

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 Risk to Health
2 = Minor Risk to Health
3 = Moderate Risk to Health
4 = Major Risk to Health
5 = Catastrophic Risk to Health

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


<b>INSTITUTE:</b>	IMBE	<b>TITLE:</b>	<b>Return to Work Risk Assessment</b> STUDENTS AND TEACHING STAFF	<b>Reviewed by Silver BCP Team:</b> <i>Date Here</i>	<b>ASSESSMENT DATE:</b>	7/7/2020
<b>VERSION:</b>	1	<b>LOCATION:</b>	<b>Local Areas</b> DR	<b>Reviewed by Safety Managers Committee:</b> <i>Date Here</i>	<b>COMPLETED BY:</b>	Phil Adds
					<b>REVIEW DATE:</b>	<i>Date Here</i>

Name – Individuals working in areas covered	Signature – by signing you acknowledge the risk assessment has been read in full
<b>Biomedical science students</b>	
<b>Demonstrators</b>	
<b>Surgical training course attendees (external)</b>	
<b>Anatomy staff</b>	



Risk Description: based on <a href="#">Working safely during COVID-19 in labs and research facilities</a>	<b>Responsible Line Manager:</b>	Lynn Plowright		
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Activity Applicable Area / Room Number	Risk Identification: - as a PI what do I need to consider when reopening the laboratory?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
DR	<b>1.1 Managing Risk:</b>								
	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	There are sinks at both ends of the DR
	ii. Activity takes a long time. Describe or list activities in Further Comments section	2	4	8	ii. Encourage individuals to keep laboratory activity time involved as short as possible <a href="#">Social distancing guidance</a> .	2	4	8	Teaching sessions will be reduced to 1 hour. Postgrad training courses may be longer.
	iii. Can social Distancing measures be implemented?	2	4	8	iii. Individuals are to use back-to-back or side-to-side working (rather than face-to-face) whenever possible <a href="#">Social distancing guidance</a> . <b>Extra Information: Click Here.</b>	2	4	8	Students and PG delegates will be provided with PPE. Side-to-side working will be possible.
	iv. Are more than a small group of persons required for the workload?	3	4	12	iv. 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). <a href="#">Social distancing guidance</a> <b>Extra Information: Click Here.</b>	2	4	8	We are imposing a maximum cohort size of 30 students, working in pairs, with 'floating' demonstrators.
v. Are any persons in your team especially vulnerable to Covid -19 infection?	4	4	16	v. <b>Should not currently return to site</b> - see <a href="#">University Covid19 guidance</a> , <a href="#">Key Principles document</a> , <a href="#">HR Guidance</a> , updated Government advice  <b>Extra Information: Click Here.</b>	1	4	4	Will have to assume that any vulnerable students on site have done personal assessments and have been cleared to be present. Academic/support staff will be managing their own risk. Staff should also be invited to undertake a personal risk assessment	

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	<p><b>2.0 Who should go to work:</b></p> <p>i. Unable to have the individuals on site who are critical for operational continuity, safe practices or regulatory requirements</p> <p>ii. The activities cannot be performed remotely</p> <p>iii. Cannot keep in touch and monitor the wellbeing of people who are working from home and help them stay connected to the rest of the workforce?</p> <p>iv. No provision of equipment for people to work from home safely and effectively, for example, remote access to work systems.</p>	n/a			<p>i. <b>This work / activity must not go ahead without SHE office involvement.</b> <b>Extra Information: Click Here.</b></p> <p>ii. Ensure activity complies with the guidance in the following documents:</p> <ul style="list-style-type: none"> <li>• <a href="#">Covid19 guidance</a></li> <li>• <a href="#">Key Principles document</a></li> <li>• <a href="#">Social distancing guidance</a></li> </ul> <p>iii. Activity should be discussed with HR Follow <a href="#">HR guidance</a> given.</p> <p><b>Extra Information: Click Here.</b></p> <p>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 <a href="#">HR guidance</a></p> <p><b>Ensure all staff have completed Brit-safe DSE assessment for home working</b></p>	4	3	12	<p>Care of the cadavers/embalming new donors must be done on site. Full PPE will be worn by DR staff handling bodies. Donations with Covid-19 or respiratory condition listed as cause of death will not be accepted.</p>

Activity Applicable Area / Room Number	Risk Identification: - as a PI what do I need to consider when reopening the laboratory?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<b>2.1 Protecting people at higher risk:</b>  i. There are clinically vulnerable individuals in team who are at higher risk of severe illness (for example, people with some pre-existing conditions, see definition in Appendix 1),	4	4	16	<ul style="list-style-type: none"> <li>• <b>These workers/ individuals should continue to work from home. They should not currently be on site.</b> <a href="#">Covid19 guidance, Key Principles document</a></li> <li>• <a href="#">HR guidance, Updated Government advice,</a></li> </ul> <b>Extra Information: Click Here.</b>	1	4		Will have to assume that any vulnerable or concerned students or staff on site have done personal assessments and have been cleared to be present. Staff will be expected to manage their own risk. High-risk staff will work from home where possible.
Activity Applicable Area / Room Number	Risk Identification: as a PI what do I need to consider when reopening the laboratory?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<b>2.2 People who need to self-isolate:</b>	n/a			i. <b>Follow Institutional Policy.</b> Consult university Line managers/PI to ensure that their teams are aware of these policies and guidelines.  <b>Extra Information.: Click Here</b>				
Activity Applicable Area / Room Number	Risk Identification: as a PI what do I need to consider when reopening the laboratory?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<b>2.3 Equality within the workplace:</b>  i. Challenges may arise due to individuals with different protected characteristics? (See appendix 2)	n/a			i. Consult with HR team.  <b>Extra Information: Click Here</b>				

Activity Applicable Area / Room Number	Risk Identification: <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<b>3.0 Social distancing at work:</b>								
	i. It is not possible to keep a distance of 2m in the area?	4	4	16	i. Use Mitigating actions: <ul style="list-style-type: none"> <li>• Keeping the activity time involved as short as possible</li> <li>• <b>where essential – post triage by Estates &amp; Facilities.</b> Using screens or barriers to separate people from each other</li> <li>• Using back-to-back or side-to-side working (rather than face-to-face) whenever possible</li> <li>• 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)</li> <li>• Increasing the frequency of hand washing and surface cleaning</li> </ul> <p><b>Extra Information: Click Here.</b></p>	1	4	4	Social distancing will be possible in the DR. PPE will be provided. Groups will be spread out as much as possible. Surfaces and equipment will be cleaned as much as is reasonably practicable. The corridor will be marked with 2 metre spacing to enable social distancing when queuing to enter/leave the DR. Session start times will be staggered to allow one group to leave before the next group enters. Handwashing facilities are side-by-side.
	ii. Use of equipment requires face to face?	n/a			ii. Use appropriate PPE. <b>Extra Information: Click Here.</b>				
	iii. Screens are required?				iii. If required additional screens and barriers can be requested via Estates & Facilities (see above).				
Activity Applicable Area / Room Number	Risk Identification: <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<b>3.1 Coming to work and leaving work:</b>								
		n/a			i. The university guidance suggests that these individuals <b>keep use of public transport to a minimum</b> and travel at less busy times where possible <a href="#">Key Principles document</a>				Staff and students will be advised to avoid public transport where possible.

	<p>i. Return to work will mean individuals need to use Public Transport?</p> <p>ii. Individuals will use the hospital entrance?</p> <p>iii. No handwashing or sanitizers at local entry and exit points</p> <p>iv. Touch/ keypad access is required for some areas</p> <p>v. Individuals are required to change into 'work' clothes on site?</p> <p>vi. Items taken off site e.g. Lab coats/goggles</p>	4	3	12	<p><b>Extra Information: Click Here.</b></p> <p>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. <a href="#">One-way traffic system</a></p> <p><b>Extra Information: Click Here.</b></p> <p>iii. Extra hand sanitisers have been provided at key points (location on Maps). Inform the Estates &amp; Facilities if additional provision necessary Wash/cleanse hands at earliest opportunity</p> <p><b>Extra Information: Click Here.</b></p> <p>iv. Cleanse/wash hands before and after using key pads where necessary.</p> <p>v. Lockers can be provided to individuals where this is necessary.</p> <p><b>Extra Information: Click Here.</b></p> <p>vi. Prohibit this activity</p> <p><b>Extra Information: Click Here</b></p>	4	1	  	<p>Travel to site of students and staff other than DR team not known and cannot reasonably be included here.</p> <p>Face coverings are required for walking through the hospital</p> <p>Hand sanitisers will be available at entry points.</p> <p>Key pad for setting/ unsetting DR security alarm. Hand sanitiser will be available at entry/exit points.</p>
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	RISK SCORE	<b>CONTROL MEASURES</b>	L	S	RISK SCORE	<b>Further Comments</b>
	<b>3.2 Moving people around buildings and worksites:</b>	n/a							Staff and students will be encouraged to keep their movement around the site to a minimum. Movement around the site of students and staff other than DR
	<p>i. Individuals have a requirement to move between other floors,</p>				<p>i. Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas. <a href="#">One-way traffic system</a></p>				

	Wings or the NHS Trust in order to perform activities				<b>Extra Information: Click Here.</b>				team not known and cannot reasonably be included here. A one-way system for staircases and corridors will be in place.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	L	S	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>3.4 Meetings:</b>  i. Is there a requirement to meet with other individuals for purpose of discussions?	n/a			i. Using remote working tools to avoid in-person meetings. MS Teams meetings software available for remote meetings. <b>Extra Information: Click Here.</b>				Meetings can be conducted on line.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	L	S	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>3.5 Common areas:</b>  i. Common areas or surfaces will be used? (wet, dry or recreation) Please specify in further comments section				i. Stagger use of the areas and break times to reduce pressure on teapoints and communal lab spaces. <b>For PI shared lab areas consult with other PIs involved for maximum occupation numbers in Local Rules. For service lab areas use risk assessment generated by SHE Office or Research Operations technical support team.</b> Other communal areas such teapoints / kitchens follow social distancing guidelines/signage  <b>Extra Information: Click Here.</b>				There are no common areas or “teapoints” within Anatomy. Staff and students will be reminded to observe the social distancing requirements posted on the doors of any tea room or food outlet in the University.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	L	S	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>3.6 Accidents, security and other incidents:</b>								

	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 <a href="#">H&amp;S webpages</a> Make sure you are familiar with emergency contacts in Local Rules. <b>Extra Information: Click Here.</b>	1	4	4	Technicians and academic staff to communicate risks to the students and co-ordinate evacuations in the usual way. It is not essential to follow the 2-metre social distancing in an emergency if it is not possible.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>4.1 Manage contacts:</b> 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). <b>Extra Information: Click Here.</b>	1	4	4	Occasional visits from: refrigeration engineers, IT staff, E&F staff, and undertakers. Appropriate PPE and hand-washing facilities will be made available to all visitors. Visitors will be directed to the risk assessments and information on the web site.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>4.2 Providing and explaining available guidance:</b> i. Individuals are accessing the site who are uninformed of the universities position and	1	4	4	i. Line Managers/PI's must communicate the University's Health and Safety documentation with Staff. Local Rules, Local Risk assessment, COSHH forms must be signed/dated by staff. Line Manager/PIs responsible for keeping training logs. <b>Extra Information: Click Here.</b>	1	4	4	Students will be directed to information on the web site prior to arriving and will receive a briefing and induction/orientation to the DR. They will be required to sign a copy of the 'Rules of






	rules concerning behaviour on site								the DR', which will be updated to include social distancing measures.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>5.1 Before return:</b> 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	n/a			PIs (or a delegated responsible person) required to complete a laboratory inspection before commencing work If actions required, contact Research Operations or Estates & Facilities to discuss prior to reopening labs. PI's / support technicians should restart and test specialist equipment which may have unused for a longer than usual period of time  <b>Extra Information: Click Here.</b>				Staff have been working throughout the closure.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>5.2 Keeping the workplace clean:</b>  i. There is extra requirement for the cleaning regime in your lab? 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	3  n/a	4	<b>12</b>	i. Staff team members should carry this out. Should be in Risk assessment/COSHH form and stated in laboratory rules. <a href="#">Cleaning guidance for laboratories Covid-19</a> available on H&S website  <b>Extra Information: Click Here</b>  ii. Determine in advance the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment. Please consult	2	4	<b>8</b>	Extra time has been allowed in the timetable to allow a full clean of the DR with disinfectant between sessions.  There is no expensive equipment for student/staff use that cannot be cleaned or washed.

	<p>been determined and cannot be performed by PI? Please describe why in further comments section</p> <p>iii. There is no local process in place for the Clearing of workspaces and removing waste and belongings from the work area at the end of a shift?</p> <p>iv. There is no local process for the identification and reporting of equipment or areas used by an infected person or suspected case?</p>				<p>with manufacturers and /or Research Operations technical support staff. See guidance</p> <p>iii. 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.</p> <p>iv. Anyone who has symptoms whilst on site or must transfer to isolation room. All infected persons or suspected cases must be reported to the PI. If you are cleaning after a known or suspected case of COVID-19 you should refer to <a href="#">specific guidance</a>.</p>				
Activity Applicable Area / Room Number	Risk Identification: as a PI what do I need to consider when reopening the laboratory?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<p><b>5.3 Hygiene – handwashing, sanitation facilities and toilets:</b></p> <p>i. Individuals unable to perform regular handwashing? Explain why in further comments</p> <p>ii. Handtowels or hand drier unavailable</p> <p>iii. No local access to working toilets</p>	1	1	1	<p>i. Use nearest communal facilities</p> <p><b>Extra Information: Click Here.</b></p> <p>ii. PI's or Team should contact the Estates helpdesk (<a href="mailto:estates@sgul.ac.uk">estates@sgul.ac.uk</a>) to advise that replenishment is required.</p> <p><b>Extra Information: Click Here</b></p> <p>iii. Identify nearest toilet facilities. Contact Estates Helpdesk (<a href="mailto:estates@sgul.ac.uk">estates@sgul.ac.uk</a>).</p>	1	1	1	<p>Handwashing facilities available at both ends of the DR.</p> <p>Handtowels available.</p> <p>Toilet facilities available in Jenner basement corridors 1 and 3.</p>

					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.				
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	L	S	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>5.4 Changing rooms and showers:</b>  i. There is staff requirement to make use of these facilities?	n/a			i. Where shower and changing facilities are required, PI's 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.				
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	L	S	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	L	S	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>5.5 Handling goods, merchandise and other materials, and on-site vehicles:</b>  i. Equipment is shared usage?  ii. There is a requirement to receive non- consumable deliveries on site? E.g. samples or equipment from	n/a  4	  4	  16	i. Determine and employ cleaning procedures for the parts of shared equipment touched after each use.  ii. Discuss with SHE office and Research Operations how best to minimise deliveries and maintain safe procedures	  2	  4	  8	  Undertakers bring dead bodies. Undertakers staff have carried out their own risk assessment and safe-practice rules have been put in place. DR staff will wear appropriate PPE at all

	collaborating external partners  iii. No cleaning procedure for material and equipment entering the site?				iii. Determine appropriate cleaning procedures for material and equipment entering the site.  <b>Extra Information: Click Here.</b>				times when handling un-embalmed bodies.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>6. Personal Protective Equipment (PPE) and face coverings</b>  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	4	16	i. PI contact SHE Office for advice and access to supplies if decided required.  <b>Extra Information: Click Here</b>  ii. PI to provide extra PPE – Discuss with SHE Office/ Research Operations Technical Staff  <b>Extra Information: Click Here.</b>	1	4	4	PPE will be supplied and must be used by all staff and students in the DR. DR staff will wear full-body protection when undertaking invasive procedures on donated cadavers.  The DR maintains adequate stocks of PPE for staff and students.  Wearing of appropriate PPE is part of the DR risk assessments and all other control measures outlined in these will continue to be followed.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>7.1 Shift patterns and working groups:</b>								

	i. Items are passed directly from one person to another during workload? Please describe in the further comments section	1	4		i. Draft Local rules and risk assessment to manage the transfer of items between individuals.  <b>Extra Information: Click Here.</b>	1	4		Does not occur during teaching sessions. May occur during PG courses, but full PPE (as for surgery) will be worn by delegates and tutors.
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>7.2 Work- related travel:</b>  i. External travel is required as part of workload? Please describe in further comments section	n/a			i. Approval from Senior Management  <b>Extra Information: Click Here.</b>				
<b>Activity Applicable Area / Room Number</b>	<b>Risk Identification:</b> <i>as a PI what do I need to consider when reopening the laboratory?</i>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>CONTROL MEASURES</b>	<b>L</b>	<b>S</b>	<b>RISK SCORE</b>	<b>Further Comments</b>
	<b>7.3.1 Communications and training:</b>  i. Risk assessment not communicated to individuals  ii. Staff are unaware of up-to-date communications concerning ways of working	3	4	12	i. PI must share the approved Local risk assessment and training materials with staff prior to returning to site. <b>This document must be signed by all staff working in the area</b>  ii. Staff must access the university <a href="#">Covid 19 webpages</a> for up to date information.  <b>Extra Information: Click Here.</b>	1	4		Students will be briefed before taking part in DR sessions.  Teaching staff remain up to date, and communicate relevant information to the students.

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'. 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 laboratory and, if a shared facility, may need discussion with other researchers.

As labs have been closed for some time, you should carry out a laboratory 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 for your laboratories 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/PI before returning to work. 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.**

**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](mailto: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 lab/ 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.
- 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. (see box B)
- Date the form and submit to your Research Institute Manager. 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 PIs that share your laboratories and offices before commencing any work.

Risk Description: based on <a href="#">Working safely during COVID-19 in labs and research facilities</a>		Responsible Line Manager:							
Activity Applicable Area / Room Number	Risk Identification: - as a PI what do I need to consider when reopening the laboratory?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	<b>1.1 Managing Risk:</b>								
	i. No handwashing station?	1	1	2	i. Locate the nearest station and encourage staff to increase the frequency of handwashing and surface cleaning.	1	1	2	
	ii. Activity takes a long time	4	2	6	ii. Encourage individuals to keep activity time involved as short as possible (Hyperlink = Social distancing guidance).	1	1	2	
	iii. Is a screen required? Consult social distancing guidance.	1	1	2	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). (Hyperlink = Social distancing guidance).	1	1	2	
	iv. If required - No back-to-back or side-to-side working possible?	1	1	2	iv. Individuals are to use back-to-back or side-to-side working (rather than face-to-face) whenever possible (Hyperlink = Social distancing guidance). <b>Extra Information.</b>	1	1	2	
	v. If shift pattern required for your Lab - the Area cannot be used by 'fixed' teams of workers?	1	1	2	v. Access to the area must be triaged by the SHE office <b>Extra Information.</b>	1	1	2	
	vi. Are more than a small group of persons required for the workload?	4	2	8	vi. Consult with university <a href="#">social distance guidance and principals (hyperlink)</a> and justify why this activity should go ahead. Committee and SHE office will review. <b>Extra Information.</b>	1	1	2	
	vii. Are any persons in your team especially vulnerable to Covid-19 infection?	1	1	2	vii. <b>They must not be on site.</b> - see Web page dedicated to the University Covid-19 management plan, updated Government advice, Key Principals document, Risk assessment, Covid19 guidance, FAQs, <b>Extra Information.</b>	1	1	2	

Box A



Control Measure	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Consult social distancing guidance.																				
iv. If required - No back-to-back or side-to-side working possible?	1	1	2																	
v. If shift pattern required for your Lab - the Area cannot be used by 'fixed' teams of workers?	1	1	2																	
vi. Are more than a small group of persons required for the workload?	4	2	8																	
vii. Are any persons in your team especially vulnerable to Covid-19 infection?	1	1	2																	
iv. Individuals are to use back-to-back or side-to-side working (rather than face-to-face) whenever possible (Hyperlink = Social distancing guidance). <b>Extra Information.</b>	1	1	2																	
v. Access to the area must be triaged by the SHE office <b>Extra Information.</b>	1	1	2																	
vi. Consult with university social distance guidance and principals (hyperlink) and justify why this activity should go ahead. Committee and SHE office will review. <b>Extra Information.</b>	1	1	2																	
vii. They must not be on site. - see Web page dedicated to the University Covid-19 management plan, updated Government advice, Key Principals document, Risk assessment, Covid19 guidance, FAQs, <b>Extra Information.</b>	1	1	2																	
<b>Paying particular regard to whether the people doing the work are considered especially vulnerable to COVID-19 (See HR Policy for return to work/ individual risk assessment) It is essential to review the controls that have put in place and make sure they are working. They should also be reviewed if:</b> <ul style="list-style-type: none"> <li>• they may no longer be effective</li> <li>• there are changes in the workplace that could lead to new risks such as changes to: <ul style="list-style-type: none"> <li>o staff</li> <li>o a process</li> <li>o the substances or equipment used</li> </ul> </li> </ul> <b>Also consider a review if staff and/or students have spotted any problems or there have been any accidents or near misses.</b>																				

Box B

Trouble shooting:

- 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](#)