

# Coronavirus (COVID-19) risk assessment

Assessment date: 2<sup>nd</sup> June 2020

Review date: 1<sup>st</sup> July 2020

Hazard	Risk	Control measures	RR	Persons at risk
<p>Exposure from others due to:</p> <p>1) Living with someone with a confirmed case of COVID-19.</p> <p>2) Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>	<p>4 x 3 = <b>12</b></p>	<ul style="list-style-type: none"> <li>To follow government action of self isolation and social distancing</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) to be reviewed</li> <li>Maintain contact with line management and Human Resources (HR) and to follow University policy / guidance.</li> <li>Travel using public transport is only required for essential travel; reduce the amount of time and to implement social distancing where possible (2m clearance from persons and not to travel in groups of more than 2 unless it is immediate family)</li> <li>To continue following ongoing government guidance</li> <li>University to ensure extremely vulnerable persons (Solid organ transplant recipients; people with specific cancers: people with cancer who are undergoing active chemotherapy or radical radiotherapy for lung cancer; people with cancers of the blood or bone marrow such as leukemia, lymphoma or myeloma who are at any stage of treatment; people having immunotherapy or other continuing antibody treatments for cancer; people having other targeted cancer treatments which can affect the immune system, such as protein kinase inhibitors or PARP inhibitors; people who have had bone marrow or stem cell transplants in the last 6 months, or who are still taking immunosuppressive drugs; People with severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; People with rare diseases and inborn errors of metabolism that significantly increase the risk of infections (such as SCID, homozygous sickle cell); People on immunosuppression therapies sufficient to significantly increase risk of infection; Women who are pregnant with significant heart disease, congenital or acquired.) are shielding themselves and following their specific medical advice.</li> <li>Always follow good NHS hygiene measures</li> <li>Avoid all visitors to your home unless they are</li> </ul>	<p>4 x 1 = <b>4</b></p>	Individual workers

		providing a medical requirement <ul style="list-style-type: none"> <li>Do not approach delivery staff, allow packages to be left on the doorstep</li> <li>Do not take any antibiotics as they do not work against viruses.</li> </ul>		
Suspected case whilst working on site	$4 \times 4 = 16$	If a worker develops a high temperature or a persistent cough while at work, they should: <ol style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow.</li> <li>They must then follow the guidance on self-isolation and not return to work until their period of self-isolation has been completed.</li> </ol>	$4 \times 1 = 4$	Individual workers
General travel including foreign travel	$4 \times 4 = 16$	<ul style="list-style-type: none"> <li>Do not travel unless you cannot work from home implement teleconferencing for meetings</li> <li>All persons to limit their use of public transport. Please use private single occupancy where possible</li> </ul>	$4 \times 1 = 4$	Individual workers
Access / egress to site	$4 \times 4 = 16$	Where possible, please consider and implement the following practices: <ol style="list-style-type: none"> <li>Stop all non-essential visitors</li> <li>Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>Monitor site access points to enable social distancing – you may need to change the number of access points, either increase to reduce congestion or decrease to enable monitoring</li> <li>Remove or disable entry systems that require skin contact e.g. fingerprint scanners</li> <li>Require all workers to wash or clean their hands before entering or leaving the site</li> <li>Allow plenty of space (two metres) between people waiting to enter site</li> <li>Regularly clean common contact surfaces in reception, office, access control and delivery areas e.g. scanners, turnstiles, screens, telephone handsets, desks, particularly during peak flow times</li> <li>Reduce the number of people in attendance at site inductions and consider holding them outdoors wherever possible</li> <li>Drivers should remain in their vehicles if the load will allow it and must wash or clean their hands before unloading goods and materials.</li> </ol>	$4 \times 1 = 4$	Individual workers
Inclement weather – cold temperature allows disease to survive	$2 \times 2 = 4$	<ul style="list-style-type: none"> <li>All persons to dress appropriately for the weather</li> <li>Welfare facilities provided to shelter from the elements</li> <li>Maintain good hygiene measures at all times</li> </ul>	$2 \times 1 = 2$	Individual workers

<p>Poor hygiene</p>	<p>4 x 4 = <b>16</b></p>	<ul style="list-style-type: none"> <li>• Wash your hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available and hand washing technique to be adopted as directed by NHS</li> <li>• Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin.</li> <li>• Provide additional hand washing facilities to the usual welfare facilities if a large spread out site or significant numbers of personnel on site</li> <li>• Regularly clean the hand washing facilities and check soap and sanitiser levels</li> <li>• Provide suitable and sufficient rubbish bins for hand towels with regular removal and disposal.</li> <li>• Sites will need extra supplies of soap, hand sanitiser and paper towels and these should be securely stored.</li> <li>• Wear face coverings whilst on campus</li> <li>• Restrict the number of people using toilet facilities at any one time. Wash hands before and after using the facilities Enhance the cleaning regimes for toilet facilities particularly door handles, locks and the toilet flush</li> </ul>	<p>4 x 1 = <b>4</b></p>	<p>Individual workers</p>
<p>Canteen - exposure from large numbers of persons</p>	<p>4 x 4 = <b>16</b></p>	<ol style="list-style-type: none"> <li>1) The workforce should also be encouraged to stay on site once they have entered it rather than using local shops.</li> <li>2) Dedicated eating areas should be identified on site to reduce food waste and contamination</li> <li>3) Break times should be staggered to reduce congestion and contact at all times</li> <li>4) Hand cleaning facilities or hand sanitizer should be available at the entrance of any room where people eat and should be used by workers when entering and leaving the area</li> <li>5) The workforce should be asked to bring pre-prepared meals and refillable drinking bottles from home</li> <li>6) Workers should sit 2 metres apart from each other whilst eating and avoid all contact</li> <li>7) Where catering is provided on site, it should provide pre-prepared and wrapped food only - Payments should be taken by contactless card wherever possible and Crockery, eating utensils, cups etc. should not be used</li> <li>8) Drinking water should be provided with enhanced cleaning measures of the tap mechanism introduced</li> <li>9) Tables should be cleaned between each use</li> <li>10) All rubbish should be put straight in the bin and not left for someone else to clear up</li> <li>11) All areas used for eating must be thoroughly cleaned at the end of each break and shift, including chairs, door handles, vending machines and payment devices.</li> </ol>	<p>4 x 1 = <b>4</b></p>	<p>Individual workers</p>

Use of Changing facilities, showers and drying rooms	4 x 4 = <b>16</b>	<ol style="list-style-type: none"> <li>1) Introduce staggered start and finish times to reduce congestion and contact at all times</li> <li>2) Introduce enhanced cleaning of all facilities throughout the day and at the end of each day</li> <li>3) Consider increasing the number or size of facilities available on site if possible</li> <li>4) Based on the size of each facility, determine how many people can use it at any one time to maintain a distance of two metres</li> <li>5) Provide suitable and sufficient rubbish bins in these areas with regular removal and disposal.</li> </ol>	4 x 1 = <b>4</b>	Individual workers
Working in local vicinity to contractor workforce (maintaining 2m distancing)	4 x 4 = <b>16</b>	<ol style="list-style-type: none"> <li>1) Starting and finishing times are to be staggered and reviewed to ensure no build up of staff / teams in areas</li> <li>2) Workers who are unwell with symptoms of Coronavirus (Covid-19) should not attend the workplace</li> <li>3) Tasks are to be rearranged to enable them to be done by one person or as small number of persons without compromising safety measures.</li> <li>4) Maintain social distancing measure of 2 metres from each other as much as possible with supervision in place to monitor compliance</li> <li>5) Avoid skin to skin and face to face contact</li> <li>6) Stairs should be used in preference to lifts or hoists and consider one ways systems around campus</li> <li>7) Consider alternative or additional mechanical aids to reduce worker interface</li> <li>8) Any additional COVID 19 measures specified by the Director of Facilities must be followed. Details of this shall be shared at site induction</li> <li>9) Above hygiene measures and additional cleaning schedules to remain (regularly washing hands for at least 20 seconds with soap and warm water)</li> <li>10) Any health concern to be raised immediately to line management / HR</li> </ol>	4 x 1 = <b>4</b>	Individual workers, contractors, client
Working within 2 metres of working team	4 x 4 = <b>16</b>	<ol style="list-style-type: none"> <li>1) Always consider if the task can be performed differently without having to breach the 2m social distancing rule</li> <li>2) Workers are to limit face to face working and work facing away from each other when possible</li> <li>3) Limit the frequency of working within 2m to an absolute minimum and ensure it is for strictly low intensity, sporadic work where exposure to this distance is less than 15 mins</li> </ol>	4 x 2 = <b>8</b>	Individual workers

		<ol style="list-style-type: none"> <li>4) Consider introducing an enhanced authorisation process (permit to work) for activities where less than 2m distance may be required</li> <li>5) Provide additional supervision to monitor distancing and teams not to be rotated</li> <li>6) Continue to conduct dynamic risk assessments whilst completing the work and speak up if there is a safer way of completing the task</li> <li>7) All equipment to be thoroughly cleaned prior and after using it.</li> <li>8) Increased ventilation will be provided within enclosed spaces</li> <li>9) Consideration given to disposable gloves and eyewear to prevent and reduce potential contamination</li> <li>10) Reusable PPE should be thoroughly cleaned after use and not shared between workers. These should be stored in suitable places</li> <li>11) Single use PPE should be disposed of so that it cannot be reused and to control potential contamination is controlled (waste removed by a responsible, approved contractor).</li> </ol>		
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## Training

Please ensure a manager's brief has been completed alerting to University specific process / procedures

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-advice/>

<https://www.nhs.uk/conditions/coronavirus-covid-19/advice-for-travellers/>

<https://www.gov.uk/government/publications/coronavirus-action-plan>

		Likelihood				
		Very Unlikely	Unlikely	Possible	Likely	Very Likely
		1	2	3	4	5
Negligible	1	1	2	3	4	5
Minor	2	2	4	6	8	10
Moderate	3	3	6	9	12	15
Major	4	4	8	12	16	20
Severity	Extreme	5	10	15	20	25

*Risk matrix used in risk assessment RR = residual risk*

## Management

- Please ensure all staff are aware of reporting requirements and that all confirmed cases are escalated to your H&S competent person.
- Information notes are to be sent out and any updates communicated in a timely manner to the workforce.
- This must include letting staff know about symptoms and actions the medical professionals are advising people to take.
- A colleague who has been isolated for 14 days cannot return to work until the appropriate 'fit note' documentation is provided by their GP/healthcare provider to demonstrate they are now fit to return to work.
- Assessments to be reviewed every 6 months or where significant change has occurred
- Please remind staff that in order to minimise the risk of spread of infection, we rely on everyone taking responsibility for their actions and behaviours.
- Please encourage an open and collaborative approach between your teams on site where any issues can be openly discussed and addressed.

If in England call **NHS on 111**.

NHS guidance is that you do not go directly to your GP surgery, community pharmacy or hospital unless an emergency occurs