

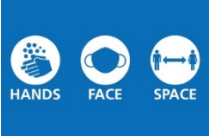
Risk Assessment

Date:	04 February 2021
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Assessors Name:	Philip Law	Reference Number:	10 'D'	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	Staff Returning to Work Following Furlough. Coronavirus (COVID-19) – With particular consideration of the latest variants which exhibit high transmissibility.
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Details	<p>Staff returning to work following a period of furlough.</p> <p>The HSE guidance states that the risk control hierarchy should be considered in all instances;</p> <p>Elimination – Work from home if this is a viable option. Substitution – Can your skillset be utilised in some other way? Engineering Controls – Travelling alone by car is better than travelling by bus. Are there screens strategically placed at your workplace if required? Open windows/operate safe ventilation systems. Are there additional measures we should consider? Admin Control – Can you schedule your work at a time when there is no else in your workspace? PPE – The use of PPE is acceptable but only after the four preceding considerations have been exhausted.</p> <p>The Govt message is Hands, Face, Space.</p>  <p>We also advocate 'ventilation'; keep your workspace windows open!</p>
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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	
			S	L	R	RR					

Risk Assessment

Catching / Spreading		Students, staff and public	5	4	20	H	<ul style="list-style-type: none"> Welfare facilities will contain suitable levels of soap and antibacterial gel. Employees will be asked to wash hands with soap regularly and thoroughly, for at least 20 seconds. Employees should use their tissues when coughing or sneezing and then place the used tissue in the bin before washing hands. Contact with personnel suspected of having caught COVID-19 will be avoided. Open windows and doors in your room to promote good ventilation. If you need to meet with someone this should be arranged so as to ensure Covid-safety. The best option is via Zoom/Team. If this is not practical a meeting outside or with lots of space between you, within a well ventilated room and using face masks are last resorts. Bear in mind that there are a lot of asymptomatic carriers. Just because someone appears fit and healthy does not mean they are not carrying and able to spread the virus. A further consideration is that the recent variants of the virus have proven to be significantly more easily passed on by carriers. Everyone should take additional measures to mitigate this risk. 	<p>Staff should use PPE as appropriate. This will include gloves and face masks. Face masks should be worn whenever there is a likelihood of coming into contact with someone. You may prefer to wear them at all times when moving around the Domus.</p> <p>Staff should agree their return to work with their line manager. There will be a RTW Induction process to run through.</p> <p>If you need to collect a key from the P/Lodge ensure that the rules relating to the Lodge are observed.</p> <p>Staff should go direct to their destination and not wander around the Domus.</p> <p>Once on the Domus staff should not leave temporarily (to visit a local shop or other place) and return again.</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>Discuss the changes which may have be implemented with your line manager and colleagues.</p> <p>If there are tasks which require two or more persons to carry out, the method of work needs to be carefully planned.</p>	Staff/HODs	On Going	5
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Risk Assessment

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 (continued)	Students, staff and public	5	4	20	H	<ul style="list-style-type: none"> Employees are reminded to not touch their eyes, nose or mouth if their hands are not clean. A cleaning schedule will be implemented ensuring that work surfaces, door handles, taps etc. are all thoroughly cleaned with an antibacterial cleaning substance. Employees will be told to self-isolate for 14 days should they find they have a new, persistent cough and/or a high temperature. 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. Staff will fill-in a 'self-declaration' form to advise the College of their Covid-19 situation. Avoid sharing facilities such as tea points. 	<p>Staff will be encouraged to clean all surfaces with which they have contact before and after they use them ie wipe down keyboards, desktops, door handles etc. Particular care with 'high-touch points' is required.</p> <p>Lunches may be booked with the Catering team.</p> <p>Staff should display good examples of Covid-secure practice at all times. This helps to reinforce the message across our student community.</p> <p>Agree visits with team members in order to avoid clashes of visits.</p> <p>We acknowledge that some staff will be fearful of returning to the Domus. You should discuss any concerns you have with your line manager or HR.</p>			5	1	5	M
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

Risk Assessment

Employee travel plans	Staff and public	5	4	20	H	<ul style="list-style-type: none"> We will discuss travel arrangements with staff who are returning to work. We will provide relevant government guidance in line with this. Currently this is to avoid public transport wherever possible. 	<p>Walking and cycling is encouraged.</p> <p>All persons to limit their use of public transport. Where travel is essential, please use private single occupancy vehicles where possible, cycle or walk</p>	Staff/HODs	Ongoing	5	1	5	M
Lack of awareness	Employees, client	5	4	20	H	<ul style="list-style-type: none"> The latest government campaign posters will be displayed in the welfare areas and in suitable places around Domus. 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. We will continually adopt and review new government / WHO guidance as and when it is available. 	<p>Staff will be encouraged to ask questions about the virus and how it might affect their specific working pattern.</p> <p>If you have to take delivery of items from couriers/postal workers you should take account of the risk of infection from this.</p> <p>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 line manager or HR.</p>	Staff/HODs	Ongoing	5	1	5	M

Guidance Notes

SEVERITY	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10

Risk Assessment

	1	1	2	3	4	5
		1	2	3	4	5
	LIKELIHOOD					

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

SEVERITY	
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 LOW	5–9 MEDIUM	10–15 HIGH	16–25 VERY HIGH
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:	04 February 2021
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Assessor 2 name:		Signature:		Date:	
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