

Risk Assessment Form

Title of Risk Assessment

Date of assessment

Department

Date review due

Description of Task/Process

Assessment carried out by

Additional information

Undergraduate students are the main users of the undergraduate workrooms, although it is recognised that there could also be others, such as professional services and academic staff, IT staff and Estates maintenance/ servicing staff who have to access the space intermittently as well as Estates Cleaning staff.

These spaces have relatively fixed layouts due to the equipment and cabling involved and will vary in size and shape but will generally fall within the scope of this risk assessment. Includes P520, P522 and PS143.

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>
<p>Transmission of Covid-19.</p> <p>An infected person could be present in the Student Workroom who could transmit the virus to others.</p>	<p>Students as well as others.</p> <p>Cleaning staff</p> <p>Support staff</p>	<ul style="list-style-type: none"> • (Eliminate) Anyone feeling unwell will not to come into the University. • (Reduce) Furniture has been laid out and chairs removed to enable socially distanced workstations. • (Reduce) Ventilation will be via open windows. • (Reduce) Use of pigeon holes and filing cabinets to receive and submit work reduced to minimise numbers of students and staff needing to enter the space. • (Isolate) Perspex screens are provided to separate workstations and users to 2m distance. • (Control) A one way system will be in place to minimise crossing paths. • (Control) All users to use hand sanitiser as they enter the space. • (Control) At the beginning of each session, all users to use disinfectant wipe to wipe down any hard surfaces where they are sitting and to dispose of the wipe in the nearest bin. • (Control) Touchpoints regularly cleaned by Estates Cleaning team. • (Control) All users to wear face coverings (unless they carry an exemption). 	<p>M</p>	<p>Hand sanitiser will be available on entrance or inside the workroom and will be regularly monitored by dept. staff.</p> <p>Department to ensure that there is a supply of disinfectant wipes for each space to be used to wipe down hard surfaces before and after use (stock to be monitored by UG office staff).</p> <p>Suitable waste receptacles to be available, which are emptied regularly. These may need to be added to the Estates Cleaning regime.</p> <p>Pigeon hole use reduced in P520 by submission and marking of work going online. Submission of hard copy work moved to 3rd floor.</p>	<p>Dept to arrange provision of hand sanitiser and cleaning of area with Estates.</p> <p>Dept to ensure disinfectant wipes are available.</p> <p>TSM to move filing cabinets for submission</p>	<p>L</p>

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		<ul style="list-style-type: none"> • (Control) No eating or drinking permitted. • (Control) All users to adhere to maximum capacity of space. • (Control) Users to follow the guidance on the Stay Safe at Warwick webpages 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>Clear signage in place on space rules and to guide users in and around space.</p> <p>Guidance to users on space rules and expected behaviours.</p>	<p>of work to 3rd floor.</p> <p>SAO to ensure signage is in place.</p>	
<p>Inadequate Distancing / Uncontrolled contact</p> <p>Attendees unable or not following the 2m distance separation</p>	All users	<ul style="list-style-type: none"> • (Eliminate) There should be fewer students who attend due to timetable and instruction to only attend campus for face to face teaching sessions. • (Isolate) Room to be laid out for maximum capacity. Furniture not to be moved or rearranged. • (Eliminate) In P520 PCs have been removed. Users may use desks and their own laptops. For P522 PCs to remain with cleaning before and after use with the disinfectant wipes provided. 	M	Face coverings to be worn by all users (except where an exemption is in place).	<p>SAO to ensure signage is in place.</p> <p>TSM to ensure rooms are laid out and equipment removed.</p>	L

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Inadequate Ventilation , 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"> (Reduce) Open windows to provide natural ventilation when forced ventilation is not in operation. 	L	Temperature regulation will be difficult in cooler weather. Signage that windows are not be closed.	SAO to ensure signage is in place.	L
Poor behaviour Users not abiding by rules laid down by the University in relation to Covid-19.	All users of space.	<ul style="list-style-type: none"> (Control) Users to challenge those not adhering to the space rules and poor behaviour. (Control) Departmental staff to challenge poor behaviour of users. 	L	Consider disciplinary channels.	PX to communicate expectations to all potential users of the space.	L
Unable to support 'Test & Trace' Unknown use of space, lack of sign in or out, lost paperwork could mean that the department is unable to provide the data to support Test & Trace. This could result in those using the space not being contacted if there	All users of the space and a University reputational risk	<ul style="list-style-type: none"> (Control) QR codes in place for P520 and P522. PS143 to have a booking system. Monitoring the records will be the responsibility of the UG Student office. (Control) Spaces only to be used between 9.00 and 17.00. (Control) Departments to monitor completion of records of attendance. 	L	Departments to support the 'Test and Trace' arrangements of the University. Sign in/out or QR code to be used where required.	SAO to ensure QR codes and signage is in place, and usage monitored.	L

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was a confirmed case of Covid-19 or of spaces having to be closed unnecessarily.						

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
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Additional Comments from Risk Assessor (e.g. funding or practical implications)	<p>There may be resourcing implications as follows: There should be sufficient stocks of hand sanitiser for users. Disinfectant wipes will need to be routinely ordered and plentiful stocks maintained. Additional cleaning by Estates Cleaning may be required in highly used spaces and to empty waste receptacles where disposable face coverings and wipes may be thrown away.</p>
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Approved By	David Leadley
Date	22/09/2020



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

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	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