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| **Company Name:** | Bishop Grosseteste University |  |
| **Assessment Conducted by**  | L Robertson, H&S Officer |  |
| **Date of assessment** | 3 Nov 21 | Review Date: | 15 Dec 21 |

**Risk Summary – LOW RISK**

Local infection rates for Lincoln Cathedral and West Common are 498 infections per 100,000 persons (at 22 Oct 21), a slight increase on the previous month. Despite the increase, cases of COVID-19 amongst BGU community have remained stable at between 5-10 active cases. There has been no evidence of community spread within the campus or classrooms, a finding supported by Lincolnshire Health Protection Team whose data shows most infections occur in the 12-18 age group, primarily in schools where the vaccination program is incomplete, followed by pubs & clubs amongst the 18-25 age group.

NHS data show strong evidence that the vaccine reduces risks of being infected (however does not eliminate it), provides significant protection against the worse effects of COVID-19, and an reduces virus spread, in that an infected vaccinated person is 3 times less likely to pass on the virus than a unvaccinated person due to a reduced viral load. The precise number of fully vaccinated BGU staff and students is unknown, however our use of the NHS COVID Pass as a condition of entry for Matriculation at Lincoln Cathedral, showed around 95% of attendees were double vaccinated. Recent changes to UK vaccination program are: 12-year-olds are now included in the vaccination roll out and a third jab is being administered to vulnerable adults, 6 months after initial vaccination. Vaccine uptake statistics which are shown below:

* Nationally: 79% UK over 12’s fully vaccinated, 86% partially vaccinated.
* Lincoln: 76% fully, 79% partially vaccinated.

**Updated national guidance as at 27 Sep 21** *(further information on* [*Gov.UK Coronavirus restrictions*](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)*)*

Government advice is that face coverings should be worn in enclosed and crowded spaces, where people may come into close contact with others they don’t normally meet. It also states students should not be refused access to education on the grounds of not wearing a face covering.

For the purpose of controls, BGU has assessed that classrooms, corridors, shared spaces & meeting rooms are places which meet the definition of ‘enclosed & crowed space’.

Face covering are generally defined as a cloth or paper mask which covers the mouth and nose, or a visor which covers the whole face

Students or Staff with a medical reason which exempts them wearing a face covering are requested to carry either a gold lanyard, available from Student Advice or their NHS exemption lanyard..

**General COVID Controls**

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| --- | --- |
| Engineering Controls | * Vaccination against COVID – Encouraging uptake and advertising drop in sites.
* Perspex barriers at reception areas
* Encouraging NHS Track and trace app usage and having QR codes around the campus.
* Mechanical ventilation systems installed in many teachings spaces
* Cashless payment systems and touchless key card entries.
 |
| Administrative Controls | * Consolidated guidance for covid safety measures in our [Working Together](https://www.bishopg.ac.uk/workingtogether) webpage, regular messaging by email and on the portal.
* Ventilation guidance within each teaching space
* Mechanical ventilation maintained and set to maximise air change
* Hand Sanitiser stations at entry to each building.
* Twice weekly LFD COVID tests for all students and staff. Available from Reception and Student Union.
* Encourage campus visitors/ contractors to take a LFD test before arrival.
* Daily cleaning of all rooms & shared spaces, disinfectant wipes available for touch surfaces
* COVID warning and instruction signage on main doors and around the campus
* Reporting system for self-isolation – Warning messages sent to close contacts.
* Requirement to isolate and take a test if experiencing covid symptoms
* NHS Covid Pass will be used for large gatherings assessed as High risk.
* Covid code of conduct to clearly define steps as a result of non-conformance
 |
| PPE Controls | * Face covering to be worn indoors: crowded, enclosed spaces where you may come into contact with people you do not usually meet
* Spare face masks available at Reception, Library and Student Union
* Face visors available for tutors from Reception
* Reminders on face coverings at the start of each lesson
* Gold lanyards available from Student Advice for persons medically exempt face coverings.
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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **General Hazards**Contracting or spreading COVID within BGU | Students, staff, Contractors and Visitors. particularly persons unvaccinatedPrimary route of transmission is inhalation of exhaled droplets when in close contact with infected person.Effects may be asymptomatic with 1-3 experiencing no symptoms. Majority experience short term minor illness.A small percentage of people experience serious/ potentially life threating condition. Some individuals may develop a debilitating chronic condition known as “long covid”  | * Face covering worn indoors unless exempt:
	+ Whilst transiting buildings.
	+ Classrooms
	+ Meeting rooms
* Staff & students to self-test twice per week, tests available free of charge from:
	+ Reception – Staff & visitors
	+ Student Union – Students
* [Working Together](https://www.bishopg.ac.uk/workingtogether) webpage to consolidate covid rules and procedures.
* Reporting system for positive covid or if informed by Track & Trace to self-isolate. [COVID-19 Declaration](https://www.bishopg.ac.uk/coronavirus-support)
* Perspex screens at reception areas.
* Ventilation plans for indoors spaces – mechanical or windows open, as per the ventilation guide.
* Hand sanitizer at building entry points.
* Shared spaces cleaned & sanitised daily.
* Encourage good hand hygiene - posters and notifications.
* Consider NHS COVID Pass for indoor events with +500 participants
* Advertise local COVID ‘Grab a Jab’ events
* Vaccine Shuttle bus to Lincolnshire showground (25 Oct 21)
 | Specific Risk Assessment to be created for large gatheringsGrab a jab bus to start from 24 Oct 21 from BGU to vaccination centre  | H&S OfficerReception/ Estates group leaders/ line managers.HR/ Line Managers | In place – Ongoing |
| **Staff Return to Work**Returning to work and spreading covid in BGU | Office staff, or persons who work in large groups indoors. Close proximity to others may increase potential for cross contamination | Unless High-Risk, Staff may return to work; however they should maintain general COVID controls when in shared spaces with persons they would not normally meet i.e. * Wear face covering if visiting areas outside your immediate work place.
* LFD test twice weekly
* Managers to reorientate staff on return to explain covid controls
 | Individual COVID RA may be required for COVID vulnerable persons.  | HR/ Line Managers |  |
| **Student Return to Campus**Students returning to campus and spreading covid | Students returning to campus after breaks.May lead to localised outbreaks of covid, with associated illness of isolation requirements.  | * Encouraged all BGU community to get vaccinated.
* Students reminded to test before travelling to BGU campus
* Regular reminders by email, portal and [Working Together](https://www.bishopg.ac.uk/workingtogether) webpage:
 |  | Comms teamHSO | Ongoing |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Persons in Moderate risk category**Moderate Risk group catching covid and becoming seriously ill | Persons who are in the moderate risk category due to job role, covid age and local infection prevalenceContracting COVID may lead to serious illness, long term side effects or death. | Staff * Managers, in consultation with the staff member to determine specific arrangements if returning to work.
* Consider continuing to work from home

Students * Program leads to consult with student to determine specific arrangements for learning.
 | H&S Officer support assessing controlsEncourage COVID vaccine  | Line managers/ Program Leads H& S Officer to advise | Ongoing assessment |
| **Persons in high-risk category**High-Risk group catching covid and becoming seriously ill | Persons who are HIGH risk category due to job role, covid age and local infection prevalenceContracting COVID may lead to serious illness, long term side effects or death. | Staff* If high risk due to work role:
	+ Change work practice to eliminated regular face to face with multiple contacts and/ or
	+ Move employee to a role which does not included face to face with multiple contacts.
* If risk can’t be reduced, employee should work from home.

Student* Program lead to implement remote learning protocol, or discus deferment options with student.
 | Support from H&S Officer in assessing control measures | Line managers/ Program LeadsH&S Officer to advise | Ongoing assessment  |
| **Contractors & Visitors**External workers or visitors spreading COVID at BGU | Students, staff, BG Futures Tenants, Contractors and Visitors Contractors/ visitors working on multiple sites may have a greater risk of contracting and passing on Covid.  | Contractors/ visitors forewarned of BGU COVID measures. * Wear face coverings when in indoor spaces
* Requested they take LFD test prior to coming to BGU
* Do not attend BGU if experiencing covid symptoms
* Booking in and out of Visitors Vehicles - Sanitised pens provided for signing in.

Contractors - to include COVID-19 in Risk Assessments, to be reviewed by the H&S Officer* Contractors to be escorted when working in shared spaces.
 |  | All staff who coordinate visitsEstatesH&S Officer | In place – ongoing |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **External Visits & Field Trips - UK** | Participants may contract covid, or unvaccinated be a close contact during the trip and be forced to isolate  | * Confirm COVID requirements at destination
* Face coverings to be worn when traveling
* Be prepared to isolate and return participant home should they test positive or be an unvaccinated close contact
* Report cases to BGU [Declaration](https://www.bishopg.ac.uk/coronavirus-support)
 |  | Group Leader | Prior to event |
| **External Visits & Field Trips - International** | Participants may contract covid, or unvaccinated be a close contact during the trip and be forced to isolate or seek medical attention. | * Restrictions - No travel to RED countries [Travel Advice](https://www.gov.uk/guidance/red-list-of-countries-and-territories)
* Insurance - Ensure COVID cancelation insurance is available and that all participants have personal travel insurance which provides medical & COVID cover
* Vaccine - Participants must be vaccinated & have the NHS COVID Pass.
* Tests - Confirm testing requirements with the airline/ ferry for departure & return.
* Be prepared that participants may have to isolate and remain in country should they test positive.
* Report cases to BGU [Declaration](https://www.bishopg.ac.uk/coronavirus-support)
 | Confirm passport is valid – check [HERE](https://www.gov.uk/check-a-passport-travel-europe) | Group Leader | Prior to event |
| **Large Events – Onsite at BGU** | Participants may catch covid from being in close contact with others, particularly in enclosed environments | * Conduct event Risk Assessment
* Participants to wear face coverings indoors, unless exempt
* Encourage attendees to have negative LFD within 48hrs of event
* Hold events outdoors where practical
* Avoid using rooms with limited ventilation, as per ventilation guidance [Ventilation Assessment](https://studentbishopgac.sharepoint.com/%3Ax%3A/r/sites/BGUDocs/healthsafety/COVID-19/211015_Room%20Ventilation%20Assessment1.xlsx?d=w6bb52ca770d245b1a2bd80e3e4dc4b45&csf=1&web=1&e=d2LxAK)
* Event guides to understand and support COVID controls
 | Consider NHS COVID Pass for indoor events over 500 persons.  | Event organiser | Prior to event |
| **Large Events - Offsite** | Participants may catch covid from being in close contact with others, particularly in enclosed environments | * Conduct event Risk Assessment
* Confirm COVID controls at venue
* Wear face coverings indoors unless exempt

  | Consider NHS COVID Pass for indoor events over 500 persons. | Event organiser | Prior to event |
| **Ventilation**Working in a poorly ventilated space | Students & staff.Working within a poorly ventilated space increases the spread of airborne infection | Classrooms and Offices – see [Ventilation Assessment](https://studentbishopgac.sharepoint.com/%3Ax%3A/r/sites/BGUDocs/healthsafety/COVID-19/211015_Room%20Ventilation%20Assessment1.xlsx?d=w6bb52ca770d245b1a2bd80e3e4dc4b45&csf=1&web=1&e=d2LxAK)* Teaching spaces individually assessed and have their own specific guidance and risk rating.
* Naturally ventilated spaces:
	+ Tutors/ users ensure windows are open
	+ Take regular breaks (out of the space) to reduce air contamination build up.
	+ CO2 monitoring of High risk spaces.
* Mechanical ventilation systems - Estates to maintain.
* Open external doors where feasible to increase natural ventilation

Vehicles:* + Ventilation systems set to fresh air extraction
	+ Open windows when more than one person in vehicle.
 | Estates & H&S Officer to monitor effectiveness of controlsHeating to be switched on early to mitigate cold due to open windows | Estates to check ventilation systems | In place – Ongoing |
| **Accommodation**Contracting or spreading COVID in student residential areas | Students, staff, BG Futures Tenants, Contractors and Visitors. Transmission of Covid-19 by people being in close proximity | * Guests permitted – but are to inform accommodation services beforehand
* Wearing of face coverings whilst transiting building
* Signage to remind students of ongoing hazards
* Students to test twice weekly
* Isolation protocols established in event of outbreak
 | Regular reminders through home page & emails from estates | Facilities, H&S Officer  | In place – Ongoing |
| **Teaching Spaces** Contracting or spreading COVID in Teaching Spaces. | Students & TutorsClose proximity of persons in an enclosed space for a prolonged period | * Staff/ Students expected to wear face coverings
* Follow Air quality controls shown in ventilation risk assessment – Available in each space
* Tutor - open windows in naturally ventilated rooms and ensure frequent breaks to ventilate room as indicated in assessment.
* Remind students to wear face coverings and sanitise frequently
 | Provide guidance on non-compliance of mask wearing | signage is in position.H&S Officer to monitor | In place – ongoing |
| **Reception** **Areas** Contracting or spreading COVID in Reception & face-to-face contact areas. | Reception, Library, CELT & catering, gym staffHigh numbers of different contractors increase the risks of Covid transmitting | * Clear Plexiglas screens remain in place.
* Regular cleaning and sanitation of touch surfaces
* Contactless payment methods instead of cash
 | H&S Officer to monitor contractors Risk Assessments and request LFD testing for visitors | Reception staff | In place – ongoing |

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| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Library**Contracting or spreading COVID | Students, staff, visitorsCross infection due to close proximity of others  | * Masks to be worn whilst in shared spaces in the building
* Sanitation provided when entering the building.
* Daily sanitation and spray bottles available for self-cleaning of touch points.
 | Signage indicating  | Staff | Measures already in place |
| **Recreation Facilities** (Refectory, Curiositea & Venue)Contracting or spreading COVID  | Students, staff, Contractors and Visitors Cross contamination whilst using the facilities. | * Face coverings to be worn by staff in communal areas.
* Visitors to wear face masks when moving around, however may remove coverings when eating.
* Hand sanitising stations & cleaning regime to remain in place.
* QR code available on payment desk.
 |  | Catering manager/ supervisor  | Measures already in place |
| **CELT** | Students, staff or Visitors Cross contamination whilst using the facilities. | * Sanitise on entry
* Face masks/ visors to be worn by all staff & Students in shared space.
* Switch on extraction ventilation system daily
* Monitor usage in meeting rooms
* Sanitiser available for cleaning shared equipment before use
 |  | Staff | In place, ongoing |
| **Sports Hall** Contracting or spreading covid during exercise.  | Sports hall usersCross infection due to difficulty in wearing masks during exercise.  | Outdoor activities in fresh air are low risk of infection* Ensure main hall is well ventilated during activity
* Face covering when moving through building.
* Daily sanitation and cleaning
* Sanitiser provided to self-clean before use of mix use work equipment.
 |  | Sports hall staff | Measures already in place |
| **Student Union.**Contracting of spreading covid in the SU, or during a SU activity | Students & SU staff Cross infection due to close proximity of unvaccinated/ partially vaccinated persons | * Maintain use of masks when transiting through building.
* COVID advisor on duty at reception 10:00 – 14:00 weekdays to issue LFD Tests and provide guidance.
* Daily cleaning and sanitiser available for users.
* Discourage standing by bar
* Follow ventilation guidance and open external doors as recommended
* Encourage use of outdoor spaces and activities.
 | Focused messaging to students | SU staff | In place – ongoing |
| **Church services** | Church usersCross infection during services and events | * Face coverings to be worn.
	+ Reverend, married couples, baptism parents can remove coverings during service.
* Sanitiser at entrance
* Encourage visitors/ users to self-test prior to events
 |  | Reverend | In place – ongoing |
| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Meetings** Contracting or spreading covid during face to face meetings.  | Students, staff, BG Futures Tenants, Contractors and Visitors Cross infection due to close proximity to others outside immediate work group.  | * Encourage telephone conferencing where appropriate (Teams, zoom etc).
* Face masks to be worn for indoor meetings for groups outside immediate work bubble.
 |  | Meeting organiser | In place – ongoing |
| **Vehicle Use**Contracting or spreading COVID whilst using a BGU vehicle | Drivers/ passengersDriving university vehicles. Multiple passengers from different households may infect each other.  | If two persons or more persons are in the vehicle:* Face masks to be worn.
* Set air-condition to extract air
* Open a window (weather permitting) to increase air flow.
* Interior surfaces cleaned daily, sanitiser provide for cleaning touch surfaces.
 | Drivers informed when signing for vehicles | Drivers | In place – ongoing |
| **Public Transport**Contracting or spreading COVID on public transport to/ from work. | Students, staff, BG Futures Tenants, Contractors and Visitors Potential for contamination from other passengers. | Advice provided to students/ staff on using public transport:* Face coverings should be worn.
* Sanitise before and after use
* Avoid touching face or eyes
* Open windows if possible
 | Staff or Student advised to contact their Line Manager or Supervisor if they have concerns. | Affected personsLine managers | In place – ongoing |
| **First Aid** Contracting or spreading COVID whilst administering First Aid  | First AidersHazard of cross contamination whilst conducting first aid.  | On-Call first aiders available 24/7 via reception or security. * Encourage casualty self-treatment if feasible
* First Aiders to wear mask and gloves.
* Sanitise procedures carried out upon completion.

In event a casualty requires CPR: * Ensure an ambulance is called.
* Use only chest compression
* Use the defibrillator (Main foyer of Hardy building).
* Continue CPR until the emergency services arrive.
 | Consolidate list of First Aiders.Send out regular reminders to First Aiders | First Aiders | In place – ongoing |
| **Mental Health.**Impact caused by lack of social contact or fear of infection | Students and/or staff feeling affected by Mental Health issues due to prolonged periods of isolation.  | Line Managers & Tutors are to conduct regular checks and remind Staff/ students that assistance is available if needed.* Regular updates on the Home Page to remind personnel of available support
* BGU has staff trained in Mental Health First Aid and enhanced training in working with mental health requests.
* **Staff - HR are available for advice.**
* **Students - Student Services are available for advice.**
	+ Block Wardens available out of hours to provide pastoral care and advice.
 | Questionnaires to assess impact | Line managers, supported by senior managementMental health regularly discussed at management meetings | In place – ongoing |
| **Hazard** | Who may be harmed and how | **How to control the Risks** | **Further actions to consider** | **Who carries out action** | **When is Action needed by** |
| **Positive COVID-19 Test**An individual tests positive for covid through LFD testing | Campus community/ student housemates Illness, long covid, passing the virus onto others **Main symptoms:** * High Temperature
* Onset of a new continuous cough
* loss of taste or smell.

Reported symptoms in fully vaccinated:Headache, runny nose, sneezing, and sore throat. | * Self-isolate and arrange a PCR test through the NHS (119)
* Follow Track and Trace guidance - Stay at home 10 days from date of test (in accommodation for students).
* Report positive test result to University using the COVID declaration form on BGU home page: [COVID declaration form](https://www.bishopg.ac.uk/workingtogether/covid-19-self-isolation-and-positive-result-declaration-form)

University:* Timetabling to identify close contacts in classrooms
* Accommodation to identify close contacts in Halls
* Contact all room-mates & classmates to advise when a close contact is positive – advise testing and to avoid vulnerable persons
* Ensure support and isolation arrangements are in place Halls
 | H&S Office monitor effectiveness & speak to all affected parties in Halls | AccommodationSelf-declarationH&S OfficerTimetabling | In place - Ongoing |
| **Large scale outbreak** Positive covid cases on campus which impacts the university ability to conduct normal operations  | Staff & StudentsOutbreak on campus with potential to impact normal operations as laid out in this RA. Staff absence which reduces ability to maintain teaching.Pressure on providing sufficient safe accommodation due to self isolating students.  | See Outbreak Response Plan * Inform staff and students – home page messaging/ emails.
* Affected staff to isolate at home
* Affected students to isolate in rooms –
	+ - Arrangements for feeding to be implemented.
		- Reimpose accommodation bubbles
		- Restrict movement within affected accommodation whilst outbreak continues.
		- Ensure students are still able to access online learning despite isolating at home/ in accommodation.
 | Potential implementation of social distancing & online learning protocols.Staff in vulnerable category working from home during the outbreak | Line Management,Program leadsEstatesH&S Officer | As required |

**ASSESSING RISK LEVELS**

COVID-19 is a virus with wide ranging effects from a mild illness to long-term health impacts and even death. There are certain individual traits which can indicate a person’s susceptibility to serious impacts, therefore it may be necessary to assess risk and design controls specific to an individual. The method laid out below is intended as a tool to support a individual risk assessment based on known vulnerabilities.

**Factors influencing individual risk**

The risk of serious illness or death from covid varies between individuals depending upon personal circumstance. Some population groups have a higher risk of dying from Covid-19 than others, therefore some older or vulnerable workers may have a higher risk which should be assessed on an individual basis.

The measurements used to evaluate risk is the potential **severity** of for an individual catching COVID, combined with potential exposure, which dictates the **likelihood** of being infected.

**Severity - Individual Vulnerability (Covid Age)**

Covid Age is the individuals age, adjusted upwards based upon personal risk factors:

* **Age and gender**: mortality rates rise sharply with age and are higher among men than women
* **Co-morbidities**: mortality rates are significantly higher among people with pre-existing conditions such as dementia and Alzheimer’s disease, heart disease, high blood pressure and diabetes
* **Ethnicity**: people from some ethnic minority groups have a significantly higher risk of being infected by Covid-19 and dying from it. In the first wave mortality was highest among Black groups and in the second wave among Pakistani and Bangladeshi groups
* **Obesity**: excess weight is associated with an increased risk of a positive test for Covid-19, hospitalisation, severe disease, and death
* **Disability**: mortality from Covid-19 is significantly higher among people with a self-reported disability or a learning disability diagnosed by a medical practitioner

COVID Age can be calculated [HERE](https://alama.org.uk/covid-19-medical-risk-assessment/).

**Severity Reduction**

An individual who has received the covid vaccine or has been previously infected with covid has built a level of immunity which significantly reduces risks of serious illness or death. You drop to the next lower Covid-age bracket if:

* You had the first dose of vaccine more than 14 days ago.
* You had COVID infection in the last six months

**Likelihood of catching Covid**

**Workplace Risk – (Occupation)**

A greater number of close contacts a during a working day increases the potential to be exposed to an infected person. Some public-facing work roles such as tutors, security guards, receptionists and retail assistants have a have higher workplace risk level than for example an office worker.

**Viral Prevenance** **per week**

The levels of infection in the local community play a significant part in the likelihood of catching covid. The lower the prevalence, the less the risks. Local viral prevalence levels are available [HERE](https://www.bbc.co.uk/news/uk-51768274)

**Risk Matrix**

Risk levels are presented in the Risk Matrix, which provides an easy-to-use method of estimating individual risk. The risk scale is shown in the table below.

|  |  |
| --- | --- |
| Very High | Avoid this activity |
| High | Undertake this activity only if it is essential and cannot be avoided |
| Moderate | Avoid this activity if it is unnecessary |
| Low | No requirement for additional controls |

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| --- | --- | --- |
| Workplace Risk | Covid Age *Adjust for immunity* | Viral prevalence per week |
| 1-9/100,000 | 10-99/100,000 | 100-999/ 100,000 | 1000+/100,000 |
| **HIGH - In close contact with covid positive person**. First Aiders – Providing first aid if COVID suspectedCleaners/ facilities – Entering an area to work where COVID is suspected/ confirmed  | 85+ | VH | VH | VH | VH |
| 70-84 | H | H | H | H |
| 50-69 | M | M | M | M |
| Under 50 | L | L | L | L |
| **MEDIUM - High number of different close contacts**. Students, Tutors, security personnel, catering/ bar staff, reception & library staff, indoor sports, commuting by public transport, shared accommodation. | 85+ | H | H | VH | VH |
| 70-84 | M | M | H | H |
| 50-69 | L | L | M | M |
| Under 50 | L | L  | L | L |
| **LOW – Limited number of different close contacts.** Non-student facing activities, outdoor actives, office work, commuting by car.  | 85+ | L | M | H | VH |
| 70-84 | L | L | M | H |
| 50-69 | L | L | L | L |
| Under 50 | L | L | L | L |
| **Negligible** - Working from home | All Ages | L | L | L | L |

**Note:** The World Health Organisation define close contact for covid as being within 1m for >15 minutes.

**Using the Matrix**

The Matrix can be used to inform decisions regarding on returning to work, restricting activities, or the need for additional controls for vulnerable or older workers. Where practicable, individual risk should be in the LOW category.

Steps for identifying individual risk categories is outlined below:

1. Select workplace risk bracket
	1. Low – General office duties
	2. Moderate – Customer/ public facing
2. Identify COVID Age
	1. Age, adjusted for individual vulnerability (check link)
	2. Viral protection – vaccinated persons move down a covid age bracket
3. Local viral prevalence 324 per 100,000 as at 1 Oct 21, up by +57 from the previous week.

References:

1. [Higher education COVID-19 operational guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance)
2. [Gov.UK Coronavirus restrictions](https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do)
3. [Health & Safety Executive – Coronavirus Risk Assessment](file://bgc.local/staff-area/files/lrobertson1/Documents/COVID%20risk-assessment.pdf)
4. [Local coronavirus viral prevalence](https://www.bbc.co.uk/news/uk-51768274)
5. [SOM – Return to work roadmap](https://www.som.org.uk/COVID-19_return_to_work_in_the_roadmap_out_of_lockdown_March_2021.pdf)

**Useful Websites.** Below is a list ofGovernment, NHS and HSE websites used in populating this document.

<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

<https://www.nhs.uk/conditions/coronavirus-covid-19/bereavement-advice-and-support/>

<https://www.hse.gov.uk/news/coronavirus.htm>

<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-new-national-restrictions-guidance>