

Risk Assessment

Summary

Reference: RA002855/3

Sign-off Status: Authorised

Date Created:	11/06/2021	Confidential?	No
Assessment Title:	COVID-19 Secure Workplace Risk Assessment for Centre of the Cell (COTC)		
Assessment Outline:	The QMUL master COVID-19 Secure risk assessment template has been utilised to ensure the Centre of the Cell local risk assessment and safe systems of work are suitable and sufficient in order to comply with government guidance, and to ensure Queen Mary University of London continues to be a COVID-19 Secure workplace. The Centre of the Cell has a duty to reduce workplace risk to the lowest reasonably practical level by taking preventative measures. This risk assessment covers these control measures in the context of COVID-19.		
Area Responsible (for management of risks)		Location of Risks: All main campuses On-Site	
Division, School, Faculty, Institute:	SCHOOL OF MEDICINE AND DENTISTRY	Campus:	Whitechapel Campus
Department:	BLIZARD INSTITUTE	Building/Area:	Blizard Building and Centre of the Cell
Group/Unit:	CENTRE OF THE CELL	Sub Area:	ALL Sub Areas
Further Location Information:	Neuron Pod and STEM Pod, Garrod 2.23, access points, walkways and reception areas in the Perrin Lecture Theatre foyer.		
CountryLabel:			
Assessment Start Date:	11/06/2021	Review or End Date:	11/06/2022
Relevant Attachments:	STEM Pod - capacity measurements.jpg (Maps, Diagrams & Photographs) Uploaded: 11/06/2021 Air flow stats for COTC spaces.png (Maps, Diagrams & Photographs) Uploaded: 11/06/2021 Garrod air flow.PNG (Maps, Diagrams & Photographs) Uploaded: 11/06/2021 Description of attachments: Location of non-electronic documents: QMUL COVID-19 SECURE Guidance - http://www.hsd.qmul.ac.uk/covid-19-secure-guidance/		
Assessor(s):	Casey, Holly		
Approver(s):	NATALIE MCCLOSKEY		
Reason fo Review			
Type:	Process Change		
Reason:	Removal of rule disallowing food and drink, increase of capacity to STEM Pod for school bubbles		
Signed Off:	NATALIE MCCLOSKEY (15/06/2021 15:28)		
PEOPLE AT RISK (from the Activities covered by this Risk Assessment)			

1. The workplace (excluding delivery) - office working, meetings, remote working

Description of Activity:

The workplace includes but is not limited to the Blizzard Neuron Pod and STEM Pod, Garrod office 2.23, access points, walkways and reception areas in the Perrin Lecture Theatre at the Whitechapel Campus.

Hazard 1. COVID-19 virus exposure and transmission in the workplace

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement. If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

Remote working

- Where COTC staff still work from home, they continue to follow the remote working safety measures at <https://www.qmul.ac.uk/coronavirus/guidance-forstaff/>.

Office working

- COTC staff returning to campus complete their COVID-19 health assessment and have a conversation with their line manager. Where required, they have OH or GP assessment. They've read and understood the Queen Mary COVID Code <https://www.qmul.ac.uk/coronavirus/guidance-forstaff/5-essential-steps-for-staff-returning-to-campus/>.

- Those who are essential on site are following the social distancing guidelines laid out by the government and QMUL policy (i.e. keeping 2 meters apart), following and adhering to signage within the Blizzard Building complex.
 - Social distancing means keeping 2 metres apart or, where this is not viable keeping 1 meter plus extra mitigation actions line with the COVID Hierarchy of Control - <http://www.hsd.qmul.ac.uk/covid-19-secureprocedures/> including wearing a face covering.

- Number signage of maximum occupancy for individual rooms placed on entrance as a reminder to staff.

With Existing Controls:

B - Low / Tolerable

Risk Assessment

- COTC staff to store personal belongings in office areas, not in the pods or reception areas. Staff to ensure they clear workspaces and remove belongings from the work area when they leave.

- Face coverings to be worn in all indoor spaces where 2 metres social distancing cannot be achieved.

- The importance of hygiene and handwashing procedure is communicated across COTC.

- Window fans should be switched on and windows opened whilst working in the office (1 window per x2 people)

- Desk fans and air con/heat units should be avoided where possible

The capacity of Garrod Office 2.23 is 10.

Meetings

- Meetings should be held on a viable online platform where possible.

- Where face to face meetings are essential and online meetings cannot occur, they should be held in Neuron Pod, with attendees at separate tables and ventilation system operating. Surfaces should be wiped down before and after meeting. Meeting should be kept as short as possible, hand sanitiser supplied and used, and pens/objects should not be shared. QMUL COVID19 Face to Face Meeting Protocol to be followed (<http://www.hsd.qmul.ac.uk/covid-19-secureprocedures/>)

Movement around locations

- Staff movement around buildings and between sites is restricted via access control.

- Face coverings should be worn in all corridors, stairwells, toilets and lifts.

- COTC and other QMUL Staff onsite must adhere to social distancing measures, following and adhering to signage within the Blizard Building complex.
- Social distancing means keeping 2 metres apart or, where this is not viable keeping 1 meter plus extra

Risk Assessment

mitigation actions line with the COVID Hierarchy of Control - <http://www.hsd.qmul.ac.uk/covid-19-secureprocedures/> including wearing a face covering.

- One-way system has been added to all areas that access is permitted.

Visitors

- Limit visitors to the workplace by avoid inviting nonessential visitors to site. School bookings are considered essential visitors (see 'onsite delivery' activity below).
- Essential non-school visitors should adhere to office work and meeting protocols as set out above, and contractor protocols as set out below.

General

- EAF to provide vigorous cleaning regime, implemented incorporating HSD virus survival information and cleaning / decontamination guidance. Including frequent cleaning of objects and surfaces that are touched regularly, such as door handles and handrails.
- Control measures during cleaning implemented for COTC staff (including appropriate PPE and where to dispose of waste) as per COVID-19 Decontamination Guidance / COVID-19 Cleaning and Disinfection of Surfaces and Spaces Procedure on the HSD website or determined by a further local risk assessment if necessary.
- Handwashing facilities and / or hand sanitiser have been provided in the Blizzard building complex.
- Stocks of liquid soap (in toilets) and sanitiser are checked and maintained daily by EAF.
- Frequent cleaning in areas where social distancing cannot be implemented and in areas regularly used for meetings <http://www.hsd.qmul.ac.uk/covid-19-secureprocedures/>
- Cleaning after a known or suspected case of COVID19 must follow the specific guidance issued by PHE.

Risk Assessment

During lockdown announcements by the government in response to variant SARS-CoV-2, access to on-campus services and facilities (including COTC) is limited to: -

- a) people living on campus;
- b) people studying and teaching in exempt subjects;
- c) people who cannot reasonably work or study remotely, either because they require access to on-campus services and facilities, or because they would not otherwise have access to a safe, healthy and suitable working or studying environment;
- d) people who feel their mental health and wellbeing will be better served by being on campus
- e) people overseeing and supporting essential services and facilities for the above groups;
- f) people overseeing and supporting campus safety and operations.

Re-assessment of staff coming onto campus during this time has been completed. Only COTC staff who cannot reasonably complete their work from home will go onto campus, and only for the period of time required to carry out that work.

2. Travel to and from work

Description of Activity:	
	Travel to and from work, campus and building access and egress.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission coming to and from work

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement. If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

- Handwashing facilities and/or hand sanitiser provided at entry/exit points to the Blizard and within visitor accessible toilets.
- Advice given to ensure handwashing and sanitising occurs upon arrival on site.
- Consistent signage is displayed throughout the building(s) as a reminder.
- Entry to restricted parts of the building is by swipe access therefore eliminating need to use touchpads etc.
- Ensure sufficient car parking and secure bicycle facilities to help people avoid public transport where possible.
 - COTC manager to facilitate requests for car parking at Mile End or bicycle parking at Whitechapel for COTC staff with Estates and Facilities.
- Staff are directed to government advice on using public transport and HSD COVID-19 Travel to and from Work Guidance.
- Staff are directed to GOV.UK advice and HSD issued Face Coverings Policy on use of face coverings whilst travelling.
- Those who are using public transport to travel to site ensure they plan their journey to avoid any busier times if possible, and discuss with line manager.

With Existing Controls:

B - Low / Tolerable

3. Emergency or incident response situation (e.g. fire evacuation)

Description of Activity:

Fire safety evacuation, emergency first aid request and local first aid provision.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission during an emergency or incident response situation (e.g. fi

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement. If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

- The Blizard Institute emergency response and incident policies in place. Reporting mechanisms in place.
- COTC to follow the Blizard Institute HSD COVID-19 Emergency Evacuation Procedure.
- Staff involved in the provision of assistance to others (e.g. First Aiders) should follow HSD COVID-19 First Aid Procedure and ensure correct sanitisation measures immediately after attending an incident.
- Where appropriate, COTC staff to complete first aid awareness online course
<http://www.hsd.qmul.ac.uk/training/online-learning/>

With Existing Controls:

B - Low / Tolerable

4. Contractors and visitors

Description of Activity:

Essential contractors and visitors allowed on QMUL campuses and in QMUL buildings.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission from visitors and contractors

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement. If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:

E - Very High

Existing Control Measures

General

- Only essential contractors allowed in the buildings.
- Promote policy of continuing to encourage visits via remote connection/working where this is an option.

Effective management of contractors on campus.

- Records of visitors and contractors maintained.

- Where visits are required, guidance on social distancing and hygiene should be explained to visitors on arrival and time on campus kept to a minimum.

- Signing in process should use their own pens, there should not be avoidable sharing of equipment, and refreshments will not be offered on campus apart from by COVID-secure caterers.

- Schedules for essential services and contractor visits revised to reduce interaction and overlap.

- List clear documented local procedure in place for essential visitors and contractors.

- Initial contact tracing procedure revised and issued to QMUL in Sep2020. If a contractor presents with COVID-19 symptoms whilst on campus or displays symptoms after a campus visit, the process at <https://www.qmul.ac.uk/coronavirus/what-to-do-if-someone-presents-with-symptoms/> is followed, including the COTC Manager or host immediately notifying staffhealth@qmul.ac.uk

- Visitor communication arrangements made COVID-Secure to ensure social distancing and hygiene (e.g. signing in process using own pens at reception areas, avoiding transfer of paper records by using electronic forms).

With Existing Controls:

B - Low / Tolerable

Risk Assessment

5. Handling goods, materials and other deliveries on and off campus

Description of Activity:

All deliveries to and from campuses and internal movements of goods within campuses.

Hazard 1. COVID-19 virus transmission through handling goods, materials and other deliveries on and off campus

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement. If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:
E - Very High

Existing Control Measures

- Restriction on non-business deliveries to COTC - communication to staff that non-business deliveries will not be accepted.
- To reduce the handling of packages staff must collect parcels directly from the post room and wash their hands before and after collecting the parcels.
- Staff should wipe down the outside of the parcel with 70% ethanol wipes. Handle with gloves, especially when opening parcels containing samples.
- Increased handwashing encouraged with handwashing facilities / hand sanitisers for staff handling deliveries.

With Existing Controls:

B - Low / Tolerable

6. Work related travel (including outreach visits to schools)

Description of Activity:

Travel for work i.e. on a university activity to non-QMUL locations.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission through work related travel

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:

E - Very High

Existing Control Measures

- Travel for work to other non-QMUL locations avoided unless essential. When essential, it should be approved by line manager, and current national and international travel restrictions must be followed <https://www.gov.uk/guidance/travel-advice-novelcoronavirus>
 - o Outreach visits to schools are considered essential.
 - Where this travel is essential for business, a risk assessment should be completed. The template at <http://www.hsd.qmul.ac.uk/risk-assessment/> to be utilised and authorised by COTC Manager / Lead where this is applicable. This is not required for general outreach trips, as they are covered by this risk assessment.
 - Measures noted in COVID-19 Travel to and from Work Procedure including the mandatory wearing of face coverings on public transport in the UK applies to COTC staff. <http://www.hsd.qmul.ac.uk/covid-19-secureprocedures/>
- School outreach visits
- When visiting a school or other non-QMUL place, a copy of their risk assessment should be reviewed ahead of the trip, and should be adhered to at all times.
 - After visits, ensure equipment and kit is effectively cleaned following each visit.
 - Masks should be worn while travelling on public transport, including in taxis to and from the school, with windows opened where possible.

With Existing Controls:

C - Medium / Moderate

7. Infrastructure and maintenance

Description of

Maintaining infrastructure and facilities to ensure COVID-19 Secure and other H&S risks are managed and reduced to a negligible level.

Risk Assessment

Activity:

Hazard 1. Infrastructure and maintenance health & safety issues arising from buildings that have been fully or

The virus is spread in minute water droplets (> 5 micron diameter) and aerosols (< 5 micron diameter) that are expelled from the body through sneezing, coughing, talking and breathing. The virus may be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature). Aerosols can remain suspended in air typically at close range (i.e. within 2 metres) within indoor situations for periods of time. Where indoor ventilation is poor, there is potential for long range aerosol movement. If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:

E - Very High

Existing Control Measures

- Vigorous cleaning regime implemented by Facilities incorporating HSD virus survival information and decontamination guidance.
- QMUL EAF site management plan (particularly cleaning, ventilation, maintenance and security functions) incorporates COVID-19 secure measures - documents at <http://qmweb.estates.qmul.ac.uk/covid-19/>
- Blizard Building - building assurance provided to reopen for use as per EAF document Covid -19 Building Level Assurance (23-9-20 and updated regularly)
- Building compliance assurance checks on HVAC, Water hygiene, Fire Safety / Emergency Lighting systems and any statutory inspections that may have lapsed since remote working commenced (e.g. LOLER).
- Areas will need to consider restarting and testing specialist equipment which may have been unused for a longer than usual period of time.
 - o COTC Manager to identify any such equipment and apply necessary start up measure.
- List any additional areas with restricted access for maintenance staff.
 - o None at present in COTC areas.

With Existing Controls:

B - Low / Tolerable

8. Onsite delivery of COTC shows and experiences

Description of Activity:

Delivery of science shows and workshops onsite in Neuron Pod or Perrin lecture theatre, to schools or the general public (families). Delivery of STEM Pod experience - digital interactive games. All associated movement around the Blizard.

Risk Assessment

Hazard 1. COVID-19 virus exposure and transmission

The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).

If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.

Uncontrolled Risk:

D - High / Significant

Existing Control Measures

General

- Only one Pod in use at a time, unless two groups from the same bubble are in attendance.
- Shop to remain closed. Visitors to keep personal belongings on them or in Neuron Pod throughout their visit.
- Hoodies and other soft things used during shows to be put aside for 72 hours between uses, to ensure it isn't used by another person in that time.

Maximum Pod Capacities

- STEM Pod
For school bubbles
- 35 in the bubble (1 per seat in the Pod) and 3 presenters. Two presenters at one end and one at the other end (variable throughout show). Only lead presenter takes off mask, and others stay 2m from lead whilst presenting. When visitors get up and move around, masks go on for all presenters and they keep 1m distance as they walk around.

For non-bubbles

- See attached diagram. Seats are 38cm wide, and have either a 20 or 38cm gap between them.
- If every 'household' is an individual person, capacity is 14 + 3 presenters.
- Where people sit in household groups, capacity can increase – up to a maximum of six groups of five (one group in each 'section').
- Presenters will be trained to understand the space required between household groups, and booking numbers will be assessed on this basis.

- Neuron Pod

For school bubbles

- 40 from a single bubble + three presenters. 1 lead presenter at front speaking, 1 assistant presenter helping with show/powerpoint, and 1 facilitator at the back, taking visitors out/to the toilet when necessary. Lead presenter can remove mask whilst presenting,

With Existing Controls:

B - Low / Tolerable

Risk Assessment

as long as 2m from other people.

For non-bubbles

- Capacity of 16

During delivery (in the pods/Perrin lecture theatre)

- Social distancing will be in place in the pods at 1m+, and in other delivery spaces at 2m unless otherwise specified in a space's local CSRA.

- In the pods, when between 1m and 2m apart from one another (unless in the same household/bubble), face coverings should be worn by both staff and visitors over the age of 11 (unless exempt for medical reasons). Face coverings are not required (a) when visitors or staff are more than 2m apart and seated in the pods, and (b) when staff are presenting, as long as 2m are between the presenter and other people.

- In the pods, household groups should always be seated at least 1m apart from other household groups. Where possible, 2m distance should be attempted.

- Those within a visitor 'bubble' or a single household do not need to observe social distancing from one another.

- COTC staff to ensure cleaning process for in use equipment and surfaces with antiviral wipes and/or antiviral cleaning agents (these can be obtained from EAF helpdesk). If equipment cannot be washed or wiped down, assess if it practical that such machines / equipment can have protection around or isolated for 72 hours after use which will ensure significant viral degradation before next use.
 - o Pods will be cleaned before and after each session and usage, using anti-bacterial spray and wipes, including door handles, touchtables etc
 - o All kits to be cleaned before and after each session, if used.
 - o Once a week deep clean scheduled with Estates for both Pods.

Arrival, departure and movement between locations

- COTC staff to liaise with Blizzard reception staff prior to bookings to ensure there are no clashes with students entering the Perrin Lecture Theatre

Risk Assessment

- COTC to identify staggered arrival and departure times for visitor groups and to avoid any 'peak' Blizzard staff entry times or student Perrin lecture access / egress times to reduce crowding into and out of the building.
 - COTC to identify any arising congestion points and liaise with Estates and Facilities and Blizzard Institute Management to investigate any further possible access / egress points to the building.
 - So far as possible, the waiting area in the reception will not be used - groups will line up outside and be led directly to their booked Pod on arrival by a member of COTC staff. In case of rain/poor weather students will arrange themselves in the reception area and should be taken to the relevant delivery space as quickly as possible.
 - Staff and visitors over the age of 11 must wear a face covering / mask when accompanied through shared areas such as walkways and corridors (unless exempt for medical reasons).
 - Staff and visitors will be required to use (provided) hand sanitiser on entry and exit of building (sanitiser station at reception)
 - Whilst moving around in groups of > 5, visitors to be accompanied by two members of staff – one in front and one in the rear to ensure social distancing. Groups of 5 or fewer accompanied by one staff + carer if applic.
 - Visitors and staff to follow the one way system around Blizzard (keeping left or using one-way the routes laid out).
 - Only visitors unable to use the stairs or who require supervision by a carer are permitted to use the Blizzard building lift to the first floor bridge.
 - On exit, visiting groups to be debriefed in delivery space and led directly
- Covid-proofing science shows and workshops

Risk Assessment

- No elements of physical interaction with visiting groups while delivering activities on site.
- Centre of the Cell and other QMUL staff must maintain social distancing at all times
- Feedback forms will no longer be distributed onsite, these will be sent online.

COVID-19 checks for visitors

- Prior to arrival schools will be contacted to ensure no visitor attends should they, or a member of their household, have symptoms of COVID-19 or have had symptoms of COVID-19 in the past 14 days.
- COTC will provide a form for groups to bring filled in that confirms no person in the group, or any person from their household has displayed symptoms of COVID-19 in the last 14 days. (the form will be electronic where possible).
- For non-school groups, communication will be sent beforehand informing them that they should not attend in the case that they, or a member of their household, have symptoms of COVID-19 or have had symptoms of COVID-19 in the past 14 days.
- The symptoms include a new and persistent cough, fever, and loss of smell and/or taste. For further information on COVID-19 symptoms please visit: <https://www.nhs.uk/conditions/coronavirus-covid-19/>

Contact tracing procedure

- If someone is ill with suspected COVID-19 symptoms whilst on campus during a visit, the process at <https://www.qmul.ac.uk/coronavirus/what-to-do-if-someone-presents-with-symptoms/> is followed.
- Call security on extension 3333 (020 7882 3333 from a mobile), explain the nature of the medical emergency and clearly tell security that the person has Covid-19 symptoms.
- Remain 2 metres away from the person at all times and ensure other people also stay 2 meters away from the person.

Risk Assessment

- Isolate person and arrange for safe transport to place of residence (Security to provide mask and gloves).
- If a visitor receives a positive test result for Covid-19 after being physically present on a COTC visit, they must immediately notify the COTC staff member responsible for their visit. That staff member must then alert QMUL through the staffhealth@qmul.ac.uk email address.

Visitor incidents (e.g. feeling unwell)

- If there is a student health/medical incident, unrelated to COVID-19, the student should leave the pod with member of school staff and COTC staff.
- If the incident is minor (e.g. low blood sugar) then the student, directed by a member of COTC staff, is to be given access to toilets and to be allowed to sit in the reception area until ready to rejoin the pod session.
- If student vomits in the pod, the session is to be stopped early and all students to be escorted out of Blizzard as soon as possible. If student has been removed from pod prior to vomiting, then the ill student is allowed to await end of pod session in bathroom or reception area.
- In the case of an emergency procedure:
 - o One staff member should administer/offer emergency first aid while the other calls 999.
 - o A staff member should notify on-campus security on 3333 to let them know there is an incident, and to help guide paramedics to the Pod. The COTC office should also be notified if possible, so that additional staff can come and assist.
- If a serious incident occurs in the Pod, the show should be stopped, and the other students escorted outside as quickly as possible.
- Should any visitor develop symptoms of COVID-19 during the session then the visit should be halted. All persons who have been in the pod, including COTC staff, must also follow Government isolation guidelines to prevent the further spread of the

Risk Assessment

disease including COTC staff leading the session, and there should be no further shows that day.

9. Psychological wellbeing of staff returning to campus / continuing to work from home

Description of Activity:

Hazard 1. Returning to campus / continuing to work from home impacting mental health

mental health impacted by remote working, concerns about Covid-19 or otherwise being impacted by the pandemic

Uncontrolled Risk:

Existing Control Measures

- Provision of clear, consistent and regular communications around Covid-19 and the ways of working from the COTC Lead and Manager. Principal's communications highlighted to staff and any change in policies and procedures in team meetings.
- Ongoing engagement with staff to monitor and understand any unforeseen impact of changes to working environments.
- Communications / checklists for staff completed prior to returning to site, especially around new procedures for arrival at work. Staff directed to Queen Mary Coronavirus update and guidance website, communication plans, guides (e.g. 9 steps for managers, 5 steps for staff) and the Queen Mary Covid Code.
- Awareness and focus on the importance of mental health at times of uncertainty with regular provision of Mental Health information, guidance on wellbeing for those still working remotely and maintaining connections with colleagues working on site.
- Continued access to occupational health services and mental health first aid provision.
<http://hr.qmul.ac.uk/about-us/>
<https://www.qmul.ac.uk/coronavirus/guidance-forstaff/returning-to-campus/>

With Existing Controls: