

ual: Coronavirus (COVID-19) RISK ASSESSMENT

Assessment of the risk of a member of staff, student or other person contracting or spreading COVID-19 while on UAL premises.

The health and safety of our community remains our priority at UAL. In response to the Omicron variant of covid-19 being identified in the UK, and the governments announcement on 8 December that the Plan B autumn and winter plan are now enacted, we have updated our measures in line with government guidance. All updates to this V5 of this risk assessment have been placed in blue text for ease of read.

UAL will continue to follow all Government guidance regarding the management of the risks from the COVID-19 pandemic and ensuring control measures are in place to reduce the risk of any persons spreading or contracting the virus whilst on UAL premises.

The revised measures under plan B Include:

- **Teaching:** The Government expects education settings to remain open for face-to-face teaching as planned. Staff should continue to attend work as necessary to deliver this. Educational visits and field trips within the UK should also continue as planned.
- **Working from home:** In line with government advice, staff who are able to work from home are encouraged to do so. UAL buildings will remain open for staff who wish to work on site for their wellbeing and personal circumstances. In some areas of the university, staff will be required to work on site to provide support and services to the UAL community. This will be communicated locally by managers.
- **Facilities:** All UAL buildings remain open. There will be no change to the out-of-term opening hours for UAL buildings. Students will be able to use spaces and facilities across UAL sites, in line with the normal holiday opening hours, during the winter break
- **Events:** All large-scale events and parties of 100+ attendees, taking place from Monday 13 December 2021, should be cancelled and rearranged for a later date or take place online. Small gatherings arranged locally may still go ahead.
- **Face coverings:** are required whilst on campus in:
 - communal areas and when moving around buildings including lifts, toilets, offices and social spaces (except when eating or drinking)
 - UAL shops
 - all teaching and learning spaces – including workshops, labs and libraries where this is feasible.
- **Testing :** We strongly advise you to test regularly – at least twice each week using lateral flow tests (LFT).
- **Reporting COVID-19:** If you begin to feel unwell, stay at home, self-isolate straight away and get a PCR test (a test that is sent to the lab) on [GOV.UK](https://www.gov.uk) as soon as possible. Tell the university about this through [UAL Report Covid](#) even if you haven't received the results of your test. Update us through [Report Covid](#) when you get your results.

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- **Spring term 2022:** For undergraduate students, term ends on Friday 10 December and on Friday 17 December for further education students. We are monitoring UK government guidance closely and will keep our arrangements under review. We will write to all staff and students if UK government advice for universities changes before the start of spring term.

We continue to use our core risk control measures of:

- maintain hand hygiene by frequent handwashing and using hand sanitiser stations
- maintain social distancing where it makes sense to do so (e.g., in crowded or less ventilated spaces)
- continue to observe the UAL Community Pledge
- take personal responsibility to act sensibly
- Participate in the NHS vaccination programme to get vaccinated

This is a university-level overarching risk assessment. [Separate risk assessments have been carried out to cover the Retail & Catering and Accommodation Services areas, with local COVID-19 risk assessments being reviewed or completed in other areas as part of general risk assessments e.g., workshops, studios, performance etc for activities to reflect the specific risk and identify the control measures required.](#) Where required these should refer to sector or industry specific covid working safely guidelines e.g. where we teach performing arts, close contact services (hair and make up etc).

[Where the university organises events, exhibitions, and performances, this should be risk assessed in line with the latest government and sector specific covid guidance. This is linked in the external reference section of this risk assessment.](#)

In addition, UAL will continue to Government advice on international travel and requirements for vaccination, testing and quarantine and staff and students will be required to follow the COVID-19 rules in their destination.

COVID-19 Executive Board are responsible for implementing this risk assessment and monitoring the effectiveness of the control measures identified, supported by responsible directors and their teams including the Director of Estates, Director of Communications, Director of Health and Safety, Director of Human Resources, Dean of Students, Executive Officer, Directors of College Administration, Deans.

External references:

DFE COVID-19 operational guidance for HE (Higher Education) institutions, see: <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance>

HSE COVID-19 guidance, see: <https://www.hse.gov.uk/coronavirus/roadmap-further-guidance.htm> and <https://www.hse.gov.uk/toolbox/workers/home.htm>

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Events & Attractions (including performance art) guidance: [Events and attractions - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

Retail and close contact services (inc hair and beauty) government guidelines: [Shops, branches, and close contact services - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

Hospitality & Catering government guidelines: [Restaurants, pubs, bars, nightclubs and takeaway services - Working safely during coronavirus \(COVID-19\) - Guidance - GOV.UK \(www.gov.uk\)](#)

USHA and UCEA guidance, see: <https://www.ucea.ac.uk/library/publications/principles-for-working-safely-on-campus-during-the-coronavirus-covid-19-pandemic/>

Information on setting up NHS QR codes for events etc, see: <https://www.gov.uk/create-coronavirus-qr-poster>

NHS information on Clinically Extremely Vulnerable persons, see: <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus-clinically-extremely-vulnerable/>

Ordering LFD tests to be sent to a home address, see <https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests>

Name(s) of Assessor(s):	Head of Health and Safety (Colleges & Support Services) – Jennifer Mulgrew-Smith		
Risk Owner:	President and Vice-Chancellor, and Chair of COVID Executive Board (CEB)	Date of risk assessment:	10 December 2021
Risk rating	HIGH	Review frequency:	Every 8 weeks, or sooner, if there is a significant change in government policy or public health advice, and in the event of an outbreak being declared within the University

Review schedule

Review dates	Version number	Have changes been made? (Y/N)	Summary of changes
1. 19 July 2021	Draft v.4	Y	New draft document supersedes previous COVID-19 risk assessments which should be withdrawn – issued for comment. NB previous draft versions circulated within H&S team.
2. 30 July 2021	Draft v.5	Y	Updated draft following feedback issued for review by Chair of CEB

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3. 05 August 2021	2.0	Y	Finalised for publication following review and approval from chair of CEB.
4. 20 September 2021	3.0	Y	Full review and update to reflect latest information and guidance on COVID-19.
5. 29 November 2021	4.0	Y	Full review and update to reflect latest information and guidance following Omricon Variant. Change of terms from Clinically Extremely Vulnerable (CEB) to high risk. Links added for events, retail etc guidance.
6. 10 December 2021	5.0	Y	Update to reflect Plan B autumn and winter plan
7.			

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No.	[1] What are the hazards and how could these cause the spread of the virus /cause harm?	[2] Who could be harmed?	[3] What control measures are required to prevent/limit the virus spreading?	[4] Who is responsible for implementing these control measures	[5] What further controls/actions (if any) are required and who is responsible for implementing these.
1.	Person contracts or spreads COVID-19 by not washing their hands or not washing them adequately	Staff Students Contractors Visitors Members of the public	<p>UAL will</p> <p>1.A continue to follow the HSE’s guidance on cleaning, hand-hygiene and use of hand sanitiser found here and ensure that:</p> <ul style="list-style-type: none"> • water, soap and paper towels, continuous roller towels or electrical dryers are provided in all toilets and other washing facilities. • information is provided within washing facilities to remind people on when and how to wash their hands properly. • additional cleaning of high touch point areas is maintained. • hand sanitiser is provided throughout the estate for the occasions when people cannot wash their hands; and • antibacterial disinfectant wipes are provided for people to clean desks and equipment. <p>1.B monitor the controls to ensure that they are effective and are being used e.g., by monitoring use of hand gel and wipes, and contractor performance in respect of enhanced cleaning.</p>	<p>Associate Director of Estates Management & Development</p> <p>Head of Campus Services</p> <p>Director of Communications</p>	

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			1.C remind all persons of the need for good hand hygiene through staff and student communications, and visitor briefings.		
2.	Person contracts or spreads COVID-19 in commonly used, busy or high traffic areas	Staff Students Contractors Visitors Members of the public	<p>2.A UAL will:</p> <ul style="list-style-type: none"> • Face coverings are required whilst on campus in: <ul style="list-style-type: none"> • communal areas and when moving around buildings including lifts, toilets, offices and social spaces • UAL shops • all teaching and learning spaces – including workshops, labs and libraries where this is feasible. <p>Face coverings are available from receptions should you forget to bring one in. We ask for respect individuals who are unable to wear a face covering. The UAL Face Covering Policy contains further details.</p> <ul style="list-style-type: none"> • retain the ability to reinstate social distancing measures should this be required by the public health authorities because of a local outbreak. • retain clear screens between people such as those in reception areas, small meeting rooms, libraries, canteens. • encourage staff to hold meetings online where appropriate, particularly large meetings, (even for people working in the same building) to reduce the number of people moving around/ sharing the same space and reducing the need for travel between 	Associate Director of Estates Management & Development Directors of College Administration Heads of Technical Resources Interim Director of Library and Student Support Services	

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			<p>UAL sites.</p> <ul style="list-style-type: none"> retain enhanced ventilation measures across the estate in line with industry's best practice and guidelines. 		
3.	Coronavirus is spread by not cleaning surfaces, equipment and workstations	<p>Staff Students Contractors Visitors Members of the public</p>	<p>UAL will:</p> <p>3.A. undertake enhanced cleaning and follow the HSE's guidance on cleaning and hygiene during the coronavirus outbreak including enhanced cleaning of:</p> <ol style="list-style-type: none"> areas and equipment where people touch the same surfaces, such as in building entrances, kitchens, canteens, teaching spaces, workshops, and studios. areas and surfaces that people touch frequently but are difficult to clean; and surfaces that are frequently touched and by many people e.g., handrails, door handles, printers, or other shared equipment. <p>3.B. avoid the need for people to share work equipment by allocating it on a personal basis or put cleaning regimes in place to clean between each user e.g., computers and IT equipment, tools.</p> <p>3.C. reduce the need to touch surfaces by leaving doors open (except fire doors unless specifically approved by the UAL Fire Safety Advisor) or providing contactless payment.</p> <p>3.D. keep surfaces clear to make it easier to clean and reduce the likelihood of contaminating objects.</p>	<p>Associate Director of Estates Management & Development</p> <p>Directors of College Administration</p> <p>Heads of Technical Resources</p> <p>Interim Director of Library and Student Support Services</p>	

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			<p>3.E. provide additional waste bins and empty them more often.</p> <p>3.F. provide areas for people to store personal belongings and keep personal items out of work areas.</p> <p>3.G. maintain arrangements to clean spaces, tools, equipment, and furniture etc. if someone develops symptoms of coronavirus at a UAL academic and/ or residential site.</p>		
4.	Person contracts or spreads the virus by being in close contact with others	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p> <p>Members of the public</p>	<p>UAL will continue to:</p> <p>4.A. In line with updated government advice, staff who are able to work from home are encouraged to do so. UAL buildings will remain open for staff who wish to work on site for their wellbeing and personal circumstances. In some areas of the university, staff will be required to work on site to provide support and services to the UAL community. This will be communicated locally by managers.</p> <p>4.B Ask all people not to come on to site if they have symptoms of COVID-19, if they feel unwell, if they have been told to self-isolate or think they may have the virus and to get a PCR test on GOV.UK as soon as possible. The UAL Report & Trace Policy specifically advises how to through UAL Report Covid report, and who should to self-isolate.</p> <p>4.B. use physical screens to separate people who work in customer facing roles such as in receptions, loan</p>	<p>Associate Director of Estates Management and Development</p> <p>Associate Director of Catering, Retail and Accommodation Services</p> <p>Director of Communications and External Affairs (for not just a Shop)</p> <p>Directors of College Administration</p> <p>Director of Communications</p>	<p>Review & ensure contact tracing is possible through use of signing in, QR codes or Matrix desk bookings</p>

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			<p>stores, student services and libraries and prevent transmission; these can also be retained in other areas where staff would request that this is done or if identified through risk assessment.</p> <p>4. C. ask visitors to sign in and brief them on the COVID guidance in place.</p> <p>4.D. continue internal contact tracing (Report COVID) for all suspected and confirmed cases who have attended site.</p> <p>4.E. retain the ability to reintroduce social distancing measures in the event of an outbreak at a specific location, in line with the University's outbreak plans and public health authority requirements in the event of an outbreak. These measures will be specific to the nature/circumstances of the outbreak</p> <p>4.F providing advice to staff and students on working from home safely including, for staff, completing DSE assessments.</p>	Interim Director of Library and Student Support Services	
5.	Person is negatively impacted by having to work remotely/ from home because of COVID-19 *	Staff and students who are high risk (previously known as CEV) or who care for someone who is high risk	<p>5.A. UAL will continue to follow the latest government advice for staff and students who were previously considered clinically extremely vulnerable (CEV). For some of these people they are defined by the NHS as persons at high risk from covid</p> <p>The latest NHS and government advise for People at high risk from COVID-19 is to follow the same guidance as everyone else. People at high risk are no longer advised to stay at home (shield).</p>	Chief People Officer Interim Director of Library and Student Support Services	

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			<p>To support persons at high risk from Covid-19, UAL will:</p> <p>5.B. Managers to undertake a return-to-work review with their high-risk staff members, to include supporting the advice in 5.A.</p> <p>5.C. provision of advice and support which Student Services including a risk assessment and a COVID-19 Support Questionnaire.</p> <p>5.D. course teams keeping in regular contact with students, following relevant Inclusive Core Practice for online teaching guidance and signposting and referring students to Student Services as appropriate.</p> <p>5.E. Assessing impacts on mental health and wellbeing, and supporting those who are particularly vulnerable to mental health impacts.</p>		
6.	Poorly ventilated spaces leading to risks of COVID-19 spreading	<p>Staff</p> <p>Students</p> <p>Contractors</p> <p>Visitors</p> <p>Members of the public</p>	<p>6.A UAL will continue to follow HSE and industry guidance on ventilation and air conditioning during COVID-19 pandemic and will maintain enhanced ventilation measures.</p> <p>6.B Additionally, UAL will encourage people to use outside spaces wherever possible, for example for eating food, study groups.</p>	<p>Director of Estates Management and Development</p> <p>Director of Communications</p> <p>Directors of College Administration</p>	
7.	Person becomes seriously or fatally ill after	Staff, students	7.A UAL will continue to support staff and students who become seriously or fatally ill because of COVID-19, as well as staff and students who may be impacted by such events, through its existing student and staff	Interim Director of Library and Student Support Services	Review "Staff Resources" link page is live and

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	contracting COVID-19		<p>welfare services and Student Death and Death in Service Policies.</p> <p>7.B UAL will also support staff and students who are suffering from 'long COVID' through existing policies and will make sure that these policies enable that support to be given. NB. Students and staff who have experienced long-Covid symptoms for 12 months or more can access disability support and adjustments.</p>	Chief People Officer	contains links to long covid guidance, high risk staff guidance etc.
8.	Staff or student experiences anxiety or mental health concerns as a result of this stage of the COVID-19 pandemic	Staff, students	<p>UAL will continue to:</p> <p>8.A signpost information on the COVID-19 measures in place on public transport to provide reassurance on travel to/ from work.</p> <p>8.B signpost the Employee Assistance Programme and Student Services support (COVID-19 support questionnaire or direct contact) available to staff and students.</p> <p>8.C maintain and promote resources to aid staff and students' mental health and wellbeing.</p> <p>8.D meet regularly with trade unions and communications with staff and students about COVID-19 and the university's response to the pandemic.</p> <p>8.E share anonymised data with staff through trade unions and H&S Committee about outbreaks and the university's response to reassure them.</p>	<p>Chief People Officer</p> <p>Director of Health and Safety</p> <p>Interim Director of Library and Student Support Services</p>	Ensure "Staff Resources" link page is live and contains links EAP, Mental health resources etc.

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			8.F encourage staff and students to raise concerns about COVID-19 with their line manager or tutor, HR or Health and Safety team.		
9	University has an outbreak of COVID that requires public health authority intervention and/or a significant number of UAL staff need to self-isolate	Staff, Students, Visitors, Contractors public	<p>9.A UAL will maintain a comprehensive Outbreak Plan which will cover</p> <ul style="list-style-type: none"> ○ UALs (University of the Arts London) response to a cluster of positive cases or an outbreak ○ engaging with PHE (Public Health England) and local authority Directors of Public Health ○ participating in joint Incident Management Groups with the Public Health Authorities ○ maintaining the UAL Incident Management Group and COVID EB ○ being prepared to reintroduce social distancing measures if required to do so by the public health authorities. ○ 	<p>Chair of COVID-EB</p> <p>Director of Health and Safety</p> <p>Dean of Students</p> <p>Executive Officer</p>	<p>Review to be undertaken of outbreak plan (last reviewed Sept 21).</p>
10.	Low rate of vaccination take-up among students or students do not get their second jab increasing the risks of transmission and serious illness	Students Staff Contractors	<p>UAL will continue to:</p> <p>10.A provide information on vaccination to all new and returning students – including making sure that international students know that they can have the vaccination free of charge – as set out in DFE guidance.</p> <p>10.B provide information to students on vaccination (and testing) centres local to UAL sites as well as information on how to obtain LFD tests.</p> <p>10.C explain the benefits of being vaccinated in line with DFE guidance.</p>	<p>Director of Communications</p> <p>Dean of Students</p> <p>Director of Health and Safety</p>	

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			<p>10.D support students to attend vaccination appointments.</p> <p>10.E work with local authorities to promote local vaccination and pop-up vaccination centres</p>		
11.	<p>Communications - person is unaware of the university's requirements for reducing risks from COVID-19</p>		<p>11.A the University's requirements for COVID-19 will continue to be communicated to staff and students through established email, social media and audio and visual communication channels including the UAL website and intranet (canvas). The Community Pledge has been updated.</p> <p>11.B new staff and new and returning students should continue to receive information about the university's COVID-19 measures during induction/Big welcome activities, and course inductions.</p> <p>11.C UAL will continue to engage with the Trade Unions and Arts SU on its COVID-19 response through the established COVID-19 liaison meetings and the UAL H&S Committee.</p> <p>11.D staff returning to work after prolonged period of absence such as maternity leave should continue to receive a COVID-19 briefing from their line manager as part of the return-to-work process.</p>	<p>Dean of Students</p> <p>Chief People Officer</p> <p>Director of Health and Safety</p>	

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Risk Owner [mandatory] - I have overall responsibility for the risk assessment. I understand and accept the risks and how they are being managed.

Name: Heather Francis	Position: Chair of CEB	Signature: Heather Francis	Date: 10 December 2021
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ACTION PLAN (taken from column 4 'what further controls/actions are required?')

Risk and action No.	Action required	Responsible person/s	Due date	Status / date closed

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