

RISK ASSESSMENT FORM

Risk Assessment For
Service / Dept.:
Location of Activity: All Campus

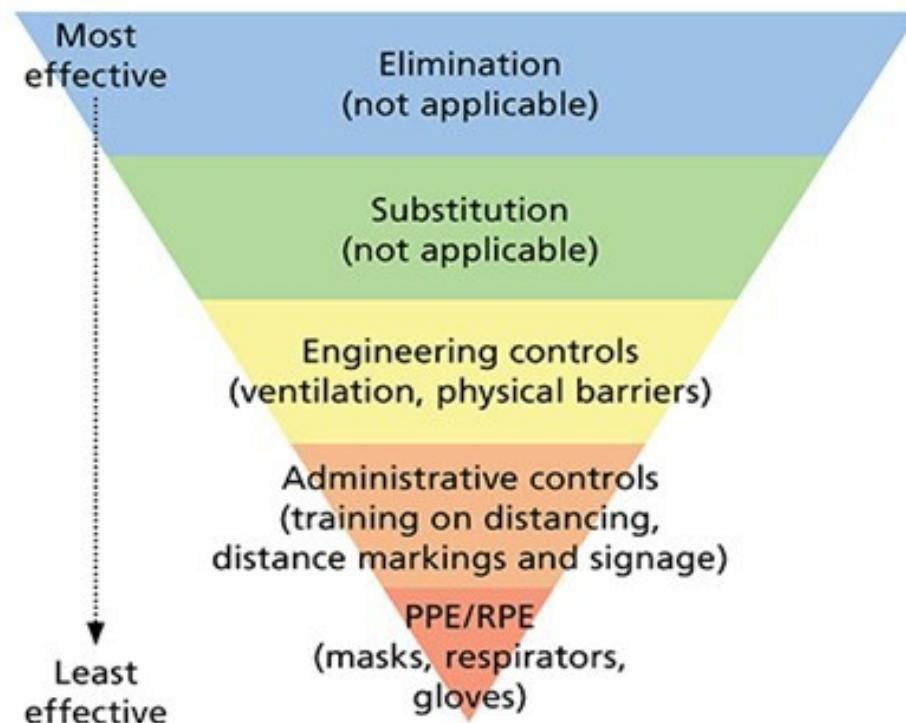
Assessment Undertaken By
Name: Tosin Odipe
Date: 03/06/2020

Assessment Review
Review 1 Date : 11/11/2020
Review 2 Date : 22/04/2021
Ref No.:

Description of Activity: Generic Campus Operations Risk Assessment

Following the recent Government advice to slow the spread of virus and to protect the NHS, the University will be gradually returning back to Campus on a risk based approach. We shall be using the Covid- 19 hierarchy of risk control. We encourage all staff to adhere to ALL measures in place and to co-operate so that University can, as safely as possible, support the health and wellbeing of staff and students; whilst minimizing the risk to staff, students and everyone that comes in contact with the Campus, as reasonably as possible.

Covid-19 hierarchy of control



If staff can work from home: eliminate the risk by encouraging them to do so.

Substitution – For staff who can't work from home, Managers will give attention to ways of making the workplace safe, including how to minimise the spread of Covid-19

Changes to university layout and infrastructure in accordance – as a minimum – with public health advice, including guidelines on social distancing

<https://iosh.com/coronavirus/returning-safely/risk-assessments/>

Attached as appendix are relevant background information on face mask, face covering and Covid19 lifespan on surfaces.

List of possible hazards (please tick those which are significant)				
Environment (weather)		Hazardous Substances		Confined Space
Work Equipment		Electricity		Asbestos
Manual Handling		Fire		Radiation
Working at Height		Noise		Workstation
Driving		Vibration		Lifting Equipment
Slips & Trips		Lone Working		Occupational Health Issues
Other (please list): Infectious Diseases- Covid19 Pandemic				

List significant hazards here:	List groups of people who are at risk and how:	List existing controls, or refer to safety procedures etc.	Current level of risk
<p>Employees that are clinically vulnerable with severe chronic or underlying health condition / over the age of 60/ have been asked to take annual flu jab</p> <p>Employees that are clinically extremely vulnerable (CEV)</p>	<p>Staff and others:</p> <p>Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<ul style="list-style-type: none"> • Employees to work from home in line with government guidance • Employees to work from home in line with government guidance and inform line manager / HR if issued a shielding letter 	<p>(Unlikely X Very Harmful) = Medium</p>
<p>Expectant mothers, those with underlying health conditions</p>	<p>Staff and others</p> <p>Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and</p>	<ul style="list-style-type: none"> • Employees to work from home if possible in line with government guidance where possible If not possible: <ul style="list-style-type: none"> • Isolate the employee by providing separate office away from others • Minimise the time spent in the workplace • Enable employee to work at flexible times/ 	<p>(Unlikely X Very Harmful) = Medium</p>

	Slight harm	Harmful	Very harmful
Unlikely	Negligible	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

List significant hazards here:	List groups of people who are at risk and how:	List existing controls, or refer to safety procedures etc.	Current level of risk
	those they come into contact with.	<p>compressed hours</p> <ul style="list-style-type: none"> Encourage break rotation to avoid contact with others NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread, and how to avoid catching or spreading germs (simple Do's and Don'ts) https://www.nhs.uk/conditions/coronavirus-covid-19/ The WHO (World Health Organisation) provides information and a free 5-minute video which has been provided to our employees CV19 https://openwho.org/courses/introduction-to-ncov Government guidance on hand washing is provided in line with the 20 second rule: https://www.nhs.uk/video/pages/how-to-wash-hands.aspx 	
Disability - Employees with visual, hearing or mobility impairments	Staff and others Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> Employee to continue to work from home if possible Reduce the risk by ensuring special needs are taken into account in any areas the employee may need to use Ensure suitable access and egress Ensure pathways, one way systems etc. are wide enough to allow for wheelchair users Ensure disabled toilets are easily accessible Ensure safe emergency evacuation without the need for buddy in close proximity If safe evacuation cannot be provided then employee must continue to work from home 	(Unlikely X Harmful) = Low
Open Plan Office i.e. Employees	Staff and others:	Implement social distancing:	(Unlikely X

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working in same area	Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> • Reduce occupancy in room to allow for a minimum 2-metre distance around each workspace • Ensure each employee has a dedicated workspace • Identify a separate entrance and exit to the space if possible or identify a suitable system to avoid close contact • Remind employees to stay home if symptomatic • Employees on campus must adhere to the controls in place • Provide one workspace (desk) per employee • Remind employees not to share equipment, food, peripherals • Discourage social interaction which cannot be carried out safely • Encourage employees to take suitable breaks alone or whilst practicing social distancing • Activities should be scheduled so that time spent by staff in proximity is minimised to maximum of 15 minutes. • Reduce access through measures such as rotation. Where possible the number of people each person has contact with should be reduced by using "fixed teams or partnering" (so each person works with only a few others). 	Harmful) = Low
Use of Communal Area/Spaces	Staff and others: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19	<ul style="list-style-type: none"> • Clear pathways and potentially one way routes around communal areas where possible, demarcated using signage and barriers • Display simple posters to remind employees of personal hygiene measures before and after every 	(Unlikely X Harmful) = Low

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	and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<p>visit to the toilet, access to fresh water, printer area or other communal area</p> <ul style="list-style-type: none"> Review cleaning protocols to increase frequent cleaning in communal areas e.g. corridors, door handles, toilets Encourage employees to stay home if symptomatic NHS 111 online provides advice on when to self-isolate and access to an online interactive and personal checklist: https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/ Advice on how to self-isolate has been communicated to staff. 	
Fire/emergency evacuation	Staff and Student: Due to the phased return of staff, there may be reduced numbers of Fire Marshals on campus	<ul style="list-style-type: none"> All standard fire management controls are in place prior to staff and others returning to campus activity Fire Warden cover has been considered by each local area / building prior to return to campus activity and additional temporary wardens has been appointed where necessary Additional fire warden training has been undertaken where necessary All staff and students with PEEP's will be reviewed and appropriate controls implemented The use of ear phones and ear buds whilst staff are working on the campus is strictly prohibited. Only ear defenders required for PPE will be permitted and this should be removed as soon as the work activity has ceased 	(Unlikely X Very harmful) = Medium

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		<ul style="list-style-type: none"> Line managers to ensure employees are supervised and housekeeping is adhered to. Line manager to encourage employees are aware of the need to self-evacuate upon hearing the alarm and must not re- enter the building until given the all clear by estate or security. 	
First Aiders First Aid responders could be exposed to risks from CV19 due to	Staff and Student: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> Covid19 First Aid protocol/electronic briefing circulated to First Aiders Advice on CPR and resuscitation in the workplace is taken from UK Gov & the Resuscitation Council. Do not give recovery breaths as part of CPR interventions. https://www.resus.org.uk/media/statements/resuscitation-on-council-uk-statements-on-covid-19-coronavirus-cpr-and-resuscitation/covid-community/ 	(Unlikely X harmful) = Low
Employee Health and wellbeing	Staff and Student: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> Regular communication is in place (individual and group) to ensure staff are not ill-informed about returning to work safely. New workplace/controls are in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated to employees through line managers and HR. Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. 	(Unlikely X Harmful) = Low

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		<ul style="list-style-type: none"> Concerns on workload issues or support needs are escalated to line manager. Managers are offered training to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs Managers will undertake a review of the stress risk assessment to reflect new working arrangements where necessary. Where significant adjustments to employee's working practices have been made, a review must be undertaken. Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, Employees Assistance Programme etc.) through line managers 	
Lack of effective information/communication	Staff and student: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> Regular communications to all staff and others regarding the controls in place to reduce the risk from COVID-19 All control measures are implemented across all buildings as part of the phased return plans. Controls are reinforced by physical barriers and movement controls Signage is in place to warn and remind all staff and others of the risks and requirement for handwashing and social distancing etc. Staff and student websites and other social media 	(Unlikely X Harmful) = Low

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		<p>communications regularly updated and all university emails sent</p> <ul style="list-style-type: none"> • Staff and others are encouraged to sign up to the UK Gov. Covid19 immediate updates: https://www.gov.uk/email-signup/government/topical-events/coronavirus-covid-19-uk-government-response • Institutional and local risk assessments communicated to all relevant staff and others. • Monitoring in place to ensure all controls are enforced 	
<p>Virus transmission in the workplace</p> <p>Someone who becomes ill with CV19 in the workplace could pass the virus on to staff and others.</p>	<p>Staff, student and others: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<p><u>Infected Person/ Symptomatic</u></p> <ul style="list-style-type: none"> • The individual will be sent home and advised to follow NHS guidance online. If the person is a contractor/visitor, their organisation will also be contacted. • The workplace will be cleaned / disinfected / decontaminated • Staff will be informed about the process. • Incident report must be recorded on the online system: https://forms.office.com/Pages/ResponsePage.aspx?id=HdsntlizOU-OplrDsnzwd1ujzk6RGqBLqF05Jli762VUNDE5WjA3V0RQNDhPM01EMFAxWFc5SU5PSi4u • Specific individual staff risk assessment undertaken by all staff to identify those that are high risk and reasonable adaptation is implemented where possible • Estate and Property team has undertaken an inspection prior to a return to campus in order to ensure that there are adequate control measures in place 	<p>(Unlikely X Very Harmful) = Medium</p>

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		<ul style="list-style-type: none"> • A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties. • Staff continue to work from home where possible and for the foreseeable future. • Line managers keep track of employees self-isolating with Covid symptoms so that they can support a return to work after the symptom free period. • Workplace has been arranged so that staff are able to maintain the government guidelines for social distancing based on the latest Guidance • Staff should be encouraged to limit face to face contact to 15 minutes or less. • A one-way flow system is considered and implemented where possible and visual aids, such as floor strips, signage are used for maintaining two metres distance. • 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. • Staff are strongly recommended to wear face covering at all times where possible • Teaching will be moved to online teaching where possible to reduce interpersonal contact, where not possible, suitable mitigation will be provided • Alcohol hand gel has been placed at high use areas to 	

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		<p>the workplace and in other areas where they will be seen.</p> <ul style="list-style-type: none"> • Posters displayed encouraging staff, students and others to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol. • Soap and water and alcohol-based hand rubs are provided in the workplace and adequate supplies are maintained. • Social distancing while at work is maintained by continuing to limit social interactions by staggering start/finish times and lunchtime. • Staff are encouraged to bring their own provisions in for lunch. • Social gathering amongst employees have been discouraged whilst at work. • Staff requested to keep in touch through remote technology such as phone, internet and social media • Staff have been separated into teams to reduce contact between employees and increase activity resilience. • Workspaces are arranged to maintain a minimum of 2 metres from each other, with employee's facing in opposite directions or side by side. • PPE is considered for work processes where close contact is required. • Adequate training has been given on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces 	

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		<p>(P3), goggles and the correct donning/doffing of PPE.</p> <ul style="list-style-type: none"> • Business related travel is stopped or greatly reduced in accordance with University policy • All 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 • Staff are made aware of the impact of COVID 19 on their job/change of working environment. • Request that companies who regularly visit University premises e.g. contractors to provide their arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. • Staff are made aware of COVID-19 symptoms via communications, visual aids such as posters in key locations, screensavers • All visitors visiting site will be informed that they are not to enter if they're experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations and the University's covid19 visitors protocol • Staff will be informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms • Anyone using campus is requested to complete asymptomatic covid19 testing prior to accessing the 	

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		<p>campus, with regular twice weekly testing thereafter as fits with their attendance on campus</p> <ul style="list-style-type: none"> • Employees are strongly encouraged to engage with the covid vaccination programme provided by the government 	
Residue virus on surfaces	<p>Staff, student and others: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<ul style="list-style-type: none"> • A two stage cleaning process is in place throughout our cleaning process • A deep clean of the building was carried out before returning where required. • If at all practicable a daily cleaning procedure for washrooms is undertaken. • The frequency of cleaning will be reviewed to ensure safety and welfare of everyone and in line with government guidance • All hand contact points cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment, desks, phones, flush plates, taps, dispensers, toilets. • Staff are advised to clean the desk before and after use; cleaning agents will be easily accessible • Appropriate BSEN 14467 cleaning products are used during daily preventative clean regime • Staff avoid touching common pieces of equipment such as printers/scanners/faxes and use only dedicated work equipment on the workstations, but where necessary wipe down before and after use with wipes provided • Staff undertaking the cleaning have been instructed with clear safe usage instructions. 	(Unlikely X Harmful) = Low

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		<ul style="list-style-type: none"> 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 Appropriate cleaning products are provided, so that staff can frequently clean their workspaces during the day. Staff provided with waste bins lined with a plastic bag so that they can be emptied without touching the contents. Staff are instructed that the emptying of bins and wastepaper baskets should be followed up with washing of hands. 	
Working Environment	Staff and student: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<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. Natural ventilation is available in the workplace where possible, e.g. windows or open doorways. Mechanical ventilation is ensured a consistent flow of fresh air. Air exchange rate of the air handling system meets standard requirements for the occupants/activities in the building without increasing the risk of viral spread. Ventilation systems have been adequately maintained and serviced 	(Unlikely X harmful) = Low
Travelling to Work	Staff and student: Some areas of the workplace are open in line with Government	<ul style="list-style-type: none"> Sufficient parking restrictions to maintain social distancing measures in place by reallocating to less populated areas 	(Unlikely X harmful) = Low

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	guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> Staff & Students are instructed to use their own transport for work activities. Staff & Students told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. If public transport cannot be avoided, consider alternative work on a temporary basis to enable work from home where possible FCO provides advice for travellers: https://www.gov.uk/guidance/travel-advice-novel-coronavirus(FCO) All travel on University business must be approved by the Institute / Service Director. Travel advice within the UK can be found here https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers Practical alternatives to travel include holding meetings via video conferencing Advice and guidance on travelling will be communicated to staff 	
Entry and exit to and from building	Staff and student: Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and	<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 is restricted to visitors and contractors expect with appointment approval Visitors/Contractors confined to strictly defined areas and unnecessary movements around the building avoided. Hand sanitiser pump action containers are available in 	(Unlikely X Harmful) = Low

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	those they come into contact with.	<p>every work area and on main travel routes through the building/site including access and egress areas</p> <ul style="list-style-type: none"> Hygiene posters displayed throughout the building, especially at entrances and exits and where people congregate. Signs are displayed reviewed and replaced as necessary. 	
Water Fountains	<p>Staff and student</p> <p>Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<ul style="list-style-type: none"> Water fountain with bottle filler are provided - Staff are encouraged to wash their hands and clean the water fountain by wiping down before and after use with wipes provided. 	(Unlikely X harmful) = Low
Communal Kitchen Space	<p>Staff and student</p> <p>Some areas of the workplace are open in line with Government guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.</p>	<ul style="list-style-type: none"> Use of kettle water - Staff are encouraged to clean the kettle by wiping down before using the kettle and after use with wipes provided 	(Unlikely X harmful) = Low
Toilets	<p>Staff and Others</p> <p>Some areas of the workplace are open in line with Government</p>	<p>Single / Lockable Facilities</p> <ul style="list-style-type: none"> Staff are encouraged to leave the facility in a respectable condition. 	(Unlikely X harmful) = Low

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	guidance, but someone could enter the workplace with CV19 and pass the virus on to staff and others, who could in turn pass CV19 onto family members and those they come into contact with.	<ul style="list-style-type: none"> If waiting to use any toilet facility, ensure you stand at least 2metres from the door to allow the previous occupant the appropriate space to leave without breaking social distance guidelines Communal/Multi-occupancy <ul style="list-style-type: none"> Display a sign on the inside of the door, reminding staff/student of good hand washing practice 	

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