

1. Return to on-site working at UCL - applies to all people.

Description of Activity:

Staff / students who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment. There are 4 priority controls for all to follow:

- (1) If you are classed as vulnerable or extremely vulnerable (at increased risk of severe illness) you should discuss with your line manager/supervisor before considering a return to work on site.
- (2) Keep in mind the symptoms of COVID-19 and adhere to government guidelines on self-isolation as appropriate. Do not attend work if you think you may be unwell or if someone in your household is unwell. Symptoms include a new, continuous cough, high temperature and/or loss of taste or smell.

If you experience symptoms as described above, have tested positive for coronavirus, have been asked to self isolate by the test & trace service, or have been in contact/are in shared household with someone who has symptoms or tested positive, you should report this to the UCL coronavirus tracking process, 'connect to protect'.

- (3) Strictly follow government guidelines on social distancing, hand washing and respiratory hygiene.

- (4) Managers (including PIs) must keep in contact with their teams and constantly review any work being conducted. Task specific protocols and risk assessments must be kept up to date, in response to new hazards or changes in risk level.

An on-site testing facility for UCL staff and PGRs is available at Bidborough House. All staff and students without symptoms who access UCL buildings at this time are strongly encouraged to be tested for COVID-19 weekly twice using the facilities available (NHS and UCL).

Hazard 1. Infection transmission when travelling to and from UCL.

Members of the UCL community may contract COVID-19, as a result of contact with infected individuals and/or contaminated surfaces. In addition, you have the potential to transmit the virus yourself and pose a hazard to susceptible individuals you may encounter. Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

PRIMARY CONTROLS:

- EEE staff/students are requested to work from home where possible to do so, until at least the 2st of June 2021. It is expected that most teaching and assessment will remain remote through term 3, with some exceptions for practical enrichment activity.
- Quarantine recommendations remain. Those who are unwell with symptoms of COVID-19 must not travel to or attend the workplace. Anyone who develops symptoms of COVID-19 must be sent home and stay at home for at least 7 days from the onset of symptoms. You can stop self-isolating after 7 days if your symptoms have gone, or if you just have a cough or changes to your sense of smell or taste - these symptoms can last for weeks after the infection has gone. Keep self-isolating if you COVID-19 symptoms persist after 7 days. If someone lives in a household where someone else is unwell with symptoms of COVID-19, then they must also stay at home in line with the NHS guidance.

- Staff and students are encouraged to walk or cycle to travel to UCL buildings if possible.
- Line managers must review staff start and end times as people return. If staff are using public transport, consideration must be given to avoidance of peak times and known busy periods wherever possible.

When walking or cycling, take the following steps:

- Plan ahead and use a direct route
- Travel at 'off peak' times, which means avoid travel between 05:45 to 08:15 and 16:00 to 17:30, Monday to Friday.
- Take hand sanitiser and a face covering
- Wash or sanitise your hands before beginning your journey - and when you arrive
- Try to maintain social distancing, for example when approaching or passing other pedestrians or waiting at crossings and traffic lights.
- Use a face covering when you will be close to others.

- Check with your provider for the latest travel advice before you leave.
- Plan ahead and use a direct route.
- Travel at 'off peak' times, which means avoid travel between 05:45 to 08:15 and 16:00 to 17:30, Monday to Friday.
- Take hand sanitiser and a face covering.
- Wash or sanitise your hands before beginning your journey - and when you arrive.
- Try to maintain social distancing, for example when approaching or passing other people, waiting on platforms or at stops.
- If you can't stay away from people (e.g. when boarding or alighting, on busier services, at busier times of day) try to face away from other people, and keep the time you spend near others as short as possible.
- Use a face covering when you will be close to others.
- Be aware of the surfaces you touch. Be careful not to touch your face.
- Use contactless payment where possible, to avoid topping up Oyster cards.
- Always follow instructions from TfL or other transport staff.

If using taxis or private hire vehicles, take the following steps:

- Book a trip in advance where possible, to avoid using taxi ranks.
- At taxi ranks, keep 2 metre distance from people outside your household.
- Follow the advice of your driver as they may have put in place additional precautions, such as which seat to use.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- Wear a face covering (fabric covering your nose and mouth) inside the car.

If using private vehicles to travel, take the following steps:

- If you normally share a vehicle with people from other households, you should find a different way to travel if possible.
- Plan your route, including any breaks, before setting out. Routes may be different as local areas make changes to enable social distancing on pavements and cycle routes. This particularly applies to central London.

- If you have to travel with people outside your household, try to share the transport with the same people each time and keep to small groups of people at any one time. Consider seating arrangements to optimise distance between people in the vehicle.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- If sharing the journey, wear a face covering (fabric covering your nose and mouth) inside the car.

Hazard 2. Lone working.

Working alone poses a hazard as workers may not be able to get immediate assistance in an emergency. This includes accidents, spills, fire or other incidents which require support.

Existing Control Measures

- All staff and students must follow the lone working activities guidance available from UCL Safety Services website. Lone working must be considered in your local risk assessments.
- Safety Services guidance lists activities that can be carried out alone and activities where you must have someone else nearby to support you. For example, handling large volumes of hazardous liquids, working with asphyxiants, reactive substances or decanting cryogenic substances should not take place alone.
- Use a buddy system when in work, i.e. based on MS Teams or via Whatsapp. You must have at least one 'buddy' in the same building.
- Teams should co-ordinate activities and attendance in advance of work taking place. Where multiple teams share the same areas, a booking system must be used.

Lone working contact should be managed as follows:

- 1) Contact your manager (or other buddy) when you arrive in your department.
- 2) Make follow up contact every 30 - 60 minutes to say you are OK.
- 3) Contact your manager (or other buddy) when you leave work.
- 4) Contact your manager (or other buddy) when you arrive home.

Hazard 3. Stress and poor mental health.

UCL staff and students may experience mental health problems caused by unfamiliar working conditions or anxiety over infection. Stress may increase vulnerability to infection, because of lowered immune response.

Existing Control Measures

- Line managers (including PIs) are asked to actively support their staff. Staff are encouraged to contact their line manager if they have concerns.
- For staff; Care First can be contacted 24/7 for confidential, impartial support. Call for free on 0800 197 4510.
- For students; support is provided by Student Psychological and Counselling Services (SPCS) during 'office hours'. Care First can be contacted outside office hours (5pm to 9am) by calling for free on 0800 197 4510.
- Care First also offer support through a one-to-one online messaging service, in which you can speak to a counsellor in real time.
- Where appropriate, adjustments to working times or hours should be made, to account for staff or students experiencing poor mental health. If confidential advice and assessment would be helpful, please contact Workplace Health using the management referral process.
- A wide range of other resources and guidance is available via the 'Remote not distant' website, Student Support and Wellbeing website and UCL Health and Wellbeing website.
- In addition, UCL Parents and Carers Together (PACT) network has a MS Teams site to support colleagues with caring responsibilities.

Hazard 4. Emergency response.

It may not be possible to maintain social distancing and other COVID-19 related risk control measures during an emergency.

Existing Control Measures

- In emergencies such as supporting a seriously injured colleague or responding to a chemical spill, people do not have to stay 2 metres apart if it would be unsafe to do so.
- If you need to provide assistance to others, you must pay particular attention to sanitation measures immediately afterwards including washing hands.
- First aiders who are available in a building should identify themselves, e.g. sign onto a whiteboard in reception/entrances so that the level of cover can be understood each day.
- All staff/students must remain aware of the emergency number to use - call 020 7679 2222 or extension 222, before ringing 999.

- All returning staff are asked to complete the Basic Fire Safety eLearning course and use fire safety form TN086 to ensure familiarisation with emergency escape routes.
- In the event of a fire alarm sounding, all people must evacuate as normal. Wherever possible, observe 2 metre social distancing whilst evacuating. This is particularly important on stairs, at final exits and moving to the fire assembly point.
- Use every fire escape route to reduce congestion and bunching on stairs and exits.
- If there is a conflict between social distancing and rapid evacuation, focus on getting out quickly as the priority.
- Once outside the building, move to assemble by the building Fire Assembly Points, observing social distancing.
- When given the 'all clear' to return to a building, make sure to re-enter by staggering the return.
- When re-entering a building, wash or sanitise your hands.

Hazard 5. Reduced capacity for emergency response.

Reduced number of people present in UCL buildings may slow a response in an emergency, or limit the effectiveness of emergency response. In this context, emergency refers to operational emergencies such as injuries (first aid), fires and evacuation and spills.

Existing Control Measures

PREVENT:

- High risk activities must not take place if there is reduced or no first aid cover in your building. Such activities include handling large volumes of hazardous liquids, working with asphyxiants, reactive substances or decanting cryogenic substances.

ASSESS:

- Managers of returning teams (including PIs) must assess their capability to support emergency response by checking available number of role holders (e.g. first aiders, fire evacuation marshalls) and where necessary complete additional training or request support.
 - Line managers must review PEEPs in place to ensure they can still be followed. Access routes in the building may have changed and there will be reduced support from other staff.

SHARE RESOURCES:

- First Aid cover must be shared wherever possible between departments and groups in a building.
 - Security guards on duty in buildings may be able to provide first aid cover, this must be confirmed with UCL or other building security.

INFORMATION AND TRAINING:

- All returning staff are asked to complete the full Basic Fire Safety eLearning package which includes the role of fire evacuation marshalls. This will help provide extra capacity and coverage of this important role.
 - All staff/students must remain aware of the emergency number to use - call 020 7679 2222 or extension 222, before ringing 999.

Risk Level

With Existing Controls:

Risk Level **C - Medium / Moderate**

2. Entrances, exits, circulation spaces and shared areas - applies to all people.

Description of Activity:

Staff / students who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission in the workplace.

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

Follow controls as described in activity 1 above, in addition to those below.

SOCIAL DISTANCING- BUILDING

- In all cases, wherever possible, maintain a 2 metre (6'6") distance between people. If it is impossible to remain 2 metres apart in circulation spaces, face away from other people whilst passing them.
- Reduced density of people present in Roberts; a limit of 1 in 4 / 25% of normal occupancy applies. EEE is retaining the 'access passport' system until at least June 21st, access will be restricted to only those department members who have a genuine need to be on site.
- Where building layout allows, one way systems will be used for entry and exit into the building and circulation around buildings. This will mitigate the potential for queueing and accidental contact between people. Make sure to check before you enter a building and follow signs.
- In the EEE areas of Roberts building, we will be using a 'keep left' system as the corridors on most floors are suitably wide. As the 11th floor is too narrow to do this safely, we will use a one-way system across the 10th and 11th floors.
- Those able to do so are requested to use stairs rather than lifts within buildings
- In the Roberts building, the maximum lift capacity has been determined to be 2 persons at any given time.

SOCIAL DISTANCING- SHARED AREAS

- Where toilets, changing rooms and showers have multiple cubicles in the same room, the room is restricted to use by one person at a time only, unless justified by local risk assessment.
- The 8th floor kitchen (Cullen room) will be open, but access times will be staggered for different groups. Remember to maintain 2 metre social distancing- a 2m area around the sink/workspace area will be marked out.
- Where possible, do not use shared fridges/freezers, microwaves or toasters. Bring your own food (to avoid unnecessary travel to shops) and eat at your desk or outside.

MEETINGS & MEETING AREAS

- From May 17th, inperson meetings are permitted in personal offices and meeting rooms. There should still be a definite, well defined need for them to be in-person.
- Meetings in personal offices must NOT involve non-EEE personnel. Department meeting spaces may be used as a safe location for in-person undergraduate or postgraduate taught student project meetings with staff, provided as an authorised 'enrichment' activity. Personal offices should NOT be used for meeting undergraduate or postgraduate taught students.
 - All use of meeting rooms must respect social distancing rules and masks must be worn when entering, leaving, or moving around the room.
 - Disinfectant wipes will be provided in dept meeting rooms and must be used to clean furniture before and after use.

- Hand sanitiser will be made available in dept meeting rooms and should be used on entry/exit.
- Rooms should be well ventilated
- Dept meeting rooms should only be used if pre-booked. If used for enrichment activity the names of students must be provided and recorded.

ENGINEERING CONTROLS:

- Increase ventilation by opening windows where possible, even if this causes some discomfort. It is recommended to open windows for 15 min or so when entering a room. Do not open toilet windows, unless this is the only means of ventilation from the room.
- Wherever possible, mechanical ventilation systems managed by UCL Estates have been set-up to ensure maximum possible ventilation throughout the day and extended running hours. Where the option is available, air handling units with recirculation have been switched to supply 100% outdoor air without any re-circulation.
- Toilets with lids must be flushed with the lids closed to prevent splashes and aerosols.

INFORMATION AND TRAINING:

- Clear Information/guidance on working arrangements and control measures is available and communicated, via the UCL Coronavirus website. Awareness will be raised by use of use welcome stations, digital signage, floor stickers and other signage.
- The control measures and new ways of working must be communicated to all staff students before returning to their workplace, or within their first day back- we wil do this via dept communications, and a return to work briefing/induction.
- Only staff and students who have received the necessary inductions will be added to the EEE access passport.

GOOD HABITS

- Everyone must practice good hand hygiene. This means washing hands with soap and water regularly for at least 20 seconds. Hand sanitiser should be used where hand washing is not convenient.
- Hands should be washed or sanitised after entering a building or moving between buildings, before and after eating and drinking, after using communal facilities, after touching high contact surfaces such as door handles and when arriving home.
- Everyone must practice good respiratory hygiene. This means catching coughs and sneezes in tissues (catch it, bin it, kill it).
- Everyone must avoid touching their face without washing hands first. No-one should shake hands.
- All shared areas must be kept clear of personal items to prevent transmission by contaminated items. Use lockers or your dedicated workspace to store personal items. Shared hooks or coat stands should not be used.
- EEE will ensure hand sanitisers are provided in shared offices and soap is provided where sinks are available.

CLEANING

- Contract cleaners will undertake more thorough cleaning and disinfection of objects and surfaces

that are touched regularly, such as door handles, hand rails, card readers, light switches, lift buttons, copiers/printers. A second clean of high contact surfaces will take place each afternoon. Estates will be informed by EEE of areas that returned to use, so they may be prioritised.

-Disinfectant wipes will be provided in shared offices and at office printing facilities.

PRECAUTIONARY EQUIPMENT

- All staff, students and visitors are expected to wear face coverings when moving around UCL campuses and within buildings, if you can't stay 2 metres apart. Face coverings can be removed when you arrive at your desk or other workstation. EEE will be providing spare face coverings to students and staff.

TESTING, TRACING AND LOCAL RESPONSES TO POSITIVE CASES

-If staff & students experience symptoms, have tested positive for coronavirus, have been asked to self isolate by the test & trace service, or have been in contact/are in shared household with someone who has symptoms or tested positive, they are required to report this to the UCL coronavirus tracking process, 'connect to protect'.

-UCL will contact departments if a pattern of cases develops in an area, so the safety procedures may be reviewed.

-The department encourages students & staff to contact their tutors, supervisors or their line managers to also report the above conditions informally to the department. -The dept. will investigate individual cases locally, and may temporarily close areas and/or ask certain staff or students to work from home for a period in order to proactively prevent an outbreak.

-An on-site testing facility for UCL staff and PGRs is available at Bidborough House. All staff and students without symptoms who access UCL buildings at this time are strongly encouraged to be tested for COVID-19 weekly twice using the facilities available (NHS and UCL).

Risk Level

With Existing Controls:

Risk Level **B - Low / Tolerable**

3. Vulnerable groups.

Description of Activity:

There may be heightened risks faced by individuals from exposure to COVID-19 in community settings or the workplace. This includes people more at risk due to their ethnicity, age, disability or status as new or expectant mothers.

Hazard 1. Heightened risk to vulnerable groups.

- Black, Asian and minority ethnic (BAME) communities are disproportionately affected by COVID-19 and may be clinically vulnerable. Concerning evidence suggests that the impact may also be higher among men and those in the higher age brackets.
- There is evidence that COVID-19 has a greater impact in older age groups, particularly those over 50. Therefore, older staff may be more at risk and they are also more likely to have long-term health conditions.
- Disabled people may face additional challenges returning to UCL. Some disabled staff members may have a weak immune system, leaving them more vulnerable to getting an infection. There may be issues associated with access to hand washing facilities, application of protective equipment and those with a mental health condition may feel increased levels of anxiety and stress.
- Pregnant individuals, at whatever stage of pregnancy, are classed as at higher risk from COVID-19. Those returning from maternity leave must also be considered.
- If line managers wish to seek advice, or an employee wishes to discuss a health issue in confidence, then the line manager/ supervisor can make a referral to Workplace Health.

Existing Control Measures

- If vulnerable staff are to continue working from home, line managers/supervisors should ensure the quality of work required does not disadvantage these colleagues, in terms of appraisals, or the prospect of future promotion.
- Support is available for line managers and staff through Workplace Health. Students should contact Student Support and Wellbeing.
- All members of the UCL community can access support through Care First.
- Guidance and links to UCL information have been included in the EEE department planning made available to all staff and students
- Local contacts for support and wellbeing included in EEE dept planning
- Line managers/supervisors must have sensitive and comprehensive conversations with their staff who may identify in the higher risk groups as outlined above. They should identify any existing underlying health conditions that may increase the risks for people in undertaking their roles, in any capacity. Most importantly, the conversations must also consider the feelings of colleagues, particularly with regard to their mental health.
- Line managers/supervisors must listen carefully to staff concerns and provide support. Also consider adjustments for any staff who are identified as being at greater risk. Adjustments may include moving to a lower-risk work area, undertaking lower-risk tasks, limiting exposure (for example through reducing working times) and working from home.

Risk Level

With Existing Controls:

Risk
Level

**C -
Medium /
Moderate**

4. Working in offices – specific controls in addition to those above.

Description of

Staff / students who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment.

Activity:

Hazard 1. Infection transmission in the workplace.

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

Follow controls as described in activities 1 to 3 above, in addition to those below.

SOCIAL DISTANCING:

- Maintain a 2 metre (6'6") distance between people. EEE has a number of large shared offices, so through control of numbers accessing the building, social distancing can be maintained.
- Overall use of the EEE areas will be limited to 25% capacity (based on the known fire capacity of the building), and individual shared offices will be restricted such that 2m social distancing may be maintained. In general this reduces shared offices to 50% capacity. These restrictions will be enacted using rota or booking systems for shared spaces.
- One way systems will be implemented in larger shared offices
- Reduced dwell time - where face-to-face contact is essential between people, this must be kept to 15 minutes or less.
- Do not move desks, seating or other furniture marked as fixed or not to be used. Respect room layouts.

CLEANING

- Cleaning wipes will be available for people to clean their own work areas, at the start and end of each day, or period of use.

NO SHARED WORKSTATIONS

- Wherever possible, shared IT equipment should not be used. This includes suspending Agile working practices in offices. Shared printer/copier machines may still be used, but must be cleaned using disinfectant wipes before and after use.
- Do not share stationery in offices, particularly pens. Avoid sharing other equipment such as staplers and hole punches. If items must be shared, clean down before and after use and wash or sanitise hands.

Risk Level

With Existing Controls:

Risk Level **C - Medium / Moderate**

5. Working in laboratories – specific controls in addition to those above.

Description of Activity:

Staff / students who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission in the workplace.

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

Follow controls as described in activities 1 to 3 above, in addition to those below.

SOCIAL DISTANCING:

- Maintain a 2 metre (6'6") distance between people. Smaller laboratories will be limited to 1 person only.
- Booking systems will be used where the number of lab users exceeds capacity.
- Areas or process steps where people directly pass items to each other will be identified- equipment, where it must be shared, will use a 'put-down-pick-up' process
- To reduce movement around buildings, staff/students with office space not close to their lab should plan to carry out office work remotely, wherever possible. This includes administration, write-ups, meetings.

GOOD HABITS

- Wash your hands after entering a lab and before starting work, always wash hands when leaving a laboratory. If a hand wash sink is not available, use hand sanitiser.
- Personal belongings must be stored separately to those of others.

CLEANING

- For laboratories following the 'safe to clean' system, consider and discuss cleaning practices with your laboratory manager or UCL Estates and increase frequencies as appropriate.
- Shared equipment, instruments, chemicals/reagents, storage cupboards, consumables and waste containers must be considered and the potential for infection through contact acknowledged in local risk assessments/planning.
- Larger equipment that is shared must be cleaned between uses. Where possible booking system should be implemented, and usage pre-planned to cut down on the number of different users each day.
- Where wearing gloves and regular hand washing is not practical in a laboratory, shared items and areas must be sprayed/wiped down with standard disinfectants between contact by users, or between different groups of users.
- Implement a clear bench policy for shared areas in laboratories to prevent clutter and ensure cleaning of surfaces is simple and easy.
- Visitors must not share PPE unless essential. Use disposable lab coats and other items. If PPE is shared (e.g. safety glasses) make sure to clean with standard disinfectants between contact by users.
- Personal lab coats and other reusable PPE should be stored separately from other peoples to

prevent cross-contamination.

OTHER CONTROLS

For imaging facilities (e.g. shared microscope rooms), follow these additional controls:

- Allow only one user per microscope, per session.
- Cover eyepieces, binocular body and other touchable surfaces with plastic wrap (cling film).
- If usage of plastic wrap on the eyepieces and binocular body is not considered feasible (e.g. long-term observation through the eyepieces) - disinfect the eyepieces and the binocular body before and after use. Remove eyepiece cups to ease disinfection.

Risk Level

With Existing Controls:

Risk Level **C - Medium / Moderate**

6. Working in workshops, make-spaces and object or practice based learning environments – specific controls in addition to those above.

Description of Activity:

Staff / students who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission in the workplace.

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Existing Control Measures

Follow controls as described in activities 1 to 3 above, in addition to those below.

SOCIAL DISTANCING:

- A one way flow system will be implemented in the EEE workshop area
- Areas or process steps where people directly pass items to each other must be identified and risks of transmission mitigated through local risk assessment. Prevent direct contact between people, using a 'put-down-pick-up' process for example.
- To reduce movement around buildings, workshop staff will use only the workshop area and nearest toilets, and won't require use of offices or common areas.
- The EEE workshop is not a teaching area so the number of people accessing can be strictly limited; demonstrating to or supervising groups does not need to be considered.
- The EEE workshop is a large space so the already operates at a low effective capacity.

GOOD HABITS

- Wash your hands after entering an area and before starting work. Always wash hands when leaving an area. If a hand wash sink is not available, use hand sanitiser.
- Wash your hands before and after using shared tools, objects, materials, equipment and other items. If a hand wash sink is not available, use hand sanitiser.

CLEANING

- The workshop will be cleaned by workshop personnel only.
- Shared objects, materials, equipment, chemicals/reagents, storage cupboards, consumables and waste containers must be considered and the potential for infection through contact acknowledged in local risk assessments. Tools will not be shared.
- Shared items and areas must be sprayed/wiped down with standard disinfectants between contact by users, or between different groups of users.
- Visitors/clients must not share PPE unless essential. Use disposable coveralls/coats and other items. If PPE is shared (e.g. safety glasses) make sure to clean with standard disinfectants between contact by users.

OTHER CONTROLS

- Some materials or objects may be more likely to harbour and spread infection, for example soft or porous materials. This should be acknowledged in local risk assessments. Some items may need to be disposed of after use in a session or at the end of each day, instead of reusing. Alternatively, they could be isolated for 3 days before reuse.
- Where off-cuts, fragments or other waste products are sometimes reused and shared, this practice may need to be suspended.

Risk Level

With Existing Controls:

Risk Level **C - Medium / Moderate**

7. Teaching Laboratory Enrichment Activity

Description of Activity:

EEE will restart some limited face-to-face enrichment activity in our new MPEB teaching laboratory during term 3.

Hazard 1. Coronavirus transmission in teaching environments

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). Note that, as stated in Government guidance, the risk of infection increases the closer you are to another person with the virus and the amount of time you spend in close contact.

Teaching laboratory activities are higher risk, as they potentially expose a much greater number of different 'households' to each other, and in particular could expose teaching staff to a very large number of students (who in particular are unlikely to yet be vaccinated).

Existing Control Measures

MONITORING:

- Students asked to report symptoms/+ve test results to personal tutors, in turn to report to dept any issues
- Staff and students asked to use 'Connect to Protect' tool to report: if they have been required by NHS test and trace to self-isolate due to contact with potentially infected individuals/if after testing they subsequently receive a positive result.

UCL is also providing a local Covid-19 testing service for students and staff. Please see the UCL coronavirus testing website for more information.

SOCIAL DISTANCING:

- Maintain a 2 metre (6'6") distance between people where possible. In a teaching environment this is not always possible, but should be kept to a minimum.
- Students will be closely supervised to ensure they do not congregate
- Teaching materials/equipment should be distributed so students do not have to congregate to collect it
- Walk routes/one way systems should be used to ensure students have a clear path without having to pass close next to each other.
- Laboratory occupancy will be limited to 25% of normal
- Students will not have at-will access to the lab- all usage will be timetabled or pre-booked sessions
- Larger groups (>10) will be led in to the building by staff in smaller sections (~10), to help prevent overload in corridors and entry spaces
- smaller groups (<10) will be asked to meet in a socially distanced way in the lift lobby of the 6th floor MPEB and allowed in to the lab in a supervised way

HYGIENE:

- Sanitiser will be provided for students to use on entry/exit
- Work spaces will be wiped down with disinfectant after use
- Gaps between timetabled session will be left in schedules to help ventilate the room and for cleaning
- Alternate workspaces will be used throughout the day, so no-one uses a workspace that has immediately been used prior
- Masks to be worn at all times; staff have been provided clear fronted face masks to allow for clearer communication

Risk Level

With Existing Controls:

Risk
Level

**C -
Medium /
Moderate**

8. Managing goods in/out and material flow – specific controls in addition to those above.

**Description of
Activity:**

Staff / students who travel to UCL buildings at this time must consider the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission in the workplace.

Potential for transmission of COVID-19 during receipt, collection and transport of supplies/consumables/chemicals and other items in buildings. This includes transport and removal of waste.

Existing Control Measures

Follow controls as described in activities 1 to 3 above, in addition to those below.

REDUCTION:

- wherever possible the dept. will order larger quantities less often.
- internal post/package delivery from the post room will be arranged in bulk every 1-2 weeks, to reduce the need for multiple deliveries to the dept office.
- Avoid handling paper and pens, move to paperless invoice/delivery notes if this has not already been done.

SOCIAL DISTANCING:

- When deliveries are arranged, the following information will be notified to couriers in advance:
- Where loading and offloading arrangements allow it, drivers must remain in their vehicles.
 - Where drivers are required to exit their vehicle, they must stay 2 metres from others and wash or sanitise their hands before and after handling any materials.
 - Where possible and safe (considering manual handling) - one person should load or unload vehicles, using mechanical lifting devices.

Advice to dept staff:

- Where 'team lifts' cannot be avoided, use the same pairs of people.
- Use put down, pick up processes to maintain distance from delivery/collection drivers and from end users.
- Identify areas where people directly pass things to each other and find ways to remove direct contact, such as using drop-off points or transfer zones.

GOOD HABITS

- Hands should be washed or sanitised before and after handling or moving any materials and after touching high contact surfaces such as door handles or lifting equipment.

CLEANING

- Shared equipment such as trolleys and waste containers must be considered and the potential for infection through contact acknowledged in local risk assessments.
- Shared equipment that must continue to be used must be sprayed/wiped down with standard disinfectants between contact by users.

Risk Level

With Existing Controls:



Risk Level **B - Low / Tolerable**

9. Managing visitors – specific controls in addition to those above.

Description of Activity:

Staff / students and visitors who travel to UCL buildings at this time must follow the risk control measures as outlined in this assessment.

Hazard 1. Infection transmission in the workplace.

Potential for transmission of COVID-19 from or to visitors (for example, visiting academics, or contractors visiting to carry out equipment service, maintenance or trouble-shooting). This includes UCL Estates and departmental appointed contractors such as service engineers. This section does not apply to security, catering or cleaning staff.

Existing Control Measures

Follow controls as described in activities 1 to 3 above, in addition to those below.

ELIMINATION:

- Review your maintenance schedule.
- Encourage visits via remote connection or remote working, wherever possible.
- Ensure only business-necessary or research-critical visits take place.

REDUCTION:

- Limit the number of contractors visiting at any one time.
- Revise visit times to reduce interaction and overlap between people, for example carrying out services at night.
- Limit visit times to a specific time window, avoid the need for breaks if possible.

SOCIAL DISTANCING:

- Maintain a 2 metre (6'6") distance between people, including contractors. If it is impossible to remain 2 metres apart, for example in smaller rooms, allow the contractor to work in the room alone if safe to do so.
- If you must be closer than 2 metres from another person, work side by side or work facing away from other people, rather than face to face.
- Reduced dwell time - where face-to-face contact is essential, this must be kept to 15 minutes or less.
- Academic visitors should ensure they have a negative test result for covid before visiting.

INFORMATION:

- Follow the UCL COVID-19 visitors policy (when available). This includes providing clear guidance on social distancing, hygiene standards and other changes in ways of working. Provide to visitors before arrival (by phone or email before they arrive) and reinforce on arrival.
- Maintain a record of all visitors, if this is practical, but avoid visitors using and sharing pens.

Risk Level

With Existing Controls:

Risk
Level

**C -
Medium /
Moderate**