managers can make request direct to HSS, HSS to provide on request with notice
Indirect transmission of virus – from contaminated items to surfaces	Responsible disposal of tissues, masks	All students, staff and visitors
	Timely emptying of bins	Estates (routine proactive) All staff and students alerting Estates to bins approaching capacity (reactive, via Estates helpdesk ext 7000)
Indirect transmission of virus – airborne	Manage ventilation systems in accordance with current official and industry advice (supported by ventilation reviews, and communicated by stickers and, where judged necessary, removal of rooms from central booking availability) (Office spaces which do not have mechanical ventilation or have yet to be surveyed are to be risk assessed for the activity to be undertaken or to continue to use the 2m separation or work at 50% capacity which ever is more appropriate – Line management to arrange appropriate scheduling etc whilst awaiting further Government guidance. Opening of windows/doors is required to assist in air flow)	Estates, Timetabling
Additional transmission risk arising from un-identified infection in asymptomatic people	Mass lateral flow testing provided, in accordance with government request (LFT available via established routes)	Mass Testing Team
Residual transmission risk	Staff and students encouraged to access vaccine when offered	Staff, students
	Support for use of person's-own face covering and hand sanitiser. Detailed advice available on Staff Portal and Student Essentials webpages.	All staff & students
Elevated risk caused by local outbreak	Outbreak response arrangements including contact record-keeping, controlled data transfer with the local authority, and contact tracing in support of national tracing system, and Outbreak Major Incident Team (supported by desk numbering and attendance registers for teaching environments)	Major Response Team, Contact Data and Case Management Team, Outbreak Major Incident Team, investigating HSC
	Extensive arrangements are in place to register staff and students with positive test results	Staff, students, line managers, Hr, Student Services

Specific Hazard	Control measures	Action by
Specific environments, tasks, people		
Laboratory research on Sars-CoV-2 virus	Established, formal bio-hazard research scrutiny and approval process - used at accelerated pace in instances of compelling public health need	Chair of Sub-Committee on Biological Safety, Scientific Safety Advisor, PIs for relevant projects
	Researchers conducting laboratory tasks on SARS-CoV-2 samples have accelerated access to vaccination where applicable	PIs, researchers
Library services, retail catering outlets, Sportspark activities, Student Services receptions	Modifications to services to provide options to access services online, reduce in-person mixing and maintain social distancing, including managed queuing and additional screen protection for receptionists and till operators (Items to remain in place but will be reviewed before start of Autumn Term and further decisions to be made by MRT on relaxation if deemed necessary depending on local and national conditions)	Library & Collection Services, Campus Commerce, Student Services
Library	Additional Security patrols and support for senior management to exclude poor performers. Ongoing consideration of options to support Library staff to manage student behaviours.	Library senior management team, Security, Student Services' Behaviour Team
Student accommodation	Operationally managed by UPP, in consultation with ACMO	Campus Commerce
	Extensive arrangements are in place to support students to self-isolate	Campus Commerce, Student Services
Hotel accommodation	Managed in accordance with current UK guidance on hotels	Campus Commerce
Study trips and fieldwork	All study trips and fieldwork already require risk assessment and approval by the School, this assessment is now to include assessment of Covid19 risks during travel and fieldwork (Follow UK travel Guidance)	Senior Researchers approving study trips and fieldwork, Heads of Schools
Travel on University Business	International Travel is being kept under review	Major Recovery Team
	UK travel is to be minimised as far as consistent with business needs, and risk assessed to identify reasonably practicable risk control measures	See above sections covering review of teaching and other work activities
First Aid	First Aid Needs Assessments are required from all areas, to determine hazards and, where appropriate, inclusion of additional items in first aid kits.	Heads of Schools & Functions, Health & Safety Co-ordinators, Building Support Officers (for the central kits they maintain)

Specific Hazard	Control measures	Action by
	Application of the amended UK advice on providing first aid response during the Covid19 pandemic – Safety Note 77 provides guidance to first aiders (Item will be reviewed when any new guidance is issued by appropriate statutory bodies)	First Aiders
Emergency Evacuation	Social distancing may be compromised to ensure evacuation in emergency, disabled staff may disregard one-way systems to access exits or refuges by shortest route	All, staff, students, visitors, Fire Wardens
Individuals instructed to shield by the UK Government	Staff are expected to shield if officially advised to do so and encouraged to discuss their circumstances with their line manager to identify adjustments to allow work from home where possible (The instruction to shield is currently paused by Government)	Staff, line managers (HR can advise line managers)
	On request, Occupational Health can assist with a structured personal assessment of risk	Line managers (referral), Occupational Health Service (professional medical advice)
Individuals living in a household with those instructed to shield, or in personal circumstances which make return to work especially difficult	Staff are encouraged to discuss their circumstances with their line manager; adjustments may typically include work from home, altered duties or hours, furloughing (Furloughing option has now been removed, however persons will need to follow any process implemented by the Government regarding self isolation going forward depending on their own personal vaccination status)	Staff, line managers (HR can advise line managers)
Population groups at potentially higher risk, due to factors including: a) English not the first language. b) Impact of previous disadvantage leading to lower literacy, lower online access, lower trust in authority, increased anxiety about consequence of raising concerns	Additional efforts to ensure important health and risk control messages are received and understood by members of minority ethnic communities, international students and staff, disabled people	Corporate Communications, Heads of Schools and Functions, Staff BAME Network, Staff Disability Network, RUSU Student Societies
	Additional reassurance on likely consequences from telling line managers of the need to self-isolate or from interacting with the UK Test and Trace system for members of minority ethnic communities, international students and staff, disabled people.	HR, Student Services, Heads of Schools
	Provision to staff of key information on paper, sent by post to home address if necessary	Line managers

Specific Hazard	Control measures	Action by
	Reminder that incidents and concerns can be reported anonymously	Corporate Communications, RUSU
Lack of awareness of University policies, control measures and expectations on staff and students	Co-ordinated communications using multiple delivery routes	MRT, Corporate Communications, RUSU
Hazards other than SARS-CoV-2 virus		
Students' mental health	Existing welfare services continue to be made available to support students	Students Services, Reading University Students Union
	Additional phone hotline is made available, when required, to provide rapid response communications as circumstances change	Student Services, Corporate Communications
	Continual review of the needs of especially communities of students with minimal support networks in Reading	Students Services, Reading University Students Union
Working at home	Home working can continue where appropriate in discussion with line managers	Line managers, Heads of Schools and Functions
	New DSE and electrical safety guidance and informal assessment template available for temporary set-ups, and will be reviewed as official advice changes	Health & Safety Services
	Work is ongoing to explore enhanced health & safety support for homeworkers	Health & Safety Services, HR
	Existing Occupational Health management referral process is available	All staff, Line managers, Occupational Health Service
Work-related stress	Existing work-related stress assessment arrangements are available for use by all teams	Line managers, student supervisors, HR, Occupational Health Service, HSS
	Work-related stress support is available to teams, including risk assessment workshops using the Talking Toolkit	Health and Safety Service, Occupational Health Service, HR
	A range of wellbeing services are available to staff, with information on them available from the University's Wellbeing pages and detailed advice for managers on the covid portal pages	All staff (to access), line managers (to refer), HR (to advise and manage Wellbeing webpages), Corporate Communications (to manage Covid Portal Pages content)
	Teams are encouraged to spend time on keep-in-touch activities to minimise isolation while members work remotely from each	All staff, line managers

Specific Hazard	Control measures	Action by
	other. (This is still to be encouraged especially if any team member is made to self isolate or the team is fragmented)	
	UEB is monitoring new initiatives, change proposals and routine operations to control demands and prevent workforce burnout. Senior managers are providing feedback to UEB on the demand levels being experienced by teams, communicating advance warnings and setting limits. Existing risk management framework and process is being used to identify risks from covid, including to staff wellbeing.	University Executive Board, Leadership Group, Risk Management Group, Risk Management & Business Continuity Officer
Non-Covid19 major incident response	Resilient capability to respond to another major incident is being monitored and maintained. If necessary, higher hazard activities will be restricted	University Executive Board, Health & Safety Services

Monitoring and review		
Safety Management System Element	Arrangements	Action by
Covid19 incident response & recovery	Using the Major Incident Plan, the UEB initiated the Major Incident Team and Major Recovery Team. The MRT is monitoring International and UK advice and restrictions to assist the UEB provide strategic control of response to Covid19.	Major Recovery Team, University Executive Board
Direct feedback from staff and students	Feedback on the practicability and implementation of risk control measures will be sought and heeded locally by those in control of teaching and other work activities	line managers, student supervisors
Consultation	Arrangements are established for consultation on Covid19 with UCU Safety Representatives, Staff Forum Representatives, and RUSU representing students	MRT Chairs, HR, HSS Director
Incident notification	The existing health and safety incident notification process is available online and can be used in addition to raising health concerns through the line management chain or existing School processes	All staff and students

Monitoring of local arrangements	Local Health & Safety Committees are already set-up to work with local Health & Safety Co-ordinators to monitor the effectiveness of health & safety arrangements, and resolve or escalate issues to the University Health, Safety & Wellbeing Committee or Major Recovery Team	Chairs, Secretaries and members of Local Health & Safety Committees, University Health, Safety & Wellbeing Committee, (trade union and Staff Forum representatives are also welcome attendees), Major Recovery Team
	Additional efforts by local Health & Safety Committees to determine if important health and risk control messages have been received and understood by members of minority ethnic communities, international students and staff, disabled people	Local Health & Safety Committees
Audit & review	The Major Recovery Team, the University Health, Safety & Wellbeing Committee and the Health & Safety Audit Programme are already set-up to review safety management arrangements and escalate issues to the UEB if necessary	Major Recovery Team, University Health, Safety & Wellbeing Committee, UEB
	Overall audit of response to Covid19 is on the 2020-21 Internal Audit Team's Programme	Internal Audit
	Audit of implementation of Covid19 transmission risk control measures was on the 2020-2021 Health & Safety Audit Programme, and was completed in liaison with Internal Audit, with findings reported to MRT and UHSWC, recommendations being actioned through MRT	Health & Safety Auditor, MRT (Audit has been undertaken and report has been provided to MRT)

Due for revision August 2021