

Risk Assessment for Staff and Students working off-campus in outreach settings

Responsible School / Institute / Directorate	Marketing and Communications, Student Recruitment and Widening Participation
Location(s) of off-site placement(s)	Various location(s), typically in secondary schools within the UK. This may also extend to exhibition spaces, however, this will be subject to additional risk assessment and control measures to mitigate risk.
Connected off-site activity risk assessment (non-COVID-19 risks)	General risk assessment is available here .
Brief description of placement(s)	<p>Delivery of workshops to school and college students, in most cases, consisting of no more than 30 students to support student recruitment and widening participation activity in outreach settings where requested by a school.</p> <p>In cases where the request to book an activity that extends beyond this size, Queen Mary will accommodate concurrent bookings across a day.</p>
Placement(s) have been deemed essential for the following reasons	All placements accepted are deemed necessary as they are key drivers for supporting growth in the student recruitment funnel. Due to school closures, access to students has been limited and in some cases it is not practical to deliver a digital alternative. In this situation and where there is the opportunity to work with students safely, in a COVID-secure manor, we need to do so. Our Outreach and Widening Participation activity contributes significantly to Strategy 2030 and the desire to be most inclusive university of our kind by supporting students from under-represented backgrounds who are also likely to have faced additional disadvantage due to the current situation.
Document circulation	Prior to off-campus outreach activity taking place, all staff (including Student Ambassadors) should receive a copy of this document in advance of the activity. All staff and student ambassadors need to confirm that they have read this Risk Assessment in advance of the activity taking place by completing this form .

What are the hazards?	Who might be harmed and how?	What are you already doing? (Risk Controls)	Do you need to do anything else to manage this risk? (If risk is still medium or high)	Action by whom	Done
COVID-19 virus exposure and transmission in during the off campus activity	Staff Students Members of the public				

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<p>The virus is spread in minute water droplets that are expelled from the body through sneezing, coughing, talking and breathing. The virus can be transferred to the hands and from there to surfaces. It can survive on surfaces for a period after transfer (depending on such things as the surface type, its moisture content and temperature).</p> <p>If it is transmitted from one person to another, while many survive infection, some may die from the disease and it is regarded as a high hazard.</p>	<p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</p>	<p>All staff and student ambassadors to have completed Individual Health Assessment and no staff or Student Ambassadors participating in Outreach activity are classed as clinically extremely vulnerable or clinically vulnerable, or are not living with individuals who fall into these categories.</p> <p>If any staff present COVID-symptoms, they should withdraw from the activity and follow self-isolation guidance (as per government guidance), Affected individuals should also contact the Queen Mary Coronavirus inbox by emailing coronavirus@qmul.ac.uk.</p> <p>All host institutions are deemed to be operating securely and at the point of booking an activity, the host institution is required to supply Queen Mary with a copy of their COVID-19 Risk Assessment at least 7 working days in advance, or similar documentation/safety information. This is reflected in our Service Level Agreement that school are asked to complete prior to confirmation of any activity booking.</p> <p>Current government required social distancing measures are known and followed.</p> <p>Reusable resources/equipment will not be used when participating in outreach sessions. The use of paper handouts should be restricted to an absolute minimum.</p> <p>When collecting registration information from students, this should be collected in advance by the school, or, students should</p>	<p>Ensure all staff are aware of and follow the QMUL HSD COVID-19 guidance on the Health & Safety Directorate website.</p> <p>When staff are confirmed to work, they should be reminded that they should not work if they present any COVID symptoms</p> <p>All staff to familiarise themselves with the latest guidance on the gov.uk website.</p> <p>Where requested, portable Hand sanitiser is supplied to staff. If skin irritation occurs, staff should be referred to Occupational Health.</p>	<p>Queen Mary Staff Lead</p> <p>Queen Mary Staff Lead</p> <p>Head of Department</p>	

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		<p>be advised to complete digital forms via their own devices using QR codes etc.</p> <p>Frequent handwashing is undertaken, or hand sanitisers used</p> <p>All staff and students across the institution have been provided with two face coverings. Additional disposable coverings are available on request.</p> <p>Individuals are competent to undertake a dynamic (on the spot) risk assessment. All student ambassadors participating in an activity will receive an additional briefing by email of any further steps required.</p>	<p>All staff and students are asked to confirm they have read this document, and are aware of current government guidance on safe working in education settings.</p> <p>Where adaptations are required to our activities to ensure compliance in a COVID secure manor, all changes will be communicated to delivery staff and ambassadors.</p>	<p>Head of Department/Student Ambassador Manager</p>	
<p>COVID-19 virus exposure and transmission coming to and from site(s)</p> <p>This relates to the journey to / from the main site/home. If there is a need to travel between other sites, this must be fully planned and controls implemented and followed for each journey. The virus can be viable up to 72 hours on a number of surfaces.</p>	<p>Staff Students Members of the public</p> <p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</p>	<p>Where the site(s) is within a reasonable distance to the individual(s) undertaking the work, walking, cycling or in their own vehicle should be encouraged as the primary means of transport, with allowances provided for the additional time travel may take.</p> <p>When booking, staff are to confirm that there is suitable car parking and bike rack facilities prior to travel</p> <p>The use of public transport is avoided wherever possible and bookings will usually only be taken for in-school activity which permits staff to travel outside of peak hours (i.e. after 10am and before 3pm)</p> <p>When travelling to an off-campus location, staff should seek to use travel routes that</p>	<p>Ensure all individuals follow government advice on using public transport and HSD COVID-19 Travel to and from Work Guidance.</p> <p>Ensure all individuals follow government advice on GOV.UK and HSD COVID-19 Hygiene, Gloves and Face Coverings on use of face coverings whilst travelling.</p>	<p>Staff member participating in activity</p> <p>Staff member participating in activity</p>	

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		<p>are most efficient, i.e consider returning to home rather than campus, if this reduces the overall travel time.</p> <p>Bookings must be taken with at least two weeks' notice to ensure journeys are planned well in advance. When using transport and, where possible, allocated seating should also be booked in advance using the University Travel Provider.</p> <p>All staff and students encouraged to use journey routes that minimise travel (i.e. staff and ambassadors may travel home first rather than returning to campus, if this minimised travel durations).</p> <p>All staff involved with the delivery of off-campus activity are encouraged to take regular asymptomatic lateral flow tests provided through the NHS (twice weekly). Further guidance about asymptomatic testing at Queen Mary is available online.</p>	<p>Check peak journey times at departure and arrival TFL stations in advance of all journeys on public transport.</p>		
<p>COVID-19 virus exposure and transmission during an emergency or incident response situation (e.g. fire evacuation)</p>	<p>Staff Students Members of the public</p> <p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact.</p>	<p>When encountering an emergency situation, staff and students should follow the advice and guidance of either the travel provider and/or host institution.</p> <p>In addition to the off-campus risk assessment, students to have a designated point of contact to report possible exposure to COVID-19</p>	<p>N/A</p>		
<p>COVID-19 virus exposure and transmission from inadequate or</p>	<p>Staff Students Members of the public</p>	<p>Hand washing facilities/hand sanitisers are available to those travelling off-campus. All</p>	<p>N/A</p>		

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<p>insufficient environmental cleaning The virus can be viable up to 72 hours on a number of surfaces.</p>	<p>Direct inhalational exposure to disturbed droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact of contaminated surfaces.</p>	<p>staff are encouraged to clean hands at the start and end of any journey.</p> <p>All staff will ensure they maintain good hand hygiene.</p> <p>Where possible staff should take their own devices to the host institution to reduce the use of shared devices. Staff are able to utilise Queen Mary equipment such as HDMI leads to aid this, if required.</p> <p>To further reduce any residual risk of contamination at the host institution, all staff and student ambassadors should also take 70% or 100% alcohol impregnated wipes to clean surfaces and computer equipment where possible.</p>	<p>The cost of purchasing wipes can be claimed back via the expense claim system.</p>		
<p>COVID-19 virus transmission through handling goods, materials and other deliveries on and off campus The virus can be viable up to 72 hours on a number of surfaces</p>	<p>Staff Students Members of the public</p> <p>Direct inhalational exposure to disturbed droplets and particles in the air that contain the virus and/or indirect transfer to nasal area by hand touch contact of contaminated surfaces.</p>	<p>Wherever possible, the transportation of equipment should be kept to a minimum.</p> <p>When there is a need to use University equipment, for example, a stand/table cloth, the equipment should be wiped down with alcohol impregnated wipes and not be reused within a 72 hour period.</p> <p>Appointments for staff/ambassadors to collect and drop off materials to campus should be pre-arranged at a defined time with the staff lead for the event/activity.</p>	<p>Equipment should be labelled with the last date of use and returned to the office and placed in the "Used Equipment". After 72 hours, the equipment should be removed and returned to usual storage areas for future use.</p>		
<p>COVID-19 virus exposure and transmission through work related travel</p>	<p>Staff Students Members of the public</p> <p>Direct inhalational exposure to exhaled (by others) droplets and particles in the air that contain the virus and/or</p>	<p>Off-campus activity to resume following the transition into step 3 of the government roadmap (currently scheduled for 17 May 2021). Staff should also check details on COVID-19 transmission or incident rates in the activity locality by referring to GOV.UK. Additional consideration should be considered as to whether activity should be</p>	<p>Where essential travel is required for work, the following should be considered and in addition to the points raised under virus exposure and transmission coming to and from site(s):</p> <ul style="list-style-type: none"> • Staff should avoid sitting face-to-face by any travel mode • If travelling by car, the number of staff should be limited to no more than three staff 	<p>Staff members participating in the activity</p>	

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	indirect transfer to nasal area by hand touch contact.	<p>suspended in localities where there is a high or spike in COVID-19 cases.</p> <p>The hosting institution are informed (via the Service Level Agreement) that they must inform the University if there is an increase in suspected and or positive COVID-cases. In these situations further consultation and approval to deliver the activity should be obtained from line management.</p>	<p>(including a driver) and ventilation will be increased in the vehicle</p> <ul style="list-style-type: none"> The number of staff required to travel will be kept to a minimum. 		
Infrastructure and maintenance health & safety issues arising from buildings that have been fully or partially closed	Potential exposure to other H&S hazards (e.g. legionella bacteria in showers systems that are not clean; emergency walkways are not clear) which may result in illness or injury	<p>In most cases, primary, secondary schools and FE colleges will have adequate measured in place which take into account these risks.</p> <p>Where QMUL is engaging in activity outside of a secondary or primary school (i.e. a community setting), where QMUL is not the landlord, confirmation checks should be made with the responsible person at location (where applicable). This will include ensuring that water systems have been flushed, all emergency escape routes are readily available, awareness of any restricted areas, changes to opening / closing times etc.</p>	N/A		
Psychological wellbeing of staff undertaking fieldwork / placement holder (where working alone and remotely)	<p>Staff Students</p> <p>Injury or illness deterioration if unable to get emergency help when needed</p> <p>Unable to receive wellbeing support face to face.</p>	<p>Regular communications from the Principal around Covid-19 and the ways of working are provided to all staff and students.</p> <p>Wellbeing sessions delivered within the UKSR team, alongside regular opportunities to discuss key concerns.</p> <p>Awareness and focus on the importance of mental health at times of uncertainty with regular provision of webinars, FAQs, Mental</p>	In the event there is an increased number of confirmed positive cases for outreach staff (compared to the London average), activity will be transitioned to online only until this Risk Assessment has been subject to further additional consideration.		

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		<p>Health information, guidance on wellbeing when working remotely from a variety of areas across QMUL.</p> <p>QM to engage with staff and trade union representatives through existing communication routes to consult on arrangements for the delivery of off-campus activities.</p> <p>Continued access by telephone or MS Teams to occupational health services and mental health first aid provision and Workplace Options Scheme</p> <p>Ensure regular contact with staff and students working remotely</p>			

Assessor Name:- Jack Fox	Assessor Position:- Head of Student Recruitment and Widening Participation
Assessor Signature	Assessment Date: 30 March 2021
Approver Name	Approver Position:
Approver Signature	Approval date:
Review Date	Approval date: Step 3 of the Government Roadmap (not before 17 May).

Person (User) Name	Date