UCL
Risk Assessment

Summary

Date Created:	05/10/2020	Confidential?	No

Assessment Title:	COVID-19 risk assessment to reopen Quiet Contemplation Room (QCR) for use by staff and students

Assessment Outline:	Coronavirus disease (COVID-19) is an infectious disease caused by coronavirus SARS-CoV-2. The virus spreads primarily through droplets of saliva or discharge from the nose when an infected person coughs or sneezes. Droplets fall on people in the vicinity and can be directly inhaled or picked up on the hands and transferred when someone touches their face. This risk assessment documents key risks associated with the reopening of the Quiet Contemplation Room (QCR) for prayer, worship and meditation activities. It applies only to activities in the QCR. Group activities are not currently permitted in the QCR. Ablution facilities usual used in conjunction with the QCR remain closed in accordance with government guidelines. Students and staff (including contracted staff) using the room should maintain a 2 metre distance from one another using designated prayer spaces and walkways. This assessment will be reviewed regularly in response to changes in UCL and government guidelines and significant changes communicated to stakeholders.

Area Responsible (for management of risks)

Division, School, Faculty, Institute:	Student and Registry Services
Department:	Student Support and Wellbeing
Group/Unit:	All Groups/Units

Location of Risks   Off-Site

Building:	
Area:	
Sub Area:	

Further Location Information:	The Quiet Contemplation Room (QCR) is a single storey, one room, cabin situated between the rear of 16-26 Gordon St and MCR building. Ablution facilities usual used in conjunction with the QCR remain closed.

CountryLabel:	
	UNITED KINGDOM

Assessment Start Date:	05/10/2020	Review or End Date:	06/04/2021

Relevant Attachments:	QCR FRA REVIEW 2019.pdf (Risk Assessment) Uploaded: 05/10/2020
	QCR Code of Conduct Oct 2020.pdf (Other) Uploaded: 06/10/2020
	Description of attachments:
	Location of non-electronic documents:

Assessor(s):	IZATT, EMILY

Approver(s):	SARAH WEST

Reason fo Review

Type:
Process Change
Reason:
Change to maximum number of people who can use the room. Addition to good habits control measures.

Signed Off:	SARAH WEST (06/10/2020 16:47)

Distribution List:	CARL SALTON-COX (c.salton-cox@ucl.ac.uk) - 29/09/2020
	WENDY APPLEBY (w.appleby@ucl.ac.uk) - 29/09/2020
	HANNAH SWALLOW (h.swallow@ucl.ac.uk) - 29/09/2020
	DENISE LONG (denise.long@ucl.ac.uk) - 29/09/2020
	Elizabeth BAUGHEN (e.baughen@ucl.ac.uk) - 29/09/2020

PEOPLE AT RISK (from the Activities covered by this Risk Assessment)

CATEGORY
Employees
Post-Graduates
Undergraduates
Contractors
Disabled Persons
Women of Child-bearing Age

Risk Assessment

Young Persons

Other Vulnerable Persons

Powered By OSHENS

Risk Assessment

1. Return to on-site activities 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 3 priority controls for all to follow:

(1) If you are classed as vulnerable or extremely vulnerable (at increased risk of severe illness) - you must not travel at all and stay home.

(2) 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 and/or loss of taste or smell.

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

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:
- Staff are encouraged to pray, meditate or worship from home if possible.
- All building users must register with the NHS track and trace service each time they use the QCR.
- Self-isolation 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 in line with NHS guidance. 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.
- Confirmed cases of COVID-19 should also be reported through the UCL Connect to Protect tool.
- Staff and students are encouraged to walk or cycle to UCL buildings, or use public transport with the precautions listed below.

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.

If you must use public transport, take the following additional precautions:

- 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 wear 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.
- 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.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- Wear a face covering 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.
- 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 inside the car.

Risk Assessment

Hazard 2. Using the space alone

Using the space alone may pose a hazard as students and staff may not be able to get immediate assistance in an emergency.

Existing Control Measures

- In the event of an emergency, including personal safety, fire or first aid emergencies- call +44 (0)20 7679 2222 or extension 222 from a UCL landline. You should also call 999 in a life threatening emergency.
- Where a call cannot be placed, panic alarms are fitted throughout the QCR, these should be used following the instructions given next to the alarms.
- Non-emergency security support can be contacted by calling +44 (0)20 7679 2108 or extension 32108 from a UCL landline.

Hazard 3. Stress and poor mental health.

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

Existing Control Measures

- Staff are encouraged to contact their line manager if they have concerns regarding their own mental health or the mental health of colleagues.
- 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.
- Any member of the UCL Community can submit a Student of Concern form if they are concerned about the wellbeing on an individual student. This will be followed up by Student Support and Wellbeing.
- Care First also offer support through a one-to-one online messaging service, in which you can speak to a counsellor in real time.
- 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.

Powered By OSHENS

Risk Assessment

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 someone during a medical emergency, 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. - All staff/students must remain aware of the number to use in the case of an emergency, including personal safety, fire or first aid emergencies,- call 020 7679 2222 or extension 222, before ringing 999. Should it not be possible for a call to be made, panic alarms are fitted throughout the QCR and can be used instead. - All returning staff are asked to complete the full Fire Safety eLearning course, if they have not done so in the past 2 years. - An emergency escape can be made using the entrance/exit to the building. It is important that once evacuated users move as far away from the building as possible. - If there is a conflict between social distancing and rapid evacuation, focus on getting out quickly as the priority. - When given the 'all clear' to return to a building, make sure to re-enter by staggering the return, and maintaining a social distance. - When re-entering a building, wash or sanitise your hands.

Risk Level

With Existing Controls:

Risk Level : **D - High / Substantial**

2. Prayer, worship and quiet contemplation - 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 QCR

Members of the UCL community may contract COVID-19, when there is more than one person using the QCR at the same time. Note that, as stated in Government guidance, the risk of infection	**Existing Control Measures** Follow controls as described in activity 1 above, in addition to those below.

Powered By OSHENS

increases the closer you are to another person with the virus and the amount of time you spend in close contact.

SOCIAL DISTANCING:
- A maximum of 13 people will be permitted in the space. Where the room is divided for men and women, 8 spaces will be available for men and 5 for women. If all spaces are in use, staff and students wishing to use the space should queue outside until a space becomes available.
- If you are able to wear a face covering, then you are expected to do so whilst in the QCR.
- 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.
- Prayer, worship or meditation should only occur within designated prayer spaces which have been outlined on the floor. If all spaces are in use, staff and students wishing to use the space should queue outside until a space becomes available.
- Movement around the space should occur using the designated walkways and following signs, unless moving from the walkway to a designated prayer space.

ENGINEERING CONTROLS:
-Top windows will remain open, even if this causes some discomfort.
-Top windows must not be closed. Lower windows can be opened and closed. Handles should be wiped down with disinfectant wipes before and after being touched.

INFORMATION AND TRAINING:
- Clear information/guidance on arrangements and control measures is available and communicated, via the UCL Coronavirus website. Awareness is also raised by the use of a welcome noticeboard, floor stickers and other signage.
- The control measures, Track and Trace QR code and new QCR rules will be communicated to all staff / students before they enter the building.

GOOD HABITS
- Staff and students must not enter the QCR until they have registered using the Track and Trace QR code. Each use of the room requires a new registration using the QR code.
- All users should wear a face covering when in the QCR if able to do so.
- Everyone must practice good hand hygiene. Hand sanitiser should be used when entering and leaving the room.
- Everyone should protect their skin by applying hand moisturising cream regularly, after hand washing.
- 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.
- Social events or group prayer, worship or meditation within the QCR is currently prohibited.
- All shared areas must be kept clear of personal items to prevent transmission by contaminated items. Shared hooks and shelves have been removed.
- Shoes should not be removed until just before a user enters a designated prayer space. Removed shoes should be placed in a bag.
- Shared items such as prayer mats and religious texts have been removed. Personal items, including prayer mats and religious texts, can be brought into the room but cannot be left behind. Any items remaining at the end of the day will be taken to lost property.
- Prayer, worship or meditation should only take place in a designated prayer space (red floor tiles)

and these prayer spaces should be wiped down with disinfectant wipes before and after use.
- Food and drink is not permitted in the QCR.
- Singing and chanting is not permitted in the QCR
- Ablution facilities are not currently available.
- Sitting, kneeling or sleeping on the floor is not permitted.

CLEANING
- Contract cleaners will undertake more frequent cleaning and disinfection of objects and surfaces that are touched regularly, such as door handles, light switches. Cleaning of high contact surfaces will take place on a regular basis throughout each working day.

PRECAUTIONARY EQUIPMENT
- All staff and students must wear face coverings if they are able to do so when moving around UCL campuses and within buildings, if you can't stay 2 metres apart. Wearing face coverings is encouraged at all times when in the QCR.

Risk Level
With Existing Controls:
Risk Level **D - High / Substantial**

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.

Risk Assessment

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. 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.
- Students who would like to seek advice should contact Student Support and Wellbeing.

Existing Control Measures

- Stay at home; staff/students are encouraged to pray, worship and meditate from home wherever possible to do so. This is particularly applicable to those who may be at higher risk.
- UCL is taking a risk-based approach to UCL staff and students who may be ask to return to working in UCL buildings. An individual health assessment tool must be used by line managers. The assessment tool recognises clinically vulnerable and extremely vulnerable groups. It also recognises age, underlying health conditions and those caring for vulnerable and extremely vulnerable people.
- Refer to Workplace Health or Student Support and Wellbeing if there is doubt as to the relevant risk factors that may apply to you.
- All staff and students are encouraged to disclose in confidence any health condition that might compromise their health to their line manager, Workplace Health or Student Support and Wellbeing. This will help ensure you are protected. However, individuals should not feel they must disclose underlying health conditions if they do not wish to do so.

- Support is available for staff through Workplace Health. Students should contact Student Support and Wellbeing.
- All members of the UCL community can access support through Care First.

Risk Level

With Existing Controls:

Risk Level	D - High / Substantial

Powered By OSHENS