

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	Per m. 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: 20/09/2020	Review Date:	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.	<p>You must follow the government's guidance on working during the pandemic. (https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)</p> <ul style="list-style-type: none"> 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. Heads of Departments undertake a individual risk assessment to help identify those persons in high risk groups 	2x5 =10	Reminders to keep 2 metres apart are located throughout buildings on posters to remind staff. Floor markings and tape indicate change of routes or one-way systems in buildings.	1x 5 =5	ongoing	Each individual

		<p>and through private conversations manage mitigating factors within the department to allow staff to safely return to work.</p> <ul style="list-style-type: none"> • 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. 		Additional contractor signing in/out procedure in place with health advise questionnaire			
2	If you believe you are exposed to the Covid-19 virus Staff, contractors and others contacting serious ill-health conditions	<ul style="list-style-type: none"> • If you have symptoms of coronavirus (new cough and/or high temperature), you must self-isolate, stay at home for seven days. • If you live in a household with someone who has the symptoms above, you must stay at home for 14 days from the day their symptoms started. If you develop symptoms, you must stay at home for seven days from the start of your symptoms. • 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	<ul style="list-style-type: none"> • 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 	2x5=10	Face masks are to be used on-site to prevent physical respiratory aeration spreading to others in all		ongoing	Each individual

		<p>used must contain 70% alcohol content to be effective.</p> <ul style="list-style-type: none"> • 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) • Maintain the two-metre distance rule at all times. Where this is not possible. go to the 1 metre+ rule with mitigating measures. • Do not touch your face or eyes if your hands are not clean. • The cleaning team operate additional cleaning of touch sensitive points such as push door plates and door handles. • 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 		<p>public spaces and learning environments.</p> <p>Alcohol based hand sanitisers available to staff working on site</p> <p>Staff must wear face coverings in indoor shared spaces and teaching rooms</p>	1x5=5		
4	Using welfare facilities Staff, contractors and others contracting serious ill-health conditions	<ul style="list-style-type: none"> • 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. 	1x5=5				Each individual

5	<p>Following prescribed safe systems of work. Staff, contractors and others Accident or injury caused by working in an unsafe manner.</p>	<ul style="list-style-type: none"> • 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. 	1x5=5				Each individual
6	Preventing infection spreading for Staff, Students and visitors	<ul style="list-style-type: none"> • All buildings to be reviewed for full Covid secure by the h&s team to ensure 		Where identified mitigation to			

		<p>suitable signage and safe movement of people.</p> <ul style="list-style-type: none"> • 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. 	<p>2 x 5 =10</p>	<p>reduce the risk is undertaken. An example being where people are unable to work opposite, face to face, a barrier protection may be installed.</p>	<p>1 x 5 =5</p>		
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