

COVID-19 BUILDING USE RISK ASSESSMENT

DEPARTMENT OF PHYSICS

ASPECT	AREA	RISK	Risk Score	MEASURES OF MITIGATION	Residual Risk Score
Pre Start	Training	New procedures not understood/adhered to	3 - Medium	Individuals must refer to local group RA SOP COVID19 document. All staff must refer to Office RA and Communal Spaces RA (linked on Physics web pages)	1 - Low
		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
	Building Compliance	Equipment no longer compliant	3 - Medium	Check inspection records and quarantine any equipment if needed until testing / inspection can be completed.	1 - Low
		Is there sufficient PPE provision to provide protection?	3 - Medium	Check stock levels and adjust tasks / procedures as needed until stocks are replenished.	1 - Low
	Equipment	Equipment unused for lock-down duration	3 - Medium	Covered by Group RA SOP COVID19 documents for each group	1 - Low
		Social distancing not adhered to	3 - Medium	Install screens/floor markings. Face coverings to be worn.	2
		Social distancing not adhered to	3 - Medium	Install signage/one way systems.	1 - Low
		Janitorial supplies not adequate	2	Ensure Sanitiser/Soap/Paper towels/antibac sprays and other cleaning products are available from Cleaning services or from Stores.	1 - Low
		Covid-19 virus may be on surfaces in premises	2	Contact cleaning staff 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 crockery	3 - Medium	1 person in kitchen areas. Communal area RA states no use of shared crockery	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 corridor to be latched open 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	3 - Medium	Shower areas are not to be used and should be cordoned off.	1 - Low	
Workspaces	Laboratories & Workshops		3 - Medium	Working from home/remotely where practicable. Covered by Group RA SOP COVID19 documents for each group	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. Regulate high traffic areas to maintain social distancing. Layby system implemented at areas. 'Give way along corridor' signs. Do not dwell in corridors for meetings. Effectiveness monitored as population on site increases.	1 - Low
			3 - Medium	Use floor tape or mark areas to maintain 2 m distance.	1 - Low
	Lifts		4	Reduce maximum occupancy for goods lift to 1. Encourage use of stairs. Make disabled workers a priority for passenger lift use.	1 - Low
Deliveries / Collections	Stores	Cross contamination person to person during assisted loading / unloading	3 - Medium	See Stores RA for all requirements in this section. Use single workers where safe to unload. If two or more are needed, minimise time and use face coverings even if outside.	2
		Cross contamination person to person during assisted loading / unloading	3 - Medium	Regular cleaning of all lifting / handling equipment with sanitiser before and after use.	1 - Low
		Cross contamination person to person touching parcels / items	4	Designated drop off / collection zone. Screens in place for store personnel. 2m floor marking. Queue system in place. Maximum number of people at stores counter. Hand sanitiser point.	1 - Low
		Cross contamination person to person touching parcels / items	3 - Medium	Implement appropriate cleaning procedures for goods and items entering site based on parcel material.	1 - Low
		Cross contamination person to person touching parcels / items	3 - Medium	Minimise contact at handover to other staff. Consider use of additional PPE.	1 - Low
		Cross contamination person to person touching parcels / items	3 - Medium	Minimise handling. Wash/sanitise hands	1 - Low
		Cross contamination person to person	3 - Medium	Designated welfare facilities for drivers with enhanced cleaning schedule.	1 - Low
		Cross contamination person to person touching surfaces	3 - Medium	No personal deliveries to work. Install cleanable panels and barriers to be wiped down frequently with spray. Hand sanitiser close by.	1 - Low
Transport/Exterior Facilities	Car park	Cross contamination person to person	3 - Medium	Walk ways (one way where possible). 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, hand sanitiser available.	1 - Low
	Driving	Cross contamination person to person	3 - Medium	Use of "Walter" restricted	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

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

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	Covered by Group RA SOP COVID19 documents for each group. 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
	Incident recording	Record keeping/Reporting/Lessons learned	4	Implement incident procedure. Consider RIDDOR advice on HSE website. Act upon lessons learned.	1 - Low