

### BOA RISK ASSESSMENT

Date	01/09/2020	Assessed by:	J Bates
Pathway/Dept	Head of Estates and Facilities		
Overview	General risk assessment for the management of visitors and contractors coming to site during the COVID-19 Pandemic, to ensure the safety of both staff and students on site from the risks associated with external individuals coming onto site and to protect external visitors and contractors from the risks associated with coming into BOA premises.		
<b>Persons at Risk</b>			
Students	x	Visitors	x Other (please write below) X
Staff	x	Contractors	x <i>Other members of staff, student, visitors and contractor's households.</i>
<b>Hazards Noted</b>			
Cross contamination caused by external visitors and contractors coming into BOA premises.			
External visitors and contractors coming into contact with COVID-19 whilst on BOA premises			

#### Risk rating

		<u>Consequence</u>						
		1	2	3	4	5	<u>Consequence</u>	<u>Likelihood</u>
<u>Likelihood</u>	1	1	2	3	4	5	5 - Fatal	5 - Almost certain
	2	2	4	6	8	10	4 - Major injury	4 - Likely
	3	3	6	9	12	15	3 - Serious	3 - Possible
	4	4	8	12	16	20	2 - Minor injury	2 - Unlikely
	5	5	10	15	20	25	0 - Incidental	0 - Rare

#### Rating BEFORE Control Measures

Hazard description	Consequence	x	Likelihood	=	Risk rating
1 Staff and students may come into direct or indirect contact with COVID-19 through contact with contractors and visitors to site, or through touching surfaces that have been touched by external visitors.	4	x	4	=	16
2 Visitors and contractors to site may come into direct or indirect contact with COVID-19 whilst circulating on site or via touching shared surfaces.	5	x	4	=	20

#### Control Measures

1	Visitors to site are restricted as far as possible. Meetings to take place via Teams or other remote means where possible. Movement around site for students has been minimised as far as is practical.
	Signage is in place at all entry points to remind all those coming onto site that they should not enter site if they are displaying any COVID-19 symptoms.
	All visitors are asked to wash their hands or use hand sanitisers on arrival on site. Visitors will be asked to wear a face covering whilst on site as appropriate.
	The signing-in screen is sanitised between uses and visitors' seating is being treated with biocide regularly
	Visitors' badges have BOA COVID guidelines on them and visitors are asked to take note of these, including the need to maintain social distancing. Most visitors are accompanied whilst on site and therefore closely managed by BOA staff familiar with BOA procedures.

	All contractors to site receive a site induction on their first visit, and then every 12 months. This includes a section on COVID-19 protocols on site. Contract companies are asked to provide risk assessments including COVID-19 specific documentation. All of the contractors that employ staff that are based on site have been provided with the safety briefing information as BOA staff.
2	Visitors to site are restricted as far as possible. Meetings to take place via Teams or other remote means where possible. Movement around site for students has been minimised as far as is practical.
	Consistent messaging via all BOA communication channels that nobody with COVID-19 symptoms should be on site. This includes signage, briefings and communications home.
	All staff and students to receive a briefing to include hand and respiratory hygiene to prevent the spread of COVID-19.
	Social distancing to be followed as far as is possible at all times. Screens have been erected in areas such as Reception and start, finish times and break times have been staggered to avoid overcrowding.
	Staff and students must wear face coverings in communal areas. Students have been encouraged to do so since September. In the event of a local lockdown, all building users will be required to wear face coverings in communal areas other than those with a valid exemption.

**PPE required?**  
 Staff and students may wear face coverings in communal areas as is their preference. Students are encouraged to do so. In the event of a local lockdown, all building users will be required to wear face coverings in communal areas other than those with a valid exemption.

**Rating AFTER Control Measures**

Hazard description	Consequence	x	Likelihood	=	Risk rating
1 Staff and students may come into direct or indirect contact with COVID-19 through contact with contractors and visitors to site, or through touching surfaces that have been touched by external visitors.	3	x	3	=	9
2 Visitors and contractors to site may come into direct or indirect contact with COVID-19 whilst circulating on site or via touching shared surfaces.	3	x	3	=	9

**Sign Off**

I, the undersigned, confirm that I have carried out this Risk assessment and that the risk rating is no higher than 6 (proceed) or no higher than 12 (proceed with caution)

Name  Signed  Date

I, the undersigned, confirm that the risk rating is higher than 12 and it is NOT safe to proceed.

Name  Signed  Date

**Counter Signatory**

I, the undersigned, confirm that I have reviewed this Risk assessment and can confirm that it is SAFE TO PROCEED

Name  Signed  Date