

1. Return to OVERSEAS fieldworks - to be adapted by each department.

Description of Activity:

Students will travel via Air Malta from London Heathrow on 1st May and by private coach to NSTS student residences. From 2-6 May they will work on a project based at historic property the Villa Guardamangia, owned by Heritage Malta. Their work will be based both at the Villa Guardamangia and in meeting rooms at the accommodation site.

Breakfast will be provided by the accommodation and students will be responsible for organising their own lunch and dinner at local cafes and restaurants.

On 7th May students will travel by private coach to Malta airport and return to Heathrow via Air Malta.

This risk assessment covers risks associated with COVID 19 transmission. Other risks associated with working on the site itself (health and safety issues in relation to working on a historic building in poor condition) will be dealt with in a separate risk assessment.

The below are notes from the generic risk assessment which have not been changed.

Staff / students who travel to fieldwork or other outdoor working must follow the risk control measures as outlined in this assessment. Below are some key points for all staff and students:

- (1) Staff and students must not come onto campus if you feel unwell (even if you do not have COVID-19 symptoms) or you have been asked to self-isolate. Refer to NHS self-isolation guidelines.
- (2) Unless you are exempt, UCL expects everyone on campus to wear a face covering in indoor spaces including in lectures, seminar rooms, study spaces, offices and labs.
- (3) Regular testing, where available, must be used twice weekly or daily if used as an alternative to self-isolation.
- (4) Staff and students are strongly advised to

PRIMARY CONTROLS:

- A risk-based approach will be taken to UCL staff and students, with an individual health assessment tool available.
- All staff and student must follow local quarantine and self-isolation rules, and restrictions at all times. 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. A briefing will be held before travel to Malta to make students aware of the most recent restrictions in Malta.
- All staff and students are expected to follow all local COVID guidance and should check the relevant guidance before travel. Students have been informed that they are responsible for ensuring that they meet relevant travel requirements and have been directed to relevant links on the UK and Maltese government websites.
- 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 National Healthcare guidance (for example NHS in UK). 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 National Healthcare guidance (for example NHS in UK).
- Line managers/Supervisors must ensure individual staff and students who need to travel are authorised, competent and where necessary, qualified.
- Where overnight stay is required such arrangements (including accommodation) must meet social distancing guidelines.
- For short field trips, staff and students are encouraged to walk, cycle or use cars/taxis to travel to and from fieldworks. Avoid using public transport wherever possible.

The project site is a 25 min walk from the NSTS residences and students will walk between both, eliminating the need to use public transport during the trip.

Two students will be travelling home on an earlier flight due to work commitments and may need to take a taxi to the airport. The following steps will be taken.

- Book a trip in advance where possible, to avoid using taxi ranks.
- At taxi ranks, keep appropriate distance (2 metres) from people. Refer to local government guidelines.
- Follow the advice of your driver as they may have put in place additional precautions, such as which seat to use.
- Be aware of the surfaces you or others touch and wash or sanitise your hands before and after a journey.
- Wear a face covering (unless exempt) inside the car.

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

- Relevant contact numbers for emergency services, a local doctor, police will be provided
- The trip leader, Katherine Curran is a UCL designated first aider
- The nearest hospital is a 10 min drive from the accommodation
- Staff and students will be made aware of fire safety procedures at the project site and accommodation
- In emergencies such as supporting a seriously injured colleague, 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
- In the event of a fire alarm sounding, all people must evacuate as normal. Wherever possible, observe 2 metre social distancing whilst evacuating.
- Use every fire escape route to reduce congestion and bunching on stairs and exits.
- If there is a conflict between social distancing and rapid evacuation, focus on getting out quickly as the priority.
- Once outside move to assemble by the Fire Assembly Points or muster points, observing social distancing.
- When given the 'all clear' to return to work areas, make sure to re-enter by staggering the return.
- When re-entering a building, wash or sanitise your hands.

UCL requires that there are emergency plans that include:

- How to quarantine the group upon return. There is no teaching after the trip and students can quarantine at home
- Getting the group back safely if the flight is grounded. We have confirmed that UCL Travel Insurance will cover the costs of flights cancelled due to changes in covid rules
- Find suitable accommodation at the fieldwork location if the group is told to self-isolate by the local authorities. We have confirmed that UCL travel insurance will cover the costs of accommodation for anyone who needs to quarantine in Malta, including for the project leader if she needs to stay to support a student who is in quarantine.

Hazard 5. Reduced capacity for emergency response.

Reduced number of people may slow a response in an emergency, or limit the effectiveness of

PREVENT:

- Fieldwork activities must NOT take place if there is reduced or no first aid and emergency response cover.

ASSESS:

- Line managers/Supervisors of returning staff and students must assess their capability to support emergency response by checking available number of role holders (e.g. first aiders, fire evacuation marshals, appointed persons) and where necessary complete additional training or request support.

INFORMATION AND TRAINING:

- Information about the levels of third party support at the fieldwork location(s) must be included in the risk assessment. Students will be provided with details of the nearest hospital, doctor, Maltese emergency numbers and the presence of the first aid kit.

- Provision for local/national emergency response, specific plans and levels of support must be included in the risk assessment.

- All staff/students must remain aware of the local emergency numbers.

General

- A separate risk assessment for the individual trip and sites will be created
- Students will be made aware of Maltese government and Heritage Malta guidance on covid safety
- Consideration will be given on how equipment and PPE will be cleaned or disposed of safely and how safe re-entry to the site area, office workspace (e.g. porta cabin) will be handled.

PPE & Hygiene

- Students will be provided with gloves and hand sanitiser and will be told to bring their own masks
- Having strong measures in place to promote good hygiene is paramount. It is widely accepted that all staff and students should wash their hands with soap and water for 20 seconds or more and more frequently than normal.

- The Villa Guardamangia does not have working toilets, however the accommodation is a 25 min walk away. Students will be advised to manage this themselves and will be free to move between sites as needed.

Travel and Accommodation

Travel

- Public transport will be avoided where possible and is not needed to run the field trip

Risk
Level

2. Vulnerable groups.

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Health TM

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- All staff and students are encouraged to disclose in confidence any health condition that might compromise their health to the staff running the trip.
- However, individuals should not feel they must disclose underlying health conditions if they do not wish to do so.
- Staff will have sensitive and comprehensive conversations with students or PGAs who may be vulnerable or at higher risk. They should identify any existing underlying health conditions that may increase the risks for people in undertaking their roles, in any capacity. Most importantly, the conversations must also consider the feelings of colleagues, particularly with regard to their mental health.
- Line managers/supervisors must listen carefully to staff concerns and provide support.
- Refer to NHS advice for people at high risk from coronavirus (COVID-19): <https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/advice-for-people-at-high-risk/>
- Support is available for line managers and staff through Workplace Health. Students should contact Student Support and Wellbeing.
- All members of the UCL community can access support through Care First.

With Existing
Controls:

Risk
Level

Hazard 1. Infection transmission in the workplace.

Members of the UCL community may contract COVID-19, when there is more than one person working within a department / area at the same time (including contractors and staff from other organisations). 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

- Minimise contact with people outside of the fieldwork group.
- Follow good infection control principles – see GOOD HABITS below.

INFORMATION AND TRAINING:

- Clear Information/guidance on working arrangements and control measures is available and communicated, via the UCL Coronavirus website and through a student briefing before travel

The following habits will be communicated to students before travel.

GOOD HABITS

- Everyone must practice good hand hygiene. This means washing hands with soap and water regularly for at least 20 seconds. Hand sanitiser should be used where hand washing is not convenient.
- Hands should be washed or sanitised after entering a site or moving between site areas, before and after eating and drinking, after using communal facilities, after touching high contact surfaces such as door handles and when arriving home.
- 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.
- All shared areas must be kept clear of personal items to prevent transmission by contaminated items. Use lockers or your dedicated workspace to store personal items. Shared hooks or coat stands should not be used.

PRECAUTIONARY EQUIPMENT

- All staff, students and visitors are expected to wear face coverings (unless exempt) when moving around site areas, and maintain 2 metres social distancing.
- Adhere to UCL Face covering policy regardless of location.

Risk Level

With Existing Controls:

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Risk
Level

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