

### 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 student and staff facing reception areas in Physics, and includes the student Office (P565), Departmental Office (P566) and HetSys/DST office (MAS 2.07)

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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 Student Office / Reception who could transmit the virus to others (or vice versa)</p>	<p>Student Staff 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; use of drop off box for assessed work; use of electronic transfer of information (rather than paper based); use of appointment booking systems.</li> <li>• (Reduce) The Department will have responsibility for reducing the occasions when students/staff will have to attend the offices based on the above.</li> <li>• (Reduce) Department to reduce the number of visitors (members of the public) attending campus so far as reasonably practicable.</li> <li>• (Isolate) Opening hours should be clearly displayed to prevent students (and other staff) accessing the service out of hours.</li> <li>• (Reduce) Ventilation will be via open windows, or via forced ventilation, where Estates have confirmed that the systems should not transmit the virus, otherwise the systems will be switched off.</li> <li>• (Isolate) The use of Perspex screens (or other clear physical barrier) to be used</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 staff.</p> <p>Clear signage: opening hours, rules for use of space and instructions for queuing.</p> <p>Hand sanitiser to be available for students and staff. Arrangements to be in place for the replenishment of <a href="#">Covid-19 stock items</a>, e.g.</p>	<p>Department before work resumes.</p> <p>Department before work resumes.</p> <p>Department before work resumes.</p> <p>Department before work resumes.</p>	<p>L</p>

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		<p>between student and Staff where face to face discussion is required.</p> <ul style="list-style-type: none"> <li>• (Control) Where applicable students to attend on an appointment only basis and should be encouraged to wait outside of the building or in a dwell space until approaching their appointment time.</li> <li>• (Control) Students to be encouraged to arrive at the office on their own and not in a group.</li> <li>• <del>(Control) A one-way system to be considered if needed (has been considered but not currently deemed helpful).</del></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) Where applicable, students to be directed to relevant location for any necessary face to face appointment.</li> <li>• (Control) Where students or other staff are required to enter the space, all users of the space must wash their hands prior to entry, or use hand sanitiser before coming in.</li> <li>• (Control) Persons to have used the available hand sanitiser before exchanging documents or other items.</li> </ul>		<p>wipes, sanitiser spray, hand sanitiser, etc. with Stores.</p> <p>Spray to be used to wipe down surface as start/end of a shift and as required in between.</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. Disposable face coverings to be available in office should a student/staff/visitor not have one.</p> <p>Signage with opening hours and contact names/details on relevant office doors to encourage contact via</p>	<p>Department before work resumes.</p> <p>Department before work resumes.</p> <p>Department to arrange.</p> <p>Department to arrange.</p>	

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		<ul style="list-style-type: none"> <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> <li>• (Control) The time with individual students or other staff, should be limited to as short a duration as possible.</li> <li>• (Control) Signage to be in place asking persons to disinfect their hands using sanitiser before entering the space.</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 and when handling appointments (unless they are exempted from wearing one).</li> <li>• (Control) Students 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>		Teams/ telephone instead of face to face.		

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<p><b>Inadequate Distancing / Uncontrolled contact</b></p> <p>Staff / Students unable or not following the 2m distance separation</p>	<p>Student</p> <p>Staff</p>	<ul style="list-style-type: none"> <li>• (Reduce) Chairs/desks laid out in the space to separate staff by 2m. If there is a requirement for interaction with students within the space, then 2m distancing will apply to the person coming into the space as well (where not feasible, see below).</li> <li>• (Reduce) Number of staff within the space to be reduced, using different shift patterns/staff rotas to achieve 2m distancing.</li> <li>• (Isolate) The use of Perspex screens (or other clear physical barrier) to define desk space where applicable and to be used where face to face discussion is required.</li> <li>• (Control) Students (or other 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 member 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 student confidentiality, then the meeting should be moved to another location where this can be achieved, or additional</li> </ul>	<p>M</p>	<p>Desk layout gives &gt;2m distance between all desks. Other furniture to be re-arranged or removed.</p> <p>Rota system in place for staff.</p> <p>Perspex screens in place.</p>	<p>Department to agree with staff prior to return to work.</p>	<p>L</p>

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		Perspex screens should be positioned between the two people.				
<b>Inadequate Ventilation</b> , space too hot, too cold, or able to assist the transmission of Covid-19 if present.	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>	L	Windows to be opened. Heaters available for colder weather.  Follow any recommendations made by Estates where advice has been provided.	All	L
<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 students coming to the office.</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)	There are resourcing implications to provide the following: <ul style="list-style-type: none"> <li>- reusable face coverings for staff.</li> <li>- hand sanitiser .</li> <li>- disinfectant wipes and sanitiser spray and blue towel to wipe down surfaces.</li> </ul>
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	<ul style="list-style-type: none"> <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		Position	Head of Department
Date	23/09/2020			

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.