

Risk Assessment Form

Date: 31 st May 2020	Assessor: Stuart Hewes
Area/Activity: University Wide	Assessment Title: Covid-19 Return to Work Risk Assessment

1. Complete the Covid-19 Return to Work Health and Safety Checklist first. This will allow you to identify areas where additional measures may be required.
2. Use the findings from your completed inspection form to further complete the COVID-19 Risk Assessment as necessary to ensure your risk assessment is suitable and sufficient for your respective area/s and activities.

Item No.	Activity, Equipment, Materials, etc.	Hazard	Persons at risk	Severity	Likelihood	Risk Rating	Control Measures Required	Final Result*
						H 20-36 M 12-18 L 1-10		
1	Employee Safety	Psychological Wellbeing	Staff	5	4	20 (H)	<ul style="list-style-type: none"> • Daily communication is in place (individual and group) to ensure staff are well informed about returning to work safely and feel safe at work. • New workplace/controls put in place to reduce risk of exposure to COVID 19 are in line with government guidance as documented in the Q&As • Line managers are aware and conscious of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. • For further information and guidance, line managers to also refer to Minimise the Risk to Covid-19 RA Vulnerable Persons Risk Assessment Template Working from Home - Stress Related Risk 	5x2=10(L)

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Assessment

- *Managers hold regular discussions with their team and look at ways to reduce causes of stress.*
- *Concerns on workload issues or support needs are escalated to line manager and at the individual's discretion share with TU rep or Mental Health First Aider.*
- *Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope, deal and respond sensitively with employees experiencing problems inside and outside of the workplace.*
- *Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs*
- *Undertake a review of your stress risk assessment to reflect new working arrangements. Where you have made significant adjustments to employee's working practices, a review must be completed.*
- *Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers.*
- *See here [the latest updates and advice about working arrangements in response to Covid-19](#). If you are feeling concerned and would like to speak to someone, our [Employee Assistance](#)*

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						<p><i>Programme can provide 24 hour support to you with a range of services available.</i></p> <ul style="list-style-type: none"> • <i>Recording of absence through covid related stress through HR</i> 	
		Virus Transmission in the Workplace	Staff, Students, Vistor, Vulnerable Groups, Contractors	5	4	<p>20 (H)</p> <ul style="list-style-type: none"> • <i>Specific individual worker risk assessment to be undertaken for those who have a self-declared health condition and/or age/ethnicity/ /protected characteristic which could increase their risk profile.</i> • <i>An inspection checklist has been undertaken to identify the control measures to consider reducing the risk of workplace infections and as part of a proactive monitoring regime and checking that preventative and protective control measures are implemented in line with current health and safety general duties.</i> • <i>Staff are requested to work remotely where possible and for the foreseeable future.</i> • <i>Training arrangements have been developed including refresher sessions to ensure staff have been trained before returning to work on any new procedures.</i> • <i>Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on the HE sector (The latest Guidance on these measure can be found here)</i> • <i>Staff activities are segregated to promote 2 meters distance.</i> 	5x2=10(L)

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						<ul style="list-style-type: none"> • <i>A one-way flow system is implemented and visual aids, such as floor strips, signage are used for maintaining two meters distance.</i> • <i>Hygiene guidance is given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.</i> • <i>Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.</i> • <i>Hand sanitiser has been placed at the entrance to the workplace and in other areas where they will be seen.</i> • <i>Staff have been instructed to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds.</i> • <i>Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained.</i> • <i>Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime.</i> • <i>Staff bring their own provisions in for meals.</i> • <i>Social gathering amongst employees discouraged whilst at work.</i> • <i>Staff requested to keep in touch through remote technology such as phone, internet, and social media.</i> • <i>Staff could be separated into teams to</i> 	
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						<p><i>reduce contact between employees.</i></p> <ul style="list-style-type: none"> • <i>Workspaces desks, labs and workshops are arranged to maintain a minimum of 2 meters from each other.</i> • <i>Personal Protective Equipment (PPE) is considered for work processes where close contact is required.</i> • <i>Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing.</i> • <i>PHE quick guides for correct donning and doffing of PPE for <u>non-Aerosol generated procedures (AGPs)</u> as well as for <u>AGPs</u>. 19 has been utilised for examples in best practice for putting on and taking off PPE (donning and doffing).</i> • <i>The government's e.g. Public Health England / Devolved Agencies response page is monitored regularly for latest details on guidance and advice.</i> • <i>Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the company lines of communications (i.e. line managers, HR) and shared with staff.</i> • <i>Only exceptional business related travel will be undertaken.</i> • <i>Travel will only be granted on the production of a suitable and sufficient risk and assessment and approval by Faculty PVC/Service Department</i> 	
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						<p>Director.</p> <ul style="list-style-type: none"> • Essential meetings have been changed to digital consultations with essential face to face meetings following government social distancing guidelines. • Staff discouraged from hand shaking and general close personal greetings • Employees are made aware of the impact of COVID 19 on their job/change of working environment. • Change seating, tables, and room layouts so staff work further apart and reduce face to face interaction. • Lift occupancy is reduced, and staff are encouraged to use the stairs. • Use of corridors is regulated and one-way route systems are introduced. • Staff will be signposted on entry and exit points of the building to reduce congestion. • Non-essential movement within buildings and across campus is to be discouraged. • Reduce job location and rotation, e.g. assign employees to specific floors. • Protective screening for staff in reception or direct interaction areas. 		
		Someone entering the workplace with COVID-19	Staff, Students, Visitor, Vulnerable Groups, Contractors	5	4	20(H)	<ul style="list-style-type: none"> • Request that those who regularly attend our premises or those we work alongside us to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. • Work with our supply chain to ensure 	5x2=10(L)

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							<p>that they are adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.</p> <ul style="list-style-type: none"> • Staff are made aware of COVID-19 symptoms through visual aids such as posters in key locations, screensavers • Anybody visiting site will be informed that they are not to enter if they are experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations • Staff will be informed to self-isolate if they have a person living in the same household displaying COVID-19 symptoms 	
2	Travel, Access and Egress	Travelling to work	Staff, Students, Visitors, Vulnerable Groups, Contractors	5	4	20(H)	<ul style="list-style-type: none"> • Sufficient parking restrictions to maintain social distancing measures in place. • Workers to use their own transport if possible • Workers to avoid public transport if possible and use alternatives e.g. cycling, walking to work etc. • Follow government advice on face coverings found here 	4x2=8(L)
		Driving at/for work	Staff, Public, Pedestrians	5	3	15(M)	<ul style="list-style-type: none"> • Vehicle sharing is to cease. 	3x2=6(L)
		Building Entry and Exit	Staff, Students, Visitors, Vulnerable Groups, Contractors	5	4	20(H)	<ul style="list-style-type: none"> • Entry and exits to the building/site are limited to the minimum number of points required. • Access to the building/site been restricted to visitors and contractors etc. • Visitors confined to strictly defined 	3x3=9(L)

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							<p>areas and unnecessary movements around the building avoided.</p> <ul style="list-style-type: none"> • Hand sanitiser pump action containers are available at each entrance/exit • Advisory hand washing signage displayed throughout the building/site, especially at entrances and exits and where people congregate. • Signs displayed reviewed and replaced, as necessary. 	
3	Cleaning and Hygiene measures	Environmental Cleaning	Staff, Students, Visitors, Vulnerable Persons, Contractors	5	4	20(H)	<ul style="list-style-type: none"> • The current cleaning regime to be maintained and any areas that have been used and not on the current regime to be cleaned before colleagues return 	5x2=10(L)
		Cleaning Frequency		5	4	20(H)	<ul style="list-style-type: none"> • The ongoing cleaning frequency is made sufficient, such that cleaning can be undertaken when building/premises is occupied 	5x2=10(L)
		Commonly touched surfaces		5	4	20(H)	<ul style="list-style-type: none"> • All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, lift controls. • Rugs and mats are removed where safe to do so to make cleaning and disinfection of floors easier. • Appropriate cleaning products are used during daily preventative clean regime. • Staff to avoid touching common pieces of equipment such as printers/scanners and use only dedicated work equipment on the workstations as much as reasonably practicable. Wipes to be provided by Facilities for these areas. 	5x2=10(L)

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							<ul style="list-style-type: none"> Any use of common work equipment is restricted and managed. 	
		Use of cleaning products		5	4	20(H)	<ul style="list-style-type: none"> Persons undertaking the cleaning been instructed with clear safe usage instructions. The relevant Safety Data Sheet and COSHH assessment is provided for the substances in use Correct PPE is provided for the use of cleaning materials 	5x2=10(L)
		Housekeeping		5	4	20(H)	<ul style="list-style-type: none"> Appropriate cleaning products are provided, so that staff can frequently clean their workstations during the day. Waste bins lined with a plastic bag so that they can be emptied without touching the contents. Staff involved with emptying of bins are reminded that regular hand washing is required 	5x2=10(L)
4	Fire Safety Systems Test, Inspection and Statutory Compliance	Fire, Heat, Burns, Smoke Inhalation	Staff, Students, Visitors, Contractors	6	4	24(H)	<ul style="list-style-type: none"> Responsible person has carried out checks on your building in the following areas: Emergency lighting suitable, sufficient, and maintained. Suitable number and correct type of fire extinguishers available in required locations. Fire hoses available and operational (If installed). The sprinkler system including head is maintained (if fitted). Dry / wet risers inspected and maintained (if installed). Fire blankets available in required location. 	3x2=6(L)

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							<ul style="list-style-type: none"> • Fire alarm and detection system for the building tested, inspected, and maintained. • Means of escape clear. • Fire doors provided and maintained in good working order. • Building has suitable lightning conductors / protection. • The fire risk assessment suitable & sufficient / current. 	
5	Workspace Heating , Air Conditioning, Ventilation, Humidity, Lighting and Temperature Space Welfare.	Temperature and Humidity. Thermal comfort Building sickness syndrome, Thermal comfort affected.	Staff, Students, Visitors, Contractors	3	4	12(M)	<ul style="list-style-type: none"> • Workplace temperatures are not too hot or too cold (at least 17 degrees Celsius). • Measures can be taken to control temperature extremes and/or humidity levels such as through e-controlled HVAC system. 	3x2=6(L) 3x2=6(L)
		Heating, Ventilation and Air Conditioning Failure.					<ul style="list-style-type: none"> • Natural ventilation is available in the workplace, e.g. windows or open doorways. • If natural ventilation is insufficient, ventilators, fans or air conditioners provided to ensure a consistent flow of fresh air. • Air exchange rate of the air handling system meet standard requirements for the occupants in the building in line with current guidance. • Ventilation systems have been adequately maintained and serviced. 	
6	Gas Installations	Fire and Explosion, Gas Leak, Asphyxiation and Suffocation	Staff, Students, Visitors, Contractors	6	4	24(H)	<ul style="list-style-type: none"> • Gas installations e.g. boilers been inspected, tested, and maintained at required frequencies. • Dreger Detection and Alarm System inspected and maintained. 	3x2=6(L)

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							<ul style="list-style-type: none"> • Adequate ventilation available next to gas installations. • Carbon monoxide detection available next to gas installations and in operation. • Gas isolation control switches available and clearly identified. • Supplier's emergency contact number clearly displayed, un-obscured and legible. • Gas cylinders being used safely (if used). • DSEAR Assessments completed as required. 	
7	Legionella/ Water Safety and Hygiene	Water outlet/legionella. Legionnaires Disease. Bacterial Infection.	Staff, Students, Visitors, Contractors	5	4	20 (H)	<ul style="list-style-type: none"> • Tanks, taps, drinking water distribution, filtration units and shower outlets inspected and maintained. • Fume cupboard, HVAC systems and scrubber units inspected, and maintained. • Suitable controls in place to reduce the risk of legionnaires disease as aligned to the universities Water Safety Management Policy • Showers been run at maximum temperature for 5mins to eliminate standing water and eradicate legionella bacteria. 	3x2=6(L)
		Drinking Water Contamination, Sickness and Diarrhea, Bacterial Infection.					<ul style="list-style-type: none"> • Drinking water facilities safe for use i.e. provided at refreshing temperatures (not warm). 	
8	Statutory Routine Inspections e.g. Local Exhaust Ventilation,	Statutory Inspections	Staff, Students, Visitors,	5	3	15(M)	<ul style="list-style-type: none"> • Responsible person is to carry out checks on your building. • Thorough examination, inspection, test 	3x2=6(L)

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<p><i>Lifting Equipment and Pressure Systems and Equipment Maintenance</i></p>		<p><i>Contractors</i></p>			
	<p><i>Lifts Breakdown, Entrapment, Personal Injury, Psychological Trauma and Anxiety. Lift Damage.</i></p>				<p><i>and maintenance certificate and logs available and up to date for the premises, plant and equipment e.g. Local Exhaust Ventilation, Lifting Equipment and Pressure Systems</i></p>
	<p><i>Plant, Machinery and Equipment, Injury.</i></p>				<ul style="list-style-type: none"> • <i>The thorough examination, inspection, testing, emergency operation and maintenance records for the lifts in date.</i> • <i>There is a planned preventative maintenance schedule and inventory available for key items of plant and equipment and are up to date</i> • <i>All fixed guards on machinery in place, secure and well maintained.</i> • <i>The safety devices and controls e.g. emergency stops, light guards etc. been checked to ensure safe operation.</i> • <i>Defective equipment been taken out of service awaiting repair.</i> • <i>Enough space is available for personnel to undertake their tasks safely and comfortably.</i> • <i>Workshop equipment areas are demarcated and zoned to ensure segregation during use.</i> • <i>Personnel have the appropriate competences and/or trained to use machines/work equipment.</i> • <i>All equipment areas that required direct physical contact are cleaned as necessary e.g. control buttons/switches.</i>

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- Shared vehicles are sanitised, e.g. steering wheels, controls, with suitable cleaning materials.

Does this Risk Assessment Require Further Specific Risk Assessment? Minimise the Work-related Risk of Covid-19 – Risk Assessment.

To be completed by the person undertaking the risk assessment

Name: Stuart Hewes Job Title: Health and Safety Manager

Signature: *Stuart Hewes* Date: May 2020

To be completed by the Line Manager

I consider this risk assessment to be suitable and sufficient to control the risks to the health & safety of both employees undertaking the tasks and any other person who may be affected by the activities.

Name: Emrys Pritchard Job Title: Director Health, Safety and Sustainability

Signature: *E Pritchard* Date: 31st May 2020

NB – If Line Managers do not agree that the risk assessment is suitable and sufficient then the assessment must be reviewed and amended accordingly.

To ensure we are consistent in managing safety risks across the UNN please answer the following question and take any appropriate action: -

1. Can this risk assessment be shared and labelled as Generic to the University i.e. is the activity carried out within another faculty or department? Y / N
2. Is there a related risk assessment that may require review and update following completion of this risk assessment? Y / N

Risk Assessment Form



Calculating the risk rating

Risk = Likelihood x Severity

Likelihood	X	Severity
Remote = 1		Near miss = 1
Unlikely = 2		Minor injury = 2
Possible = 3		Lost time = 3
Likely = 4		Major injury = 4
Very Likely = 5		Fatality = 5
Certain = 6		Multiple fatality = 6

Severity 1 to 6

Likelihood 1 to 6	Severity 1 to 6					
	Near miss	Minor injury	Lost time	Major injury	Fatality	Multiple fatality
Remote	1	2	3	4	5	6
Unlikely	2	4	6	8	10	12
Possible	3	6	9	12	15	18
Likely	4	8	12	16	20	24
V Likely	5	10	15	20	25	30
Certain	6	12	18	24	30	36

- Acceptable region: no need to do more
- Tolerable region: Reduce risk as low as reasonably practicable
- Unacceptable region: MUST reduce risk to at least tolerable