Guidance for completing this document can be found at the end.

Each identified risk is scored and classified as follows:

Likelihood (L)
1 = Very Unlikely
2 = Unlikely
3 = Possible
4 = Likely
5 = Very Likely

Severity (S)
1 = Insignificant
2 = Minor
3 = Moderate
4 = Major
5 = Catastrophic

Relative Risk (L x S)	Level of Risk
1-6	Low Risk
7-12	Medium Low Risk
13-19	Medium High Risk
20-25	High Risk

INSTITUTE:	Faculty of Health, Social Care and Education	TITLE:	Return to Work Risk Assessment	Noted by local H&S Committee:		ASSESSMENT DATE:	*Date Here*
				Date Here		COMPLETED BY:	*Name Here*
VERSION:	3	LOCATION:	Local Areas RECEPTION Level 6 HW	Reviewed by Safety Managers Committee:			
				Date Here		REVIEW DATE:	*Date Here*

Risk Description: based on Working safely during COVID-19 in labs and research facilities And https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres					Responsible Line Manager				Debs Porter					
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**					**L**	**S**	**RISK SCORE**	**Further Comments**
	1.1 Managing Risk:												
	i. No handwashing station?	1	4	4	i.	Locate the nearest station and encourage staff to increase the frequency of handwashing and surface cleaning.				1	4	4	Kitchen and bathroom facilities close by
	ii. Can social Distancing measures be implemented?	1	4	4	ii.	Individuals are to use back-to-back or side-to-side working (rather than face-to-face) whenever possible Social distancing guidance.				1	4	4	When on campus, office and open plan areas won't be at full capacity so social

Activity Applicable Area / Room Number	Risk Identification: - What do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
					Extra Information: Click Here.				distancing can be maintained
	iii. Are more than a small group of persons required for the workload?	1	4	4	iii. Providing screens or barriers to separate people from each other if required (Requests for screens will be triaged by the E&F department – contact helpdesk for further enquires). Social distancing guidance **Extra Information: Click Here.**	1	4	4	Screens will only need to be provided on reception area for visitors to the area
	iv. Are any persons in your team especially vulnerable to Covid -19 infection?	2	4	8	iv. **Should not currently return to site** - see University Covid19 guidance, Key Principles document, HR Guidance, updated Government advice **Extra Information: Click Here.**	3	3	9	One member of staff who can continue to work from home. However, other staff Identifying through self-declaration form
Activity Applicable Area / Room Number	**Risk Identification:** *- What do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	2.0 Who should go to work: i. Unable to have the individuals on site who are critical for operational continuity, safe practices or regulatory requirements	1	4	4	i. **This work / activity must not go ahead without SHE office involvement.** **Extra Information: Click Here.**	1	4	4	Individuals can continue to work from home
	ii. The activities cannot be performed remotely	1	4	4	ii. Ensure activity complies with the guidance in the following documents: • Covid19 guidance • Key Principles document • Social distancing guidance	1	4	4	Some teaching activities and exams/admissions work
	iii. Cannot keep in touch and monitor the wellbeing of people	1	4	4	iii. Activity should be discussed with HR Follow HR guidance given.	1	4	4	

		L	S	RISK SCORE		L	S	RISK SCORE	
	who are working from home and help them stay connected to the rest of the workforce? iv. No provision of equipment for people to work from home safely and effectively, for example, remote access to work systems.				**Extra Information: Click Here.** iv. Where appropriate and possible equipment /access has been provided for people to work from home safely and effectively, for example, remote access to work systems. Consult HR for HR guidance ***Ensure all staff have completed Brit-safe DSE assessment for home working***				
		1	4	4		1	4	4	Access and equipment has been provided
Activity Applicable Area / Room Number	**Risk Identification:** *- what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	2.1 Protecting people at higher risk: i. There are clinically vulnerable individuals in team who are at higher risk of severe illness (for example, people with some pre-existing conditions	4	4	16	• **These workers/ individuals should continue to work from home. They should not currently be on site.** Covid19 guidance, Key Principles document • HR guidance, Updated Government advice, **Extra Information: Click Here.**	1	4	4	Particular individual can safely carry on working from home
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	2.2 People who need to self-isolate:	1	4	4	i. **Follow Institutional Policy.** Consult university Line manage to ensure that their teams are aware of these policies and guidelines. **Extra Information.: Click Here**	1	4	1	Not aware of anyone who needs to self-isolate but if this is the case, they can continue to work from home
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**

05 - Phase-1-covid-19-reception area

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	2.3 Equality within the workplace: i. Challenges may arise due to individuals with different protected characteristics?	1	4	4	i. Consult with HR team. **Extra Information: Click Here**	1	4	1	
	3.0 Social distancing at work: i. It is not possible to keep a distance of 2m in the area? ii. Use of equipment requires face to face? iii. Screens are required?	1	4	4	i. Use Mitigating actions: • Keeping the activity time involved as short as possible • **where essential – post triage by Estates & Facilities.** Using screens or barriers to separate people from each other • Using back-to-back or side-to-side working (rather than face-to-face) whenever possible • Reducing the number of people each person has contact with by using "fixed teams or partnering" (so each person works with only a few others) • Increasing the frequency of hand washing and surface cleaning **Extra Information: Click Here.** ii. Use appropriate PPE. **Extra Information: Click Here.** iii. If required additional screens and barriers can be requested via Estates & Facilities (see above).	1	4	4	Screens and barriers should be provided in reception area
Activity Applicable Area / Room Number	Risk: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments

05 - Phase-1-covid-19-reception area

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
.	**3.1 Coming to work and leaving work:**								
	i. Return to work will mean individuals need to use Public Transport?	4	4	16	i. The university guidance suggests that these individuals **keep use of public transport to a minimum** and travel at less busy times where possible [Key Principles document](#) **Extra Information: Click Here.**	1	4	4	Minimum risk as staff are required to wear face masks on transport and will request staff to stagger their journeys or use alternative methods
	ii. Individuals will use the hospital entrance?	2	4	8	ii. Individuals are expected to use the dedicated entrance to St George's where possible or alternatively provided entry/exits points to the workplace, where practical. [One-way traffic system](#) **Extra Information: Click Here.**	1	4	4	Wear face coverings in University /Trust shared areas
	iii. No handwashing or sanitizers at local entry and exit points	1	4	4	iii. Extra hand sanitisers have been provided at key points (location on Maps). Inform the Estates & Facilities if additional provision necessary Wash/cleanse hands at earliest opportunity **Extra Information: Click Here.**	1	4	4	The University has provided appropriate handwashing facilities and hand sanitisers which staff will be encouraged to use
	iv. Touch/ keypad access is required for some areas	1	4	4	iv. Cleanse/wash hands before and after using key pads where necessary.	1	4	4	Staff have personal ID touch in cards and will be encourages to clean after each use
	v. Individuals are required to change into 'work' clothes on site? vi. Items taken off site e.g. Lab coats/goggles				v. Lockers can be provided to individuals where this is necessary. **Extra Information: Click Here.** vi. Prohibit this activity **Extra Information: Click Here**				N/A N/A
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	3.2 Moving people around buildings and worksites:		4				4		N/A

05 - Phase-1-covid-19-reception area

Activity Applicable Area / Room Number	Risk Identification: what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	i. Individuals have a requirement to move between other floors, Wings or the NHS Trust in order to perform activities				vii. Reduce movement by discouraging non-essential trips within buildings, for example, restricting access to some areas. One-way traffic system **Extra Information: Click Here.**				
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	3.4 Meetings: i. Is there a requirement to meet with other individuals for purpose of discussions?	1	4	4	i. Using remote working tools to avoid in-person meetings. MS Teams meetings software available for remote meetings. **Extra Information: Click Here.**	1	4	4	Staff currently carrying out all meetings via Teams
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	3.5 Common areas: i. Common areas or surfaces will be used? (wet, dry or recreation) Please specify in further comments section	2	4	8	i. Stagger use of the areas and break times to reduce pressure on teapoints and communal lab spaces. ii. Communal areas such teapoints / kitchens follow social distancing guidelines/signage For shared areas consult with others involved for maximum occupation numbers. **Extra Information: Click Here.**	2	4	8	Staff will be advised to bring their own food and drink or to stagger break times – social distancing can be observed in kitchen area
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	3.6 Accidents, security and other incidents:					1	4	4	

Activity Applicable Area / Room Number	Risk Identification: what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	i. There is no written down and communicated procedure to follow in the event of an emergency, for example, a chemical spill, fire or break-in?	1	4	4	i. Make sure COSHH forms are up to date – to include Covid -19 considerations. In an emergency, for example, a chemical spill, fire or break-in, people do not have to stay 2m apart if it would be unsafe. A Covid-19 amended Fire and emergency evacuation procedure is available on the H&S webpages Make sure you are familiar with emergency contacts in Local Rules. **Extra Information: Click Here.**				Staff are aware of the current evacuation procedures and there will be marshals on site in most areas
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	4.1 Manage contacts: i. There is a requirement for regular or periodic visits from external individuals or contractors? Please describe in further comments section.	1	4	4	i. Visitors currently limited to essential services in relation to Estates and Facilities, and Research Operations. Requests should be via visitor policy and procedures (requests will be reviewed). **Extra Information: Click Here.**	1	4	4	Contractors will be on site on 13 July and 1 August
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	4.2 Providing and explaining available guidance: i. Individuals are accessing the site who are uninformed of the universities position and rules concerning behaviour on site	1	4	4	i. Line Managers/course tutors must communicate the University's Health and Safety documentation to staff and students. Local Rules, Local Risk assessment, COSHH forms must be signed/dated by staff. Line Manager/course tutors responsible are for keeping training logs. **Extra Information: Click Here.**	1	4	1	All staff are aware of the universities position and follow KU rules

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.1 Before return: i. There is equipment or rooms that require testing for operational effectiveness (post long period of time) prior to individuals using it? Please describe in further comments section	1	4	4	Line Managers/course tutors (or a delegated responsible person) required to complete an area inspection before commencing work If actions required, contact Estates & Facilities to discuss prior to reopening areas. Line managers/support technicians should restart and test specialist equipment which may have been unused for a longer than usual period of time **Extra Information: Click Here.**	1	4	4	Only equipment will be printers
Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.2 Keeping the workplace clean: i. There is extra requirement for the cleaning regime in your area? Please explain why in the further comments section e.g. area is identified as high traffic ii. The required cleaning process for expensive equipment that cannot be washed down has not been determined and cannot be performed? Please describe why in further comments section iii. There is no local process in place for the Clearing of workspaces and removing		4		i. Staff team members should carry this out. Should be in Risk assessment/stated in Local rules/SOPs. ii. Cleaning guidance for laboratories Covid-19 available on H&S website (Guidance can be used for other areas) **Extra Information: Click Here** iii. Determine in advance the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment. Please consult		4		N/A N/A

	waste and belongings from the work area at the end of a session? iv. There is no local process for the identification and reporting of equipment or areas used by an infected person or suspected case?				with manufacturers and /or technical support staff. See guidance iv. Write and communicate with team a process for Clearing workspaces and removing waste and belongings from the work area at the end of a shift. v. Anyone who has symptoms whilst on site must transfer to isolation room. All infected persons or suspected cases must be reported to their line manager and HR. If you are cleaning after a known or suspected case of COVID-19 you should refer to specific guidance.				

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site??*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.3 Hygiene – handwashing, sanitation facilities and toilets: i. Individuals unable to perform regular handwashing? Explain why in further comments ii. Handtowels or hand drier unavailable iii. No local access to working toilets	1	4	4	i. Use nearest communal facilities **Extra Information: Click Here.** ii. Please contact the Estates helpdesk (estates@sgul.ac.uk) to advise that replenishment of soap or towels is required. **Extra Information: Click Here** iii. Identify nearest toilet facilities. Contact Estates Helpdesk (estates@sgul.ac.uk). Estates &Facilities will set clear use and cleaning guidance for toilets to ensure they are kept clean and social distancing is achieved as much as possible.	1	4	1	Facilities in Kitchen and bathrooms for handwashing Together with hand sanitiser

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	5.4 Changing rooms and showers: i. There is staff requirement to make use of these facilities?	1	4	4	i. Where shower and changing facilities are required, Line managers should ensure individuals are aware of the institutional guidance for use and cleaning guidance for showers, lockers and changing rooms to ensure they are kept clean and clear of personal items and that social distancing is achieved as much as possible. There will be enhanced cleaning of all facilities regularly during the day and at the end of the day.	1	4	4	Staff who cycle in will be made aware of the cleaning guidance
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
.	**5.5 Handling goods, merchandise and other materials, and on-site vehicles:** i. Equipment is shared usage?	1	4	4	i. Determine and employ cleaning procedures for the parts of shared equipment touched after each use.	1	4	4	All staff have their own equipment which is not shared
	ii. There is a requirement to receive non-consumable deliveries on site? E.g. samples or equipment from collaborating external partners	2	4	8	ii. Discuss with SHE office and Research Operations how best to minimise deliveries and maintain safe procedures	1	4	4	Discussion will take place with SHE office for deliveries to reception area
	iii. No cleaning procedure for material and equipment entering the site?	2	4	8	iii. Determine appropriate cleaning procedures for material and equipment entering the site. **Extra Information: Click Here.**	1	4	4	Receptions staff have materials for cleaning incoming deliveries
Activity Applicable Area / Room Number	**Risk Identification:** *what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**

Activity Applicable Area / Room Number	Risk Identification:	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	6. Personal Protective Equipment (PPE) and face coverings i. Requirement for Face Covering (please describe the activity in further comments section) ii. Requirement for PPE beyond what you would usually wear (please describe the activity in further comments section) e.g. very close proximity required during experimental procedure		4		i. Line managers can contact SHE Office for advice. **Extra Information: Click Here** ii. Line manager/course tutors to provide extra PPE – Discuss with SHE Office **Extra Information: Click Here.**		4		N/A N/A

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site??*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	7.1 Working groups: i. Items are passed directly from one person to another during session? Please describe in the further comments section	1	4	4	i. Draft Local rules/SOP to manage the transfer of items between individuals. **Extra Information: Click Here.**	1	4	4	Teaching and group materials are available on line

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	7.2 Work- related travel:				i. Approval from Senior Management		4		

Activity Applicable Area / Room Number	Risk Identification: *what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	i. External travel is required as part of workload? Please describe in further comments section	1	4	4	**Extra Information: Click Here.**				Travel between SGUL and KU is required on occasion but will advise staff not to travel between sites unless essential
	7.3.1 Communications and training: i. Risk assessment not communicated to individuals ii. Staff are unaware of up-to-date communications concerning ways of working	1	4	4	i. Line managers/course tutors must share the approved Local risk assessment and training materials with staff and students prior to returning to site. **This document must be signed by all staff working in the area** ii. Staff and students can access the university Covid 19 webpages for up to date information. **Extra Information: Click Here.**	1	4	4	All staff are aware of current guidance on KU website which coincides with that of SGUL

Activity Applicable Area / Room Number	Institutional communication and Training	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
N/A	**For information purposes only**	N/A	N/A	N/A	**Extra Information: Click Here.**	N/A	N/A	N/A	N/A

Activity Applicable Area / Room Number	Institutional communication and Training	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
N/A	**8. Inbound and outbound goods, visitors or specialist contractors:** **For information purposes only**	N/A	N/A	N/A	**Extra Information: Click Here.**	N/A	N/A	N/A	N/A

Phase 1 Covid 19 Guidance on how to complete this risk assessment

This risk assessment follows the government guidelines and framework for 'Working safely during COVID-19 in labs and research facilities' and https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/offices-and-contact-centres

The key purpose of this assessment is to reduce the risk of Covid19 transmission. You will need to consider laboratories, offices and breakout areas in your assessment, incorporate social distancing and cleaning measures. This may require limiting numbers of people in the area and, if a shared facility, may need discussion with other researchers/individuals.

As laboratories/work areas have been closed for some time, you should carry out a laboratory/area inspection to ensure contents are safe and secure. These should be completed on a regular (eg. 6 monthly basis)

You will need to amend your local rules/SOP for your laboratories/areas to reflect changes in the light of new risk assessment, social distancing and cleaning requirements.

This risk assessment needs to be completed by the Line Manager/course tutor/responsible person before returning to work. For laboratory users, you will also need to complete Local rules for your laboratory/ies using the new amended template and a laboratory self -inspection before work can commence. **These documents must be submitted to the Research Institute Manager (RIM) and receipt confirmed before commencing any work**. For other areas, you should complete an inspection of your areas (Office Inspection check list can be found here https://www.sgul.ac.uk/about/our-professional-services/safety-health-and-environment/a-z#o) and consider producing Local Rules/SOPs for individuals to follow.

Note:
Section 1 - addresses general risks highlighted by government document.

If vulnerable individuals need to return to site, an individual risk assessment evaluating fitness to return should be completed and discussed with their Line Manager. Further advice should be obtained from the SHE office (health@sgul.ac.uk) and HR.

To complete this risk assessment:

- For each activity score the likelihood and severity of risk before and after control measures. Use the return key to align the score with the risk consideration. The likelihood x severity will give you the risk score.
- Likelihood -this is the likelihood of the risk (transmitting infection/contracting infection for the activity. Currently for example, if social distancing measures are adhered to and cleaning measures are in place the likelihood will be low.
- Severity – this is the consequence of the risk to the health of individuals. (For some people the severity associated with contracting Covid-19 will be higher than others. Therefore, the severity is likely to be high)
- Risks can be marked as N/A if they do not apply to your laboratory or area.
- Control measures can be added or deleted as appropriate and should be 'best fit' for the situation
- Add additional comments that are necessary to action control measures in your area,
- Post control measure, the scoring for likelihood should fall, but severity stays the same resulting in a reduced risk score.
- Click on the extra information content boxes. These are drop down text boxes that are for reading purpose only. Do not select within this box.
- For researchers, date the form and submit to your Research Institute Manager, for others please submit to your local H&S committee. Confirm receipt before commencing any work.
- Ensure it is communicated to all staff and students in your team (e.g. e.mail) and (if necessary) to other individuals that share your laboratories/offices /work areas before commencing any work.

    Once you have completed these tasks consider designating your area 'Covid secure'.
This does not suggest that there is no risk, it just states that you feel you can follow the Government advised social distancing once these control measures are put in place.

    https://assets.publishing.service.gov.uk/media/5eb97021d3bf7f5d43765cbf/staying-covid-19-secure-accessible.pdf

Trouble shooting:

05 - Phase-1-covid-19-reception area

1. Selected a line in the extra information box that now displays in the control measures – **click the 'undo' button and it should return to display the text 'extra information'.**

- Useful

Key Documents:
- [Key Principles document](#)
- [Social distancing guidance](#)
- HR guidance
- [Working safely during COVID-19 in labs and research facilities](#)
- https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely