

### Risk Assessment Form

Title of Risk Assessment  Date of assessment

Department  Date review due

Description of Task/Process

Assessment carried out by  Number of Staff involved

**Additional information**

This RA covers face to face activity in the Finance Office.  
Whilst each space will vary in size/shape, all will fall within the scope of this risk assessment.

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<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	<u>Existing Control Measures</u> (delete or add to as appropriate)	<u>Current Risk Level</u> (V,L,M,H,VH)	Where current risk is <b>M, H</b> or <b>VH</b> , what additional <u>Control Measures</u> are required?	<u>Action required by whom &amp; by when?</u>	<u>Final Risk Level</u>
<p><b>Transmission of Covid-19.</b></p> <p>An infected person could attend the Finance Office who could transmit the virus to others (or vice versa)</p>	<p>Student</p> <p>Staff</p> <p>Cleaning staff</p>	<ul style="list-style-type: none"> <li>• (Eliminate) Anyone feeling unwell not to come into the University (staff or student).</li> <li>• (Eliminate) Staff who can work from home, to work from home.</li> <li>• (Eliminate) Determine alternative methods to remove the need for face to face contact completely, e.g. use of Teams for discussion and sharing of screens/documents; use of drop off box; use of electronic transfer of information (rather than paper based); use of appointment booking systems.</li> <li>• (Eliminate) Use of Teams/Sharing screens for training purposes for both team members and other staff/students.</li> <li>• (Eliminate) No sharing of equipment permitted.</li> <li>• (Eliminate) Change of access code on door to ensure only staff who require access can enter the space.</li> <li>• (Reduce) Department will have responsibility for reducing the occasions when students/staff will have to attend the offices based on the above.</li> <li>• (Reduce) Ventilation will be via open windows.</li> </ul>	<p>M</p>	<p>Face to face conversations to be maintained to a minimum so far as is reasonably practicable using alternatives e.g. Teams, telephone.</p> <p>Perspex screens to be in place to separate the student/staff/visitor from the member of staff.</p> <p>Clear signage to be in place</p> <p>All staff to wash hands/ use sanitizer before entry. Arrangements to be in place for the replenishment of <a href="#">Covid-19 stock items</a>, e.g. wipes, sanitiser spray, with Stores.</p> <p>Spray to be used to wipe down surface as</p>	<p>Department before work resumes.</p> <p>Department before work resumes.</p> <p>Department before work resumes.</p> <p>All</p>	<p>L</p>

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		<ul style="list-style-type: none"> <li>• (Isolate) The use of Perspex screens (or other clear physical barrier) to be used where face to face discussion is required.</li> <li>• (Control) Where applicable staff/student to attend on an appointment only basis and should be encouraged to wait outside of the office until their appointment time.</li> <li>• (Control) 2m signage and markers will be placed in space to indicate where persons should stand or sit to maintain a 2m distance.</li> <li>• (Control) All users of the space must wash their hands prior to entry, or use hand sanitiser before coming in.</li> <li>• (Control) Signage to be in place asking persons to disinfect their hands using sanitiser before entering the space.</li> <li>• (Control) Persons to have used the available hand sanitiser before exchanging documents or other items.</li> <li>• (Control) If a person requires assistance to access the space, they should discuss this with a member of staff in the office so that they can be safely advised or directed.</li> </ul>		<p>start/end of a shift and as required in between. Available from Stores.</p> <p>Arrangements must be in place for bins to be available and emptied regularly as they will be used for the disposal of wipes/cloths used for disinfecting surfaces.</p> <p>Reusable face coverings available.</p>	<p>Department before work resumes.</p> <p>Department before work resumes.</p> <p>Department before work resumes.</p>	

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		<ul style="list-style-type: none"> <li>• (Control) The time with individual students or other staff, should be limited to as short a duration as possible.</li> <li>• (Control) Touchpoints regularly cleaned by Estates Cleaning team.</li> <li>• (Control) Staff will wear a face covering when in the office with others (unless they carry an exemption).</li> <li>• (Control) Staff/students entering the space will wear a face covering (unless they carry an exemption).</li> <li>• (Control) Staff to follow the guidance on the <a href="#">Stay Safe at Warwick webpages</a> if anyone reports they or members of their household have Covid-19 symptoms.</li> <li>• (Control) Information on how to reduce transmission of the virus provided to staff and students, with reminder signage and information being on display around the University.</li> </ul>				
<b>Inadequate Distancing / Uncontrolled contact</b>	Student Staff	<ul style="list-style-type: none"> <li>• (Reduce) Chairs/desks laid out in the space to separate staff by 2m.</li> <li>• (Reduce) Number of staff within the space to be reduced, using different</li> </ul>	<b>M</b>	Desk layout gives >2m distance between all desks. Consider positioning of corner desks facing into walkways.	Department to agree with staff prior to return to work.	<b>L</b>

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Staff / Students unable or not following the 2m distance separation		shift patterns/staff rotas to achieve 2m distancing. <ul style="list-style-type: none"> <li>• (Isolate) The use of Perspex screens (or other clear physical barrier) to be used where face to face discussion is required.</li> <li>• (Control) Students/ staff arriving to the space prior to their appointment or before the office is open) to be told to return at the allocated time.</li> <li>• (Control) Where it is necessary for the Staff to speak independently to a student/member of staff/visitor, a distance of at least 2m should be maintained. Where this is unachievable in a space due to space limitations, or staff/student confidentiality, then the meeting should be moved to another location where this can be achieved, or additional Perspex screens should be positioned between the two people.</li> </ul>		Rota system in place for staff.  Perspex screens in place.		
<b>Inadequate Ventilation</b> , space too hot, too cold, or able to assist the	All users of the space	<ul style="list-style-type: none"> <li>• (Reduce) Where possible windows should be opened to provide natural ventilation.</li> <li>• Follow Estates advice on the use of any locally controlled ventilation systems.</li> </ul>	<b>L</b>	Windows to be opened. Heaters available for colder weather.  Follow any recommendations made	All	<b>L</b>

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transmission of Covid-19 if present.				by Estates where advice has been provided.		
<b>Poor behaviour</b> Staff / Students not abiding by rules laid down by the University in relation to Covid-19.	Staff Students	<ul style="list-style-type: none"> <li>(Control) Staff to challenge poor behaviour of staff/students coming to the office and escalate as necessary.</li> <li>(Control) Senior management to challenge poor behaviour of staff.</li> </ul>	L	Clear guidance for staff and for students/staff/visitors. Disciplinary channels available if required.	Department	L

**Work should not be carried out until the assessment is completed and all required control measures are in place.**

<b>Overall Final Risk Rating</b> (Highest level in final column above)	L
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<b>Additional Comments from Risk Assessor</b> (e.g. funding or practical implications)	<p>There are resourcing implications to provide the following:</p> <ul style="list-style-type: none"> <li>- reusable face coverings for staff.</li> <li>- disinfectant wipes and sanitiser spray and blue towel to wipe down surfaces.</li> <li>- Bins provided for disposal of wipes and towel.</li> <li>- Provision of Perspex screens</li> </ul> <p>Additional cleaning by Estates Cleaning may be required in highly used spaces and to empty waste receptacles where disposable items may be thrown away.</p>
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Approved By	David Leadley
Date	23/09/2020



Position	Head of Department
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Please print a copy, sign it, share it with teaching staff and keep for your records

	Severity				
Likelihood	Superficial	Minor	Serious	Major	Extreme
Unlikely	Very low	Very low	Low	Low	Moderate
Possible	Very low	Low	Low	Moderate	High
Likely	Low	Low	Moderate	High	Very high
Very likely	Low	Moderate	High	Very high	Very high
Extremely likely	Moderate	High	Very high	Very high	Very high

Risk Level	
Very low	Acceptable risk - no action required
Low	Tolerable risk - further control measures not required, but status must be monitored
Moderate	Further control measures required to reduce risk as far as is reasonably practical
High	Urgent action required to allow activity to continue
Very high	Risk intolerable - activity must cease until the risk has been reduced

See ['Matrix for risk evaluation'](#) for further guidance.