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:	FHSCE / Rehabilitation Sciences	TITLE:	Return to Work Risk Assessment	Noted by local H&S Committee:	ASSESSMENT DATE:	23/6/20 Revised 10/7/2020
				By CA 13/7/2020	COMPLETED BY:	Dept. of Rehabilitation Sciences
VERSION:	2	LOCATION:	Teaching spaces H5.15-H5.18	Reviewed by Safety Managers Committee:		
				Sent to SMC 13/7/2020	REVIEW DATE:	*TBC*

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 Department of Rehabilitation Sciences	
All Pre-reg BSc Physiotherapy Programme students	
All Pre-reg MSc Physiotherapy Programme students	
All pre-reg BSc Occupational therapy students	
Actors / Role players	
Guest Lecturers	

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

Activity Applicable Area /	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
Physiotherapy teaching rooms H5.15-H5.18	**1.1 Managing Risk:** i. No handwashing station?	2	2	4	i. Locate the nearest station and encourage staff to increase the frequency of handwashing and surface cleaning.	1	2	2	All rooms can be separated and all have handwashing (except H5.18 – so will be linked with H5.17)
	ii. Activity takes a long time. Describe or list activities in Further Comments section	3	3	6	ii. Encourage individuals to keep laboratory activity time involved as short as possible [Social distancing guidance](#).	3	2	6	This will be teaching activity so may be up to 3 hours to utilise PPE efficiently with less waste.
	iii. Can social Distancing measures be implemented?	2	2	4	iii. 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.**	3	2	6	Students can stay in a small group/pod (approx. 5) and not rotate amongst other members during teaching session with 3 + metres between each plinth/bed. Excessive furniture will be removed from labs to enable maximum space and air flow.
	iv. Are more than a small group of persons required for the workload?	3	2	6	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). [Social distancing guidance](#) **Extra Information: Click Here.**	2	2	4	Staff will need a model (from the student population) to demonstrate a physical procedure. To limit this the staff member will use the same volunteer
	v. Are any persons in your team especially vulnerable to Covid -19 infection?	3	2	6	v. **Should not currently return to site** - see University [Covid19 guidance](#), [Key Principles document](#), [HR Guidance](#), updated Government advice **Extra Information: Click Here.**	1	3	3	for a session and effectively remain in that pod. Therefore any feedback will be have to be verbal and not physical.

									H5.15 – 20 max H5.16 – 20 max H5.17-H5.18 – 30 max There are quite possibly vulnerable students and will be risk assessed prior to attendance.

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
	2.0 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	1	1	**i. This work / activity must not go ahead without SHE office involvement.** **Extra Information: Click Here.**	2	3	6	Appropriate risk assessment of staff will be undertaken as per policy and only staff who are low risk will be on site. Workload may need to be managed.
	ii. The activities cannot be performed remotely	3	3	9	ii. Ensure activity complies with the guidance in the following documents: • Covid19 guidance • Key Principles document • Social distancing guidance	2	3	6	
	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?	N/A	N/A		iii. Activity should be discussed with HR Follow HR guidance given. **Extra Information: Click Here.**				Technical officers will be on site to manage and help to ensure arrangements for social distancing and PPE are complied with Students will be also risk assessed and any student in vulnerable not recommend to participate
	iv. No provision of equipment for people to work from home	N/A	N/A		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***				

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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
	safely and effectively, for example, remote access to work systems.								
	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	3	3	9	• **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.**				See above
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	3	9	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**	3	3	9	See above
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?	3	3	9	i. Consult with HR team. **Extra Information: Click Here**	3	3	9	See above

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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
	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?	5 5 3	3 3 3	15 15 9	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).	3	2	6	See above to manage the risk of students There will be hands on physical assessment in the teaching rooms. See details above to managed this including PPE Screens might be used between groups but at present opaque so may limit ability of teaching staff to demonstrate and have oversight - ? Perspex option if available. Also a potential challenge about students viewing demonstration at front of class. Will need to add PC + camera to project on a screen in each room so students can see demo or see later once uploaded to CANVAS to avoid students moving about the room and

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
									breaching physical distancing measures
.	**3.1 Coming to work and leaving work:** i. Return to work will mean individuals need to use Public Transport?	5	3	15	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.**	5	3	15	Managed at an institutional level so will follow institutional risk assessment
	ii. Individuals will use the hospital entrance?	3	2	6	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.**	3	2	5	Wear face coverings in University /Trust shared areas
	iii. No handwashing or sanitizers at local entry and exit points	1	1	1	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	1	1	
	iv. Touch/ keypad access is required for some areas	5	2	10	iv. Cleanse/wash hands before and after using key pads where necessary.	4	2	8	
	v. Individuals are required to change into 'work' clothes on site?	1	1	1	v. Lockers can be provided to individuals where this is necessary. **Extra Information: Click Here.**	1	1	1	
	vi. Items taken off site e.g. Lab coats/goggles	1	1	1	vi. Prohibit this activity **Extra Information: Click Here**	1	1	1	

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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
	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	5	4	20	vii. 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.**	3	3	9	Session planning will consider the following: - 3 hours each (normally 1 or 1.5 hours) so minimise movement - stagger start times in conjunction with other teams -
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?	2	2	4	i. Using remote working tools to avoid in-person meetings. MS Teams meetings software available for remote meetings. **Extra Information: Click Here.**	3	2	6	Meetings will be avoided and arranged as per control measures. Only meetings if a emotional student or risk immediate.
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	1	1	1	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				Common areas considered under institutional risk assessment

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| | | | | | 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)

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
	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?	2	2	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.**	2	2	4	Need to clarify location of procedures where located and how communicated
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.	3	2	2	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.**	3	2	6	Maybe possible to have service users or actors in classes. However this will be minimised and alternatives will be explored to minimise risk

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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
	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	2	6	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.**	3	2	6	See above. Will follow control measures if needed
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	4	4	16	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. Line managers/PI's/support technicians should restart and test specialist equipment which may have unused for a longer than usual period of time **Extra Information: Click Here.**	3	2	6	Technical officers will assess risk on return. If action required will notify if any major wok 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
	5.2 Keeping the workplace clean: i. There is extra requirement for the cleaning regime in	4	4	16		3	2	6	

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		L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	your lab? Please explain why in the further comments section e.g. area is identified as high traffic				i. Staff team members should carry this out. Should be in Risk assessment/COSHH form and 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**				Technical officers will return to site from 13/7/20 and this will be a significant part of the process of establishing procedures and arrangements with the institution.
	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	2	2	4	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	3	2	6	Procedures for cleaning equipment after each teaching session will need to be developed and timed to ensure adequate time between sessions is allocated including what academic staff and students should do to support.
	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?	3	3	9	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.	2	2	4	Need to establish an isolation room – will SGUL suggest this?
	iv. There is no local process for the identification and reporting of equipment or areas used by an infected person or suspected case?	2	2	6	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.	3	3	9	
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	4	4	16	i. Use nearest communal facilities **Extra Information: Click Here.**	3	1	3	There are some individuals who may not be able to perform handwashing or have allergy to latex.

| | ii. Handtowels or hand drier unavailable | 3 | 4 | 12 | 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. | 4

3 | 2

1 | 8

3 | Handtowels are available but will need to procure more

Working toilets near by. Will need to follow institutional risk assessment related to this. |
| | iii. No local access to working toilets | 2 | 2 | 4 | | | | | |

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: i. There is staff requirement to make use of these facilities?	4	4	16	i. Where shower and changing facilities are required, Line managers/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.	3	3	9	Students are required to dress in clothing to facilitate access to relevant anatomy to be a model for physical skills. If with PPE may be more challenging with adequate clothing and ensuring appropriate ventilation and access (eg apron over chest when trying to assess resp sounds) Encourage changing in advance of session so may need to allow extra time for students to enter and change, then don PPE prior to session start.
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**

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	5.5 Handling goods, merchandise and other materials, and on-site vehicles:				CONTROL MEASURES				
.	i. Equipment is shared usage?	5	4	20	i. Determine and employ cleaning procedures for the parts of shared equipment touched after each use.	5	4	20	Teaching sessions much equipment is shared. To minimise this pods will be created of 5 students and equipment per group will be shared and then cleaned after each session.
	ii. There is a requirement to receive non-consumable deliveries on site? E.g. samples or equipment from collaborating external partners	1	2	3	ii. Discuss with SHE office and Research Operations how best to minimise deliveries and maintain safe procedures	3	2	6	Consumables will follow normal clinical waste removal.

Will need to procure more clinical waste bins |
| | iii. No cleaning procedure for material and equipment entering the site? | 3 | 3 | 9 | iii. Determine appropriate cleaning procedures for material and equipment entering the site.

Extra Information: Click Here. | 4 | 2 | 8 | |

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)	5	3	15	i. Line manager/PI contact SHE Office for advice and access to supplies if decided required.

Extra Information: Click Here | 5 | 3 | 15 | All teaching sessions will physical touching between students for physical assessment /rehabilitation techniques – that may be hands only or require use of equipment |
| | ii. Requirement for PPE beyond what you would usually wear (please describe the activity in further | 5 | 3 | 15 | ii. Line manager/PI to provide extra PPE – Discuss with SHE Office/ Research Operations Technical Staff

Extra Information: Click Here. | 5 | 3 | 15 | |

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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
	comments section) e.g. very close proximity required during experimental procedure								

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. **Extra Information: Click Here.**	4	4	16	Equipment will be used between a pod of students (5) for physical assessment procedures only. The other measures above will help avoid transfer between others.

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	1	1	1	i. Approval from Senior Management **Extra Information: Click Here.**	1	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
	7.3.1 Communications and training:					4	2	8	

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		L	S	RISK SCORE	CONTROL MEASURES	L	S	RISK SCORE	Further Comments
	i. Risk assessment not communicated to individuals	1	2	2	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**				Links in this document do not work so make access from the document a risk to the relevant webpages
	ii. Staff are unaware of up-to-date communications concerning ways of working	2	2	4	ii. Staff must access the university Covid 19 webpages for up to date information. **Extra Information: Click Here.**	3	3	9	

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.

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