

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

University of Warwick Risk Assessment Form

<p>Additional information</p>	<p>This does not cover the interactions between staff and students which take place in the Student Office, Departmental Office or Finance Office which are covered by a separate risk assessment.</p> <p>Host Staff are defined as members of the University who are involved in any small group meeting which they initiate or which take place in their personal offices.</p> <p>Students are defined as those meeting with the staff, who are on a course, and may be required to attend small group meetings.</p> <p>The underlying principle is that where possible, 2m distancing must be maintained.</p> <p>These meetings could be required for review of final year projects, discussion of collaborations or for reasons of providing personal support.</p> <p>These controls are liable to change if Government or university guidelines change.</p>		
<p>Room Capacities</p>	<p>Rooms suitable for 2 participants</p>	<p>Spaces suitable for 3 participants</p>	<p>Spaces suitable for other numbers of participants (as indicated)</p>
	<p>All academic offices in Physical Sciences building unless otherwise listed</p>	<p>All academic offices in Physics building unless otherwise listed</p> <p>All academic offices in MAS unless otherwise listed</p> <p>MAS 2.03 MAS 2.04</p>	<p>PS1.43 (4)</p> <p>S_1.141 (5)</p> <p>Centrally timetabled rooms used by Physics staff, which have a range of maximum occupancies, but all greater than 5</p>

University of Warwick Risk Assessment Form

<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> (VL,L,M,H,VH)	Where current risk is M, H or VH , what additional <u>Control Measures</u> are required?	<u>Action required by whom & by when?</u>	<u>Final Risk Level</u>
<p>Transmission of Covid-19 virus.</p> <p>Resulting from airborne infection routes (droplets or aerosols)</p>	Attendees	<ul style="list-style-type: none"> • (Eliminate) Anyone feeling unwell will not to come into the University (staff or student). • (Eliminate) Staff who can work from home should do so. • (Eliminate) Meetings should be held online, for instance on Microsoft Teams, where this is possible 	VL			
		<ul style="list-style-type: none"> • (Reduce) Ventilation will be via open windows and doors, or via forced ventilation, where Estates have confirmed that the systems should not transmit the virus, otherwise the systems will be switched off. 	M	Departments to enquire about the suitability of using any forced ventilation system prior to re-occupying the space using the Estates consultation form and sending this to furniture@warwick.ac.uk .		L
		<ul style="list-style-type: none"> • (Control) All attendees will wear a face covering (unless they have an exemption). • (Control) Host staff must wear a face visor as alternative protection if there are problem with audibility or communication. • (Control) If an attendee requires assistance to access the space, they should discuss this with the Host Staff. • (Control) Meeting durations should be kept to a minimum. 	L	Face visor must be disinfected between uses		L

University of Warwick Risk Assessment Form

<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> (VL,L,M,H,VH)	Where current risk is M, H or VH , what additional <u>Control Measures</u> are required?	Action required by whom & by when?	<u>Final Risk Level</u>
		<ul style="list-style-type: none"> • (Control) Attendees to follow the guidance on the Stay Safe at Warwick webpages in particular the Test and Trace guidance page if anyone reports they or members of their household have Covid-19 symptoms. • (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. 				
<p>Transmission of Covid-19 virus</p> <p>Resulting from contaminated surfaces</p>	<p>Attendees</p> <p>Cleaners</p> <p>Other room users</p>	<ul style="list-style-type: none"> • (Eliminate) Anyone feeling unwell will not to come into the University (staff or student). • (Eliminate) Staff who can work from home should do so. • (Eliminate) Meetings should be held online, for instance on Microsoft Teams, where this is possible • (Control) All attendees are required to wash their hands or use hand sanitiser before entering the meeting space. • (Control) Host staff, or for meeting rooms the person booking, to be responsible for ensuring surfaces in the meeting space are disinfected after use. • (Control) Touchpoints of door handles, window ledges and window handles 	VL	<p>Suitable bins to be available for disposal of disinfectant wipes/cloths. Arrangements must be in place for bins to be emptied regularly.</p> <p>Arrangements to be in place for the replenishment of wipes,</p>	<p>Estates to confirm integration of supplies and bins into cleaning arrangements, by 28/9/20</p>	L

University of Warwick Risk Assessment Form

<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 M, H or VH , what additional <u>Control Measures</u> are required?	Action required by whom & by when?	<u>Final Risk Level</u>
		regularly cleaned by Estates Cleaning team. <ul style="list-style-type: none"> (Control) Meetings must only be held by prior arrangement so that suitable cleaning can be undertaken before the meeting. 		sanitiser spray and hand sanitiser.		
Transmission of Covid-19 virus Resulting from inadequate separation	Attendees	<ul style="list-style-type: none"> (Eliminate) Change location of meeting to larger space which allows 2m distancing to be maintained. 	L	Maximum capacities of locations are included in the additional information section on page 1 above. There is a booking page for larger meeting spaces linked from the PX319 project page in Moodle	Online booking system implemented by Projects coordinator (done as of 15/9/20)	L
		<ul style="list-style-type: none"> (Isolate) Transparent physical barriers to be used between persons where in person discussion is required and 2m distancing is not possible (last resort). A low-level slot or opening (not at face level) to permit documents to be passed through to be considered where required. 	M	Physical barriers must be sanitised between uses.	Attendees before and after meeting.	L
		<ul style="list-style-type: none"> (Reduce) Furniture arranged to separate staff by maximum distance. 	L	Department to arrange furniture in meeting rooms to achieve minimum 2m separation. Host staff to arrange furniture in academic	Host staff before meeting	L

University of Warwick Risk Assessment Form

<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 M, H or VH, what additional <u>Control Measures</u> are required?	<u>Action required by whom & by when?</u>	<u>Final Risk Level</u>
		<ul style="list-style-type: none"> • (Control) Meeting durations should be kept to a minimum. • (Control) Attendees should not arrive at the meeting space until shortly before the designated time and should continue to maintain 2m separation whilst waiting. • (Control) Attendees are encouraged to arrive at the meeting space separately rather than in a group. • (Control) Clear signage/markers must be in place to indicate where persons should sit to maintain 2m distance. • (Control) Host Staff to manage access and egress to and from the space and to maintain 2m distancing. 	L	<p>offices to achieve minimum 2m separation</p> <p>Signage to be in place to advise people of the need to maintain 2m separation</p>	Department owning space, by 28/9/20	L
<p>Inadequate Ventilation, space too hot, too cold, or able to assist the transmission of Covid-19 if present.</p>	Attendees	<ul style="list-style-type: none"> • (Reduce) Where possible windows should be opened to provide natural ventilation. • (Reduce) Estates can determine suitability of any forced ventilation fitted to the space. Departments to download the Estates consultation form and email it to furniture@warwick.ac.uk. They will reply within 48 hours and they can put you in touch with further help. • Follow Estates advice on the use of any locally controlled ventilation systems. 	M	Follow any recommendations made by Estates where advice has been provided.		L

University of Warwick Risk Assessment Form

<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> (VL,L,M,H,VH)	Where current risk is M, H or VH , what additional <u>Control Measures</u> are required?	<u>Action required by whom & by when?</u>	<u>Final Risk Level</u>
Poor behaviour Attendees not abiding by rules laid down by the University in relation to Covid-19.	Attendees	<ul style="list-style-type: none"> (Control) Host Staff to challenge poor behaviour of attendees at meetings. 	L	Consider disciplinary channels.	Host / supervisor	L

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

Overall Final Risk Rating (Highest level in final column above)	L
---	---

Additional Comments from Risk Assessor (e.g. funding or practical implications)	<p>There may be resourcing implications as follows:</p> <p>All staff and students will need to be supplied with reusable face coverings to deliver against this risk assessment.</p> <p>All meeting locations require sanitiser spray and absorbent cloths, or disinfectant wipes.</p> <p>Plentiful stocks should be maintained and bins provided for their disposal.</p> <p>Additional cleaning by Estates Cleaning may be required in highly used spaces and to empty disposal bins.</p> <p>Where Perspex screens or other form of physical barrier are being considered (usually in small offices only), the resources for these will need to be agreed with the University Covid-19 budget holder via the Building Manager.</p>
---	---

Approved By	David Leadley
Date	22/09/2020



Position	Head of Department
----------	--------------------

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

University of Warwick Risk Assessment Form

	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

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

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