

# Risk Assessment

Date:	23 May 2020
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Assessors Name:	Philip Law	Reference Number:	01	Review Date:	Ongoing – as per government guidance updates
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Endorsed By:	Ray Ohoro (ESBG)	Signature:		Position:		Date:	
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Description of assessment	Coronavirus (COVID-19)
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Details	Staff returning to work from furlough.
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Identified Hazards	Who may be affected	Risk Level before control measures S x L = R				Existing control measures	Additional Control measures required	To be actioned by	Completion date	Final Risk level S x L = R			
		S	L	R	RR					S	L	R	RR
Catching / Spreading	Students, staff and public	5	3	15	H	<ul style="list-style-type: none"> <li>Welfare facilities will contain suitable levels of soap and antibacterial gel.</li> <li>Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds.</li> <li>Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands.</li> <li>Contact with personnel suspected of having caught COVID-19 will be avoided.</li> <li>Avoid sharing offices unless this unavoidable. In cases where you are required to share an office you must ensure suitable social distancing at all times and consider such as staggering work hours, avoid working face-to-face, avoid sharing</li> </ul>	<p>Staff should use PPE as appropriate. This may include gloves and face masks.</p> <p>Staff will agree their resumption date with their HOD and HR</p> <p>They should sign-out keys and return same at the Porters' Lodge.</p> <p>Staff should go direct to their destination and not wander around the Domus unless this is absolutely necessary.</p> <p>Once on the Domus staff should not leave temporarily (to visit a local shop or other place) and return again unless absolutely necessary.</p> <p>Staff must exercise care and consideration where there is a need to use shared facilities ie tea stations, kitchens, lavatories, water</p>	Staff/HODs	On Going	5	1	5	M

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						<p>equipment, avoid congestion points etc.</p> <ul style="list-style-type: none"> <li>Avoid face-to-face meetings where possible.</li> <li>You should wash your hands before and after using a lavatory.</li> <li>You should wash your hands before and after eating.</li> </ul>	<p>coolers etc. Please avoid congestion and wipe all surfaces before and after use.</p> <p>Staff can order take away lunches from the Catering Team (see details from Catering).</p>						
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		Catching / Spreading (continued)	Students, staff and public	5	3					15	H	<ul style="list-style-type: none"> <li>Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean.</li> <li>A cleaning schedule will be implemented ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance.</li> <li>Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature.</li> <li>Should employees disclose that personnel living with them are self-isolating, they should be encouraged to do the same for 14 days as per Government guidance.</li> <li>Staff will fill-in a 'self-declaration' form to advise the College of their Covid-19 situation.</li> </ul>	<p>Staff will be encouraged to clean all surfaces with which they have contact before they use them ie wipe down keyboards, desktops, door handles etc</p> <p>Staff should still look to work from home as much as possible and limit their time on the Domus.</p> <p>We would like to enable the Porters to keep a record of those who are present on the Domus at all times. Please let them know your approx. arrival and departure times.</p> <p>You should consider any particular hazards which apply to you and your work environment and mitigate same. You can seek advice on any aspect of this.</p> <p>We acknowledge that some staff will be fearful of returning to the Domus. You should discuss any concerns you have with HODs/HR.</p>

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						<ul style="list-style-type: none"> <li>• If you have to take delivery of items from couriers/postal workers you should take account of the risk of infection from this.</li> <li>• If you feel that additional measures such as one-way systems, more hand wash stations, better signage, floor markings etc should be considered please speak to your HOD or HR.</li> </ul>							
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Employee travel plans	Staff and public	5	3	15	H	<ul style="list-style-type: none"> <li>We will ask employees to inform us if they are planning to visit the Domus.</li> <li>We will provide relevant government guidance in line with this. Currently this is to avoid public transport wherever possible.</li> </ul>	Walking and cycling is encouraged.  All persons to limit their use of public transport. Where travel is essential, please use private single occupancy where possible, cycle or walk	Staff/HODs	Ongoing	5	1	5	M
Lack of awareness	Employees, client	5	3	15	H	<ul style="list-style-type: none"> <li>The latest government campaign posters will be displayed in the welfare areas and in suitable places around Domus.</li> <li>Staff will be issued with the current guidance, warning them of the risks posed by the virus as well as the control measures outlined in this assessment and from government guidance. This will include informing personnel of the known symptoms.</li> <li>We will continually adopt and review new government / WHO guidance as and when it is available.</li> </ul>	Staff will be encouraged to ask questions about the virus and how it might affect their specific working pattern.	Staff/HODs	Ongoing	5	1	5	M

## Guidance Notes

# Risk Assessment

<b>SEVERITY</b>	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
	<b>LIKELIHOOD</b>					

<b>LIKELIHOOD</b>	
5	Almost Certain – Very High Risk
4	Probable – High Risk
3	50/50 – Medium Risk
2	Improbable – Low Risk
1	Almost impossible – Low Risk

<b>SEVERITY</b>	
5	Fatality – Very High Risk
4	Severe incapacity – High Risk
3	Absent 3 weeks – Medium Risk
2	Absent less than 1 day – Low Risk
1	Insignificant – Low Risk

1–4 <b>LOW</b>	5–9 <b>MEDIUM</b>	10–15 <b>HIGH</b>	16–25 <b>VERY HIGH</b>
Continue with existing control, however monitor for changes. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires attention to reduce the rating as well as regular ongoing monitoring. Implement any additional control measures required, within the timescales given in the risk assessment.	Requires immediate attention to bring the risk down to an acceptable level. Implement the control measures required, within the timescales given in the risk assessment and continue to review working practices to reduce the probability of an accident to the lowest possible level.	Stop immediately – the risk is too high. Take immediate action to reduce the risk to the lowest level possible.

# Risk Assessment

**Additional comments:**

1. This risk assessment needs to be discussed with employees before they operate the plant/equipment to ensure compliance with all control measures through their understanding
2. Employees are to sign an acknowledgement sheet for their understanding of this risk assessment
3. The risk assessment is to be reviewed on an annual basis, or sooner if changes are made to the plant or working practices, or after an accident/near miss
4. This risk assessment must be approved by the nominated person for health and safety before being issued as a live document

Assessor 1 name:	Philip Law	Signature:		Date:	24 May 2020
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Assessor 2 name:		Signature:		Date:	
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# Risk Assessment

I, the undersigned, have been fully briefed on this risk assessment and other control measures in place to reduce the risk of injury to the lowest possible level. I fully understand my duties as an employee, to follow the control measures in this risk assessment and the method statement.

Employee name	Job description	Date	Employee comments/recommendations	Signature