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| ASSESSING OUR RISKS –GENERAL RISK ASSESSMENT FORM | | | | | | | | | | | | | | Risk Assmt. Ref: /000 | | | | | | |
| Site/Department: General assessment for all staff whilst under government guidance working during the current Covid-19 situation. This risk assessment will supplement any standard work activity risk assessment that is being followed. | | | | | | | | | | | | Probability/Severity | | Minor injury | Lost time/  Ill Health | | Major / >7 days | | Perm.  Disability | Fatal/  Site Loss |
| Task/Activity/Area: All areas and premises | | | | | | | | | | | | Highly  Unlikely | | **1** | **2** | | **3** | | **4** | **5** |
| Notes: | | | | | | | | | | | | Unlikely | | **2** | **4** | | **6** | | **8** | **10** |
| RA Team:  EHS Adviser, | | | | | | | Date of RA:  12/10/2020  30/10/2020  1/12/2020  4/01/2020  3/2/2021  2/3/2021  7/4/2021  4/5/2021  2/6/2021  5/7/2021  4/8/2021  1/9/2021  5/10/2021  2/11/2021  12/11/2021 | Review Date:  Dec 2021 | | | | Possible | | **3** | **6** | | **9** | | **12** | **15** |
| People at risk:  (e.g., visitors, contractors, hauliers, members of the public, operators, engineers, other employees etc) | | | | | | | | | | | | Probable | | **4** | **8** | | **12** | | **16** | **20** |
|  | | | | | | |  | | | | | Certain | | **5** | **10** | | **15** | | **20** | **25** |
|  | |  | |  |  | | | | | |  | |  | |  | | | | | |
| Ref No. or Task-Step | | Hazards identified or clear Injury causes, highlighting risks  (Injury focused - see checklist) | | | | Controls/Procedures/Key Behaviours  (existing controls, information, training etc) | | | | | Score -Post Controls | | Further action completed | | Score -Post Action | Post action  Completion  Date | | Signed  off  by | | |
| 1 | | Working on site during the coronavirus pandemic  Staff, contractors and others contracting serious ill-health conditions including coronavirus. | | | | You must follow the government’s guidance on working during the pandemic. (<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19> )   * You must only travel to your workplace if your work absolutely cannot be done from home. * If you leave your home, you should minimise any time spent outside and ensure that you are two metres apart from anyone not in your household. * As of September 27th departments are encouraged to work back at the University, * Heads of Departments undertake a individual risk assessment to help identify those persons in high risk groups and through private conversations manage mitigating factors within the department to allow staff to safely return to work including staff who have been vaccinated. * Management to ensure all persons attending the premises are made aware of any additional/new rules imposed by the premise’s controller. All persons to follow these rules at all times. * Catering facilities are to follow current guidance including track and trace. * Toilets to include hand washing facilities, including regular cleaning and monitoring * Toilets are limited in capacity to reduce footfall unless they incorporate individual stalls. * Use of mechanical and open ventilation to disperse any virus as per HSE guidance. * Office spaces are risk assessed to prevent face to face layouts, or to install barriers. * CO2 monitoring is used to check workspaces that have little or no ventilation. Such checks determine the quality of air and thus the potential air flow. * Staff working in areas of potential infection are issued with FFP3 face masks and appropriate gloves and aprons including first aiders. * Social distancing, one-way systems, signage, hand sanitising stations and classroom hygiene stations are in operation. | | | 2x5 =10 | | | | Reminders to keep apart are located throughout buildings on posters to remind staff.  Additional contractor signing in/out procedure in place with health  advise  questionnaire  Hand sanitiser and Hygiene stations are regularly topped up by the cleaning Team. | | 1x 5 =5 | ongoing | |  | | |
| Each individual | | |
| 2 | | If you believe you are exposed to the Covid-19 virus  Staff, contractors and others contacting serious ill-health conditions | | | | * If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. * LFT testing kits are available to students and staff at the SIZ and Accommodation Offices. * You must follow the government guidance on coronavirus. (<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>) * The Government has now introduced the Track and Trace process, that persons showing signs of symptom are encouraged to use. Contact NHS111 * Households bubbles (living together) are allowed for up to 6 persons in Halls. | | | | | 1x 5=5 | |  | |  |  | | Each individual | | |
| 3 | | Preventing infection spreading  Staff, contractors and others contracting serious ill-health conditions | | | | * Wash your hands regularly throughout the day with soap and water often - do this for at least 20 seconds. Drying of hands with disposable paper towels. * Use hand sanitiser gel if soap and water are not available. Use hand sanitiser regularly throughout the day. Sanitiser used must contain 70% alcohol content to be effective. * Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze. * Dispose of tissues in appropriate waste receptacles as quickly as possible. (Catch it, Bin it, Kill It posters) * Recommending maintaining sensible distancing. * Do not touch your face or eyes if your hands are not clean. * Additional Hand sanitiser stations have been placed at major building entrances and hygiene stations installed in prominent areas for self-cleaning equipment * All persons must support the cleaning team by self-cleaning behind themselves at their own work stations and sensitive touch point areas such as photocopiers * Using empty spaces in the building for additional rest break areas where safe to do so * Providing more parking areas or controlling parking spaces * Providing facilities to help people walk or cycle to work, e.g. bike racks | | | | | 2x5=10 | | Face masks are recommended on-site to prevent physical respiratory aeration spreading to others in all public spaces and learning environments.  Alcohol based hand sanitisers available to staff working on site  Students and staff are recommended to wear face coverings in indoor shared spaces and teaching rooms | | 1x5=5 | ongoing | | Each individual | | |
| 4 | Using welfare facilities  Staff, contractors and others contracting serious ill-health conditions | | | | | * Wash your hands with soap and water before and after entering a welfare facility. * Do not use the facility if you are unable to maintain social distancing rules. If you are unable to take breaks in the welfare facilities due to full occupancy. You should go and return later when less busy. * Regular monitoring and cleaning of toilets * Mental Health and Wellbeing services are provided by the Student Support team and Accommodation for all staff and students. | | | | 1x5=5 | | |  | |  |  | | Each individual | | |
| 5 | | | Following prescribed safe systems of work.  Staff, contractors and others  Accident or injury caused by working in an unsafe manner. | | | * Under no circumstances are you to complete tasks that you’re not deemed competent in/authorised to perform. There are to be no exceptions to this rule. If you need to complete new duties, you will be trained in the safe systems of work prior to completing it. * Prescribed safe systems of work must be followed at all times. If you cannot do so, e.g. the required PPE is not available, you must not do the job. The safe system of work must be formally amended before adopting new work practices. New safe systems must not increase risks to those completing the job or anyone else who may be affected. * There may be times due to staff absences when direct supervision levels may be lower than normal. During these times staff are expected to maintain normal working practices. Anyone failing to do so will be subject to the University’s disciplinary procedures. * If your pre-start check identifies any safety-critical faults, or a fault is identified during use, normal rules apply. The equipment must be taken out of use and corrective action taken. It must not be used if it is deemed to be unsafe. * If training that has a fixed expiry date runs out, site management will speak to the training provider to seek guidance. In many instances, grace periods may be extended to reflect the lack of available courses. * Contractors must sign in and ensure they have no Covid symptoms. | | | | 1x5=5 | | |  | |  |  | | Each individual | | |
| 6 | | Preventing infection spreading for  Staff, Students and visitors | | | | * All buildings to be reviewed for full Covid secure by the h&s team to ensure suitable signage and safe movement of people. * Office/learning spaces occupancy is reviewed by the Surveying team and support departments in ensuring rooms are occupied to current guidance recommendations. * Heads of Departments to review the management of office staff in relation to ensuring social distancing is kept. * Blended and online teaching to be used phased out and only used for very large audiences. These are then managed to reduce any close contact time or the introduction of mitigating factors such as barriers. * Since 17th May visitors/students may attend open days Guidance operational for social distancing, room capacities etc to follow subject to the guidance on the day. Additional detailed risk assessment available for open days by Marketing. | | | | | 2 x 5 =10 | | Where identified mitigation to reduce the risk is undertaken. An example being where people are unable to work opposite, face to face, a barrier protection may be installed. | | 1 x 5 =5 |  | |  | | |
| 7 | | Management of Outbreak procedures | | | | * The Covid Outbreak Committee Group work in conjunction with external partners to ensure a suitable SOPS and protocols are in place to manage a variety of outbreak scenarios that also include measures to manage students who are isolating. * The COCG meet up weekly and also speak regularly with external Partners to oversee the management of any Covid Outbreak. * Outbreak plans are shared with the University’s local Director of Public Health Team. | | | | | 3x5=  15 | | In the event of an outbreak, protocols are in place covering isolation and welfare measures to support students.  Regular updates on the University website are posted showing the numbers of infections. | | 3 x5-10 |  | |  | | |
| 8 | | On site testing | | | | * The University will make LFT home testing kits available to staff and students throughout Semester 1 2021. | | | | | 3X1=3 | |  | |  |  | |  | | |
| 9 | | Updates | | | | * As of July 19th, University Covid one-way systems have reverted to original layout.   masks are still encouraged throughout public areas and teaching spaces. Social distancing although not legally required full encouragement to retain suitable distances remain..   * Most staff are now double inoculated. Even when staff/students are vaccinated, departments need to ensure risk assessments continue to consider safe working practices. * September 27th Guidance eased restrictions further. Audience capacities have reverted back to 100% capacities with ventilation, hand sanitation and recommendation for face coverings. | | | | | 2 x 2 | |  | |  |  | | All | | |