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: R	Faculty of Health, Social Care and Education	TITLE:	Return to Work Risk Assessment	Noted by local H&S Committee:	ASSESSMENT DATE:	10/7/2020
				BY CA 13/7/2020	COMPLETED BY:	Dept. of Paramedic Sciences
VERSION:	3	LOCATION:	Paramedic Simulation Centre Robert Lowe Sports Centre - when used for teaching	Reviewed by Safety Managers Committee:		Revised version sent to SMC Chair 13/7/2020
				Date Here	REVIEW DATE:	Da

Name – Individuals working in areas covered	Signature – by signing you acknowledge the risk assessment has been read in full
All academic and technical staff in the Department of Paramedic Science	
All students both undergraduate and post registration within the Department of Paramedic Science	
All actors, role players and temporary staff attending both venues	

Risk Description: based on [Working safely during COVID-19 in labs and research facilities](#)					Responsible Line Manager:				

Activity Applicable Area / Room Number	Risk Identification: - as a Line manager/PI what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
Simulation Centre Comprises of Skills Room, Simulation Room, Kitchen, Immersion Room, JB 19, JB 20, JB 23, toilets and two offices, as well as storage rooms. All areas of the Robert Lowe sports centre being utilized for practical teaching.	**1.1 Managing Risk:** i. No handwashing station?	4	4	16	i. Locate the nearest station and encourage staff and students to increase the frequency of handwashing and surface cleaning. ii. Request all wash hands on arrival. iii. Staff and students will be using PPE, and all rooms will be supplied with alcohol hand wash as well as clinical examination gloves (non sterile).	3	4	12	The simulation area only has wash basins in the Skills room, the kitchen and the toilets. Students will be able to use any of these, but it may mean leaving a room to do so, causing contact with other individuals. The Rob Lowe centre has a toilet in the corridor that would need to be used for hand washing. Although students can be asked to leave the room and wash hands in nearby toilets this will still mean entering and exiting room and crossing paths of other students. There is only a sink in the skills room.
	iii. Activity takes a long time. Describe or list activities in Further	5	4	20	iv. Encourage individuals to keep activity time involved as short as possible Social distancing guidance.	4	4	16	Students will be undertaking various activities, including skills on manikins such as cannulation and intubation. Simulation generally runs in

	Comments section				v. Students will follow the same lecturer around the simulation centre where possible, and will be wearing PPE. For ALS scenarios students may need to wear FFP3 masks to simulate practice.					two 4 ½ hour slots during the day, with a different group in each slot. Students and staff will need to take a break during the simulation period, and this will also need to factor in that students may need to leave the room to use the toilet.
	iv. Can social Distancing measures be implemented?	4	4	16	vi. Individuals are to use back-to-back or side-to-side working (rather than face-to-face) whenever possible Social distancing guidance. **Extra Information: Click Here.** vii. Whether using the sports centre or the sim centre, the space will be used appropriately.	1	4	4	
	v. Are more than a small group of persons required for the workload?	1	4	4	viii. Providing screens or barriers to separate people from each other. Social distancing guidance **Extra Information: Click Here.**	1	4	4	This is not an issue, regardless of whether in sim centre or sports hall. Paramedic students normally undertake

Activity Applicable Area / Room Number	Risk Identification: - as a Line manager/PI what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	vi. Are any persons in your team especially vulnerable to Covid -19 infection?	3	5	15	ix. **Should not currently return to site** - see University Covid19 guidance, Key Principles document, HR Guidance, updated Government advice **Extra Information: Click Here.**	1	5	5	simulation in small groups of 6 to 1 tutor. It may well be that the way that there need to be even less in a group, but this will be organised and managed appropriately Any staff or students will be asked to complete a personal risk assessment if vulnerable
	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	
	ii. The activities cannot be performed remotely	5	4	20	ii. Ensure activity complies with the guidance in the following documents: • Covid19 guidance • Key Principles document • Social distancing guidance	2	4	8	On site delivery will cover skills and simulation, as well as undertaking an outstanding second attempt second year OSPE. The only risk is a further

		L	S	RISK SCORE		L	S	RISK SCORE	
	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?	1	4	4	iii. Activity should be discussed with HR Follow HR guidance given. **Extra Information: Click Here.**	1	4	4	wave of Covid that further prevents access to site. Any students unable to attend site will have individual action plans.
	iv. No provision of equipment for people to work from home safely and effectively, for example, remote access to work systems.	2	4	8	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	There must still be consideration for issues with wi-fi and lack of tech support. In addition the risk of MSK injury should be considered.
Activity Applicable Area / Room Number	**Risk Identification:** *- as a Line manager/PI 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	3	5	15	• **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,	1	5	5	

Activity Applicable Area / Room Number	Risk Identification: as a Line manager/PI what do I need to consider when returning to site?	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	of severe illness (for example, people with some pre-existing conditions				**Extra Information: Click Here.** i. As stated previously, these individuals will continue to work from home to minimise risk				
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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:	3	5	15	i. **Follow Institutional Policy.** Consult university Line managers/PI to ensure that their teams are aware of these policies and guidelines. **Extra Information.: Click Here**	1	5	5	These staff and students will not work on site.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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	4	Please consult with line manager/module leader/simulation lead if required.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	3.0 Social distancing at work: i. It is not possible to keep a distance of 2m in the area?	3	4	12	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	2	4	8	All skills will be undertaken in relevant PPE, as per SGUL guidance.

03 - Paramedic science simulation Centre and Sports Hall local area risk assessment for staff and students (003)

		L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	
					• 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.**				There are screens available within the sim centre, and these can be used as required. Additional screens may be required for use in the sports centre.
	ii. Use of equipment requires face to face?	4	4	16	ii. Use appropriate PPE. **Extra Information: Click Here.**	2	4	8	
	iii. Screens are required?	3	4	9	iii. If required additional screens and barriers can be requested via Estates & Facilities (see above).	2	4	8	

Activity Applicable Area / Room Number	Risk: *as a Line manager/PI 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?	5	5	25	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	5	5	25	Unable to say how students/actors/temporary staff will travel.

03 - Paramedic science simulation Centre and Sports Hall local area risk assessment for staff and students (003)

					Extra Information: Click Here.				
									.
ii. Individuals will use the hospital entrance?	5	4	20		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.**	2	4	8	Wear face coverings in University /Trust shared areas
iii. No handwashing or sanitizers at local entry and exit points	5	4	20		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.**	2	4	8	
iv. Touch/ keypad access is required for some areas	5	2	10		iv. Cleanse/wash hands before and after using key pads where necessary.	2	2	4	
v. Individuals are required to change into 'work' clothes on site?	2	2	4		v. Lockers can be provided to individuals where this is necessary. **Extra Information: Click Here.**	2	2	4	Staff and students do have a uniform polo to wear.
vi. Items taken off site e.g. Lab coats/goggles					vi. Prohibit this activity				

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
		N/A			**Extra Information: Click Here**				N/A (except for laptops)
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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: i. Individuals have a requirement to move between other floors, Wings or the NHS Trust in order to perform activities	3	4	12	i. Reduce movement by discouraging non-essential trips within buildings and sites, for example, restricting access to some areas. One-way traffic system **Extra Information: Click Here.**	2	4	8	Some staff may need to move between sim centre and sports hall to assist in a different location or to move equipment. This will be minimised by forward planning as much as is possible. One way system will be in place into both sim centre and sports centre squash courts.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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?	3	4	12	i. Using remote working tools to avoid in-person meetings. MS Teams meetings software available for remote meetings. **Extra Information: Click Here.**	2	4	8	Any essential meetings need to take place with appropriate social distancing and PPE.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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	4	4	16	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	1	4	4	The only areas that will be used will be those allocated for purely paramedic training purposes. The kitchen in the sim centre will be only for the use of those attending the sim

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI 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.				centre on that day. A rest area for the staff will be set up in one of the offices in the basement space, but this will have very limited access.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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: 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?	3	4	12	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.**	1	4	4	There is clear labelling in the sim centre with regard to actions to take if there are accidents. These will be copied and placed upon the relevant spaces within the sports centre to ensure duplication and understanding.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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.	4	4	16	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.**	4	4	16	Need for temporary staff to assist in covering simulation skills, and for actors to be involved in simulation delivery where possible. All will be equipped with the same PPE as the lecture team working within the sim and sports centres, and will also need to undertake the same self assessment of

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
									risk. The majority of bureau staff are front line workers who will understand the risk, and will also be aware of the risk that they could potentially pose to other staff and students. Risk will be minimised by use of face shields, face masks etc. as needed.
	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	3	4	12	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. **Extra Information: Click Here.**	1	4	4	Only staff and students who are aware of all procedures and have considered appropriate risk assessment will be allowed to access simulation areas. This will be appropriately managed by staff on site.
Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI 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	5	2	10	i. Line Managers/PIs (or a delegated responsible person) required to complete a laboratory/area inspection before commencing work If actions required, contact Research Operations or Estates & Facilities to discuss prior to reopening labs. ii. The paramedic simulation technician will be managing this process and as soon as allowed to return to site to undertake appropriate checks.	1	2	2	

				Extra Information: Click Here.				
Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI 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 lab? Please explain why in the further comments section e.g. area is identified as high traffic	1	4	4	i. Staff team members should carry this out. Should be in Risk assessment/COSHH form and stated in Local rules/SOPs.	1	4	4	There will only be small numbers of students using areas and equipment at any time, and both staff and students will need to accept responsibility and accountability for cleaning any surfaces they have been in contact with, or equipment that they have used. Clear guidance will be disseminated to all staff and students.
	ii. The required cleaning process for expensive equipment that cannot be washed down has not been determined and cannot be performed by PI? Please describe why in further comments section iii.	N / A			ii. Cleaning guidance for laboratories Covid-19 available on H&S website (Guidance can be used for other areas) **Extra Information: Click Here**				
	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?	4	4	16	iii. Determine in advance the required cleaning process for expensive equipment that cannot be washed down, designing protection around machines and equipment. Please consult with manufacturers and /or Research Operations technical support staff. See guidance. iv. Communications will be written to the team regarding clearing workspaces and removing waste at the end of each session. For skills and simulation this will require removal of clinical waste with regard to PPE.	2	4	8	N/A The sim centre is cleaned regularly by those responsible for the cleaning contract, including removal of waste bags. The level of PPE that will be disposed of in these areas will increase, and so extra access to

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	i.v There is no local process for the identification and reporting of equipment or areas used by an infected person or suspected case?	N/A			v. 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 specific guidance.				large wheelie bins will be required. Clear guidance will be disseminated.

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI 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				i. Use nearest communal facilities **Extra Information: Click Here.** ii. Line Managers/PI's or Team members should contact the Estates helpdesk (estates@sgul.ac.uk) to advise that replenishment 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.				REPETITION OF SECTION 1.1

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI 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:	5	4	20	i. Where shower and changing facilities are required, Line managers/PI's should ensure individuals are aware of the	4	4	16	If the expectation is for staff/students to find

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Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI 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 staff requirement to make use of these facilities?				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.				alternative transport which would include cycling/running, a higher demand in these areas will be sought.
.	**5.5 Handling goods, merchandise and other materials, and on-site vehicles:** i. Equipment is shared usage? ii. There is a requirement to receive non-consumable deliveries on site? E.g. samples or equipment from collaborating external partners iii. No cleaning procedure for material and equipment entering the site?	2 N/A N/A	4	8	i. Determine and employ cleaning procedures for the parts of shared equipment touched after each use. Some equipment is shared between students, i.e. laryngoscope handles. Each piece of equipment will be wiped down after individual use. ii. Discuss with SHE office and Research Operations how best to minimise deliveries and maintain safe procedures iii. Determine appropriate cleaning procedures for material and equipment entering the site. **Extra Information: Click Here.**	2	4	8	Guidance will be disseminated
Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI what do I need to consider when returning to site?*	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)	3	4	12	i. Line manager/PI contact SHE Office for advice and access to supplies if decided required. **Extra Information: Click Here**	2	4	8	Students may need to undertake resuscitation practice in the same PPE that they would be required to utilise whilst on an ambulance.
	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				ii. Line manager/PI to provide extra PPE – Discuss with SHE Office/ Research Operations Technical Staff **Extra Information: Click Here.**				SGUL PPE policy will be followed.

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI what do I need to consider when returning to site??*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	7.1 Shift patterns and working groups: i. Items are passed directly from one person to another during workload? Please describe in the further comments section	4	4	16	i. Draft Local rules and risk assessment to manage the transfer of items between individuals. ii. Full PPE will be worn including non-sterile gloves. **Extra Information: Click Here.**	2	4	8	One student may ask another to pass a relevant piece of equipment, as occurs when on operational duty. Staff and students will be encouraged to prepare and select equipment

03 - Paramedic science simulation Centre and Sports Hall local area risk assessment for staff and students (003)

Activity Applicable Area / Room Number	Risk Identification: *as a Line manager/PI what do I need to consider when returning to site?*	L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
									that they intend to use without the need to do this. Intubation is a 2 person skill, but this sits within the resus guidance requiring full PPE, so risk will be limited.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI 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. External travel is required as part of workload? Please describe in further comments section	N / A			i. Approval from Senior Management **Extra Information: Click Here.**				This will be kept as an n/a during the covid period.
Activity Applicable Area / Room Number	**Risk Identification:** *as a Line manager/PI what do I need to consider when returning to site?*	**L**	**S**	**RISK SCORE**	**CONTROL MEASURES**	**L**	**S**	**RISK SCORE**	**Further Comments**
	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	4 3	4 4	16 12	i. Line managers/PIs must share the approved Local risk assessment and training materials with staff prior to returning to site. **This document must be signed by all staff working in the area** ii. Staff must access the university Covid 19 webpages for up to date information. **Extra Information: Click Here.**	2 2	4 4	8 8	.

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/area and, if a shared facility, may need discussion with other researchers/individuals.

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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/PI 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.
- 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 PI/individuals that share your laboratories/offices /work areas before commencing any work.

Once you have completed these tasks consider designating your area Covid secure.

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

Trouble shooting:
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