Changes to in-person education activity etc

Document Reference: RA038805/2 changed to RA038805/5

Title: General risk assessment for in-person education activity at UCL during the COVID-19 pandemic - to be adapted by each department.

Note: The proposed update is to take effect not before 17th of May 2021 to accommodate changes to UCL approach.

1. Revision to section Assessment Outline:
   - Added: ‘Staff and students are also responsible for taking the appropriate steps to ensure that they are compliant with the guidelines in place and ensuring their personal safety’.

2. Revision to section Documents & Attachments – added below listed links:
   - Working Safely During a Pandemic: https://www.ucl.ac.uk/safety-services/working-safely-during-pandemic
   - UCL Coronavirus (COVID-19) information pages: https://www.ucl.ac.uk/coronavirus/
   - List of departments assigned by Lead Safety Advisor: https://www.ucl.ac.uk/safety-services/staff

3. Updated Assessment Start Date – 17th May 2021

4. Revision to Activity 1:
   - Updated section Description of Activity. Deleted previous Priority controls and updated to:
     1. If at high risk from coronavirus (such as clinically extremely vulnerable), please speak to your line manager about the options available to you.
     2. All staff and students without symptoms who access UCL buildings at this time should get tested for COVID-19 twice weekly using the facilities available (NHS and UCL).
     3. Do not attend work if you think you may be unwell or if someone in your household is unwell. Keep in mind the symptoms of COVID-19 and adhere to government guidelines on self-isolation as appropriate. Symptoms include a new, continuous cough, high temperature, change in or loss of taste / smell. Get tested (PCR test) as soon as possible if you have at least one of these 3 coronavirus symptoms.
     4. Strictly follow government guidelines on social distancing, hand washing and respiratory hygiene.
     5. 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.
     6. Vaccination strongly encouraged: UCL strongly encourages vaccination as part of its duty of care to its staff and students.
   - Updated section Hazard 1
     1. Deleted stay at home advice.
     2. Added: ‘Face covering must be worn (unless exempt) when using public transport or a taxi’.

5. Revision to Activity 2:
   - Revised section Hazard 1 Social distancing control measures:
     1. Deleted: ‘A reduced number of people present has been implemented to allow for social distancing’.
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- Deleted: ‘Where building layout allows, one way systems will be used for entry, exit and circulation. This will reduce the potential for accidental contact between people. Make sure to check before you enter a building and follow signs’.
- Added: ‘Reduced density of people present in UCL buildings; based on a rota system an indicative lower limit of occupancy may apply’.
- Added: ‘Where space allows, campus (and local) one-way systems may be in place. Make sure to check before you enter a building and follow signs’.