

COVID-19 BUILDING USE RISK ASSESSMENT

DEPARTMENT OF PHYSICS- Physical Sciences

ASPECT	AREA	RISK	Risk Score	MEASURES OF MITIGATION	Residual Risk Score
Pre Start	Training	New procedures not understood/adhered to	3 - Medium	Covered by Office RA and Communal Areas RA	1 - Low
	Building Compliance	Water has been in system undisturbed	4	ESTATES implement regular flushing and maintain records for the building. Test for Legionnaires if needed and implement chlorination procedure.	1 - Low
		Equipment no longer compliant	3 - Medium	Only affects the lift	1 - Low
	Equipment	Is there sufficient PPE provision to provide protection?	N/a		1 - Low
		Equipment unused for lock-down duration	N/a		1 - Low
		Social distancing not adhered to	3 - Medium	Face coverings to be worn. Install screens, floor markings and signage.	2
		Janitorial supplies not adequate	2	Ensure Sanitiser/Soap/antibac sprays and other cleaning products are available from Cleaning Services or Stores.	1 - Low
		Covid-19 virus may be on surfaces in premises	2	All frequently touched points cleaned by Estates cleaning team. Contact cleaning services team to arrange deep clean/ vacate area for 72 hours where cleaning is not practicable.	1 - Low
Welfare Facilities	Kitchen	Cross contamination person to person use of shared kitchen equipment, including taps.	3 - Medium	Communal Spaces Risk Assessment outlines requirements and rules for communal spaces.	1 - Low
	Eating Areas	Cross contamination person to person congregation in social space	3 - Medium	Communal Spaces RA states requirements for safe use of these areas	1 - Low
	Toilets	Cross contamination person to person congregation in toilet area	3 - Medium	2 people maximum in each toilet facility at a time.	1 - Low
		Cross contamination person to person touching surfaces	3 - Medium	Prominent signs displayed on the importance of frequent hand washing. Follow current Government guidelines	1 - Low
		Cross contamination person to person touching surfaces	3 - Medium	Toilet doors to be latched open where possible to help minimise contact surfaces.	1 - Low
		Cross contamination person to person congregation in toilet area	3 - Medium	Waiting area outside of toilet to be designated by floor marking.	1 - Low
	Showers	Cross contamination person to person	N/a	There are no showers in the Physical Sciences building	1 - Low
Workspaces	Laboratories & Workshops		N/a	Workspaces (SC Machine room and Virtual Reality Room) must be covered by a separate risk assessment (either research or non-research)	1 - Low
Moving around the building	Entrances / Exits	Cross contamination person to person by door handles / push pads	3 - Medium	Sanitise hands after touching surfaces, cleaning staff to wipe down frequent touch points.	1 - Low
		Cross contamination person to person by door handles / push pads	3 - Medium	Provide hand sanitiser at entry and exit points.	1 - Low
	Stairwells & Stairs		3 - Medium	Stairwells and landings to be used as layby zones to allow passing. Social distancing to be observed. Wall & Floor Signs.	1 - Low
	Corridors / Passageways		3 - Medium	Keep your distance 2 m signage to encourage social distance when moving around workspace. Do not dwell in corridors for meetings. Regulate high traffic areas to maintain social distancing. Effectiveness monitored as population on site	1 - Low
			3 - Medium	Use floor tape or mark areas to maintain 2 m distance.	1 - Low
	Lifts		4	Reduce maximum occupancy for lift to 1. Encourage use of stairs. Make disabled workers a priority for lift use.	1 - Low
Transport/Exterior Facilities	Car park	Cross contamination person to person	3 - Medium	Staff to remain in car until 1 m distance can be achieved before exiting and walking to premises.	1 - Low
	Bike shed	Cross contamination person to person	3 - Medium	Only 1 person in bike shed at a time, 1 m between queuing cyclists to use facility. Own chains/locks to be used, hands to be washed upon entering the building.	1 - Low
	Driving	Cross contamination person to person	n/a	Pool cars not used	1 - Low
	Public transport	Cross contamination person to person	3 - Medium	Staff briefing on importance of hand sanitiser, frequent hand washing, social distancing, face coverings. Follow current Government guidelines.	1 - Low
Cleaning		Cross contamination person to person	3 - Medium	ESTATES implemented frequent cleaning and disinfecting of Welfare facilities & Touch Points	1 - Low
Visitors / Maintenance	Contract & Estates Maintenance personnel on site	Cross contamination person to person	3 - Medium	Request RA/MS before any work starts and check for specific Covid-19 considerations, including PPE.	1 - Low
		Cross contamination person to person	3 - Medium	Consider barriers around maintenance staff in high traffic areas.	1 - Low
			3 - Medium	Visitor passes - consider method of sanitising passes and lanyards.	1 - Low
			3 - Medium	Maintain a record of all visitors where practical. Sign in/out book.	1 - Low
			3 - Medium	Ensure visitors adhere to social distancing and hygiene rules. Consider signage & visual aids. Ensure site induction is completed.	1 - Low
High risk groups	Personal Protection Plans	Cross contamination person to person	4	See Office RA. Covid age calculator https://warwick.ac.uk/coronavirus/intranet/actions/covidage	1 - Low
Emergency	Emergency	Cross contamination person to person	3 - Medium	Do emergency plans require staff to come into close contact? PPE by spill kits/ re-think muster areas. Disabled staff on ground floors only if use of evac chair was a factor in evacuation plans.	1 - Low
		Cross contamination person to person delivering first aid.	3 - Medium	First aid staff notified of updated advice across campus. Security personnel are all qualified first aiders - Call 22222	1 - Low
Confirmation of positive case	Staff support	Infected person arrives on site	5 - High	Covered by general university guidance, government guidance. If a person feels unwell they must not come to work but should arrange to get a COVID-19 test	2
	Cleaning	Cross contamination surfaces/person to person	5 - High	Deep clean - refer to Cleaning services/ vacate area for 72 hours	2

Level of risk	
1 - Low	Be vigilant
2	
3 - Medium	Further mitigation to be considered
4	
5 - High	Urgent action required to allow the business to operate safely

				Reference to 7.1.1.1.1.1.	
	Incident recording	Record keeping/Reporting/Lessons learned	4	Implement incident procedure. Consider RIDDOR advice on HSE website. Act upon lessons learned.	1 - Low