

## Risk Assessment Form

Title of Risk Assessment

Date of assessment

Department

Date review due

Description

Assessment carried out by

**Additional information**

There are no specific control measures or guidance relevant to the HE sector in place for any particular infectious diseases, other than those that are within scope of the University’s Managing Infectious Diseases Plan.

Information regarding particular diseases that are currently in circulation and of public health concern can be found on the following government or NHS web sites:

[Covid-19](#)

[Influenza](#)

[mpox \(previously known as monkeypox\)](#)

[Measles](#)

[Meningitis](#)

The University does not currently expect individual Departments to prepare a risk assessment for any particular infectious disease, instead following the general guidance contained within this document.

**This risk assessment has been developed after consultation with staff and trades unions.**

<a href="#">Hazards and how they may cause harm</a>	<a href="#">Who may be at Risk?</a>	Existing <a href="#">Control Measures</a>	Current <a href="#">Risk Level</a> ( <b>V</b> , <b>L</b> , <b>M</b> , <b>H</b> , <b>VH</b> )	Where current risk is <b>M</b> , <b>H</b> or <b>VH</b> , what additional <a href="#">Control Measures</a> are required?	Action required by whom & by when?	Final <a href="#">Risk Level</a>
<b>Transmission of infectious biological agents, leading to illness, potential more severe complications and</b>	<ul style="list-style-type: none"> <li>• Campus occupants</li> <li>• Wider community</li> </ul>	<b>Symptomatic Individuals</b> <ul style="list-style-type: none"> <li>• In order to protect the campus community, anyone suffering symptoms of any infectious disease is STRONGLY ENCOURAGED to stay away</li> </ul>	L			L

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<u>Hazards and how they may cause harm</u>	<u>Who may be at Risk?</u>	Existing <u>Control Measures</u>	Current <u>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?	Final <u>Risk Level</u>
<p><b>disruption of business activities</b></p>		<p>from the University (or remain in their hall of residence) and comply with current NHS guidance relevant to the disease.</p> <ul style="list-style-type: none"> <li>• Staff must report their sickness/absence status to their line manager and record absences using the normal HR reporting procedure.</li> <li>• If symptomatic and able to work remotely the member of staff may do so, after informing their line manager accordingly.</li> </ul> <p><b>Vaccinations</b></p> <ul style="list-style-type: none"> <li>• Members of the university community are strongly encouraged to take up any offer of vaccinations and boosters for which they may be eligible for a variety of diseases, and staff are allowed time to attend appointments for vaccinations.</li> <li>• Vulnerable groups (e.g. pregnant workers and those with compromised immunity) may be at significantly increased risk of certain diseases, and are particularly</li> </ul>				

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		<p>encouraged to seek advice on vaccinations.</p> <ul style="list-style-type: none"> <li>• First year undergraduate students are at particular risk of meningitis and are provided with advice on how to obtain the MenACWY vaccine at the earliest opportunity.</li> <li>• Outbreaks of measles become more common when the proportion of the population who have been vaccinated is reduced. Use of the MMR vaccine should be encouraged to reduce the likelihood of this serious disease occurring on campus.</li> <li>• In order to reduce the impact of seasonal flu outbreaks in the workplace, the University offers a limited number of flu vaccines free of charge to members of staff who are not eligible for vaccination by their GP. More information about this scheme is published annually in advance of the programme (Sept/Oct).</li> <li>• See online guidance from the NHS, or contact your GP.</li> </ul>				

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		<p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>Unless there is a specific situation or risk assessment which requires the wearing of face coverings, it is a matter of personal choice whether face coverings are worn, but might be regarded as showing respect for co-workers if you have a cough or cold.</li> </ul> <p><b>Other Controls</b></p> <ul style="list-style-type: none"> <li>Controls that were introduced during the Covid-19 pandemic (Perspex screens, additional ventilation, hand sanitiser, etc) are no longer required, although may still be in place in some locations for the general protection of public health.</li> </ul> <p><b>Good Hand Hygiene</b></p> <ul style="list-style-type: none"> <li>Good hand hygiene is an essential aspect of personal health and should always be encouraged, particularly after using the toilet or before</li> </ul>				

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		eating. Cleaning products are available in all toilets, and all people are encouraged to wash their hands (using soap and warm water) on a regular basis.				

<b>Overall Final Risk Rating</b> (Highest level in final column above)	<b>L</b>
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<b>Additional Comments from Risk Assessor</b> (e.g. funding or practical implications)	<p>Exposure to other airborne pathogens, waterborne pathogens, food and food handling related infections, blood and body fluids, work with sewage and excrement, exposure to mould and fungi, exposure to animal and bird droppings, animal bites, stinging insects and ticks, and exposure to harmful plants should be considered as part of a task-based risk assessment.</p> <p>Individuals with particular health issues or concerns should discuss their particular situation with their line manager and escalate to HR as appropriate. A referral to Occupational Health for specific individuals might be required and can be facilitated through the normal referral process.</p>
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Approved By	John Phillips
Date	12 December 2024

Position	Director of Health and Safety
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**Document History**

Version	Date	Reviewer	Comments
V1	08 March 2022	Ian Graham	Reviewed by university Biological Safety Officer
V2	16 March 2022	John Phillips	Reviewed and updated in light of feedback from C19WG on 16 March 2022
V3	16 March 2022	John Phillips	Further minor amends following C19WG meeting
V4	8 April 2022	John Phillips	Amended to reflect changes to NHS position on symptoms and testing on 4 April 2022
V5	31 August 2022	Ian Graham	Scope widened to include broader range of infectious diseases in advance of new academic year
V6	08 December 2022	John Phillips	Review
V6.1	14 April 2023	John Phillips	Minor administrative amendments
V6.2	25 October 2023	John Phillips	Minor administrative amendments
V6.3	03 November 2023	John Phillips	Minor administrative amendments
V7	12 December 2024	Ian Graham	Scope reduced to take account of the removal of pandemic control measures.

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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

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.