

## Risk Assessment Form

Title of Risk Assessment

Date of assessment

Department

Date review due

Description

Assessment carried out by

## University of Warwick Risk Assessment Form

### Additional information

More information can be found on the government web sites:

[Covid-19 guidance - GOV.UK](#)

The latest data on Covid-19 cases, hospitalisations, death and vaccinations is available via the [PHE Dashboard](#).

[Monkeypox guidance – GOV.UK](#)

[Menigitis and Septicaemia – GOV.UK](#)

Departments may choose to adopt the minimum standards set out in this risk assessment in their entirety, but they may also introduce an additional tier of risk assessments for specific activities and spaces. Such risk assessments may now be approved at local level, but they **must involve consultation with staff and trades unions**, which must be documented.

<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 sars-cov-2 virus which leads to Covid 19 symptoms and illness</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>• Anyone suffering symptoms of Covid-19 infection is STRONGLY ENCOURAGED to stay away from the University and comply with the <a href="#">current NHS guidance</a>.</li> <li>• Staff must report their sickness/absence status, including any long-covid issues, via SuccessFactors and follow the current HR guidance/rules (available via Insite).</li> </ul>	L			L

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		<ul style="list-style-type: none"> <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>• All members of the university community are strongly encouraged to take up the offer of Covid-19 vaccinations and booster jabs, and staff are allowed time to attend appointments for vaccinations.</li> <li>• See <a href="#">Government guidance</a> for further information on vaccinations.</li> </ul> <p><b>Good Hand Hygiene</b></p> <ul style="list-style-type: none"> <li>• Hand cleaning products are available in toilets, and all people are encouraged to wash their hands (using soap and warm water for at least 20 seconds) on a regular basis.</li> <li>• All persons should disinfect their hands using sanitiser available at sanitiser stations at suitable periods.</li> </ul> <p><b>Cleaning</b></p> <ul style="list-style-type: none"> <li>• The level of Covid-19 virus will be reduced in all spaces on campus by</li> </ul>				

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		<p>routine cleaning by Campus Cleaning Services.</p> <ul style="list-style-type: none"> <li>• Other campus occupants are encouraged to take personal responsibility for sanitising the spaces and equipment that they use, using materials provided.</li> </ul> <p><b>Adequate Ventilation</b></p> <ul style="list-style-type: none"> <li>• Mechanical ventilation systems have been assessed by Estates and set according to current guidance and best practice to provide appropriate circulation and use of ‘outdoor air’.</li> <li>• Building occupants are encouraged to increase passive ventilation by opening windows and doors where it is reasonable to do so.</li> <li>• Information on ventilation and appropriate use of widows for natural ventilation is available via Estates/Building Managers.</li> </ul> <p><b>Face Coverings</b></p> <ul style="list-style-type: none"> <li>• All persons on campus (other than those with a valid exemption) are <b>encouraged</b> to wear high quality</li> </ul>				

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		<p>face coverings when inside all University buildings.</p> <ul style="list-style-type: none"> <li>The exceptions are while eating or drinking, when seated in a multiple-occupancy office, when alone in single-occupancy offices, taking exercise or where additional risk controls have been identified as part of risk assessment for specific activities.</li> </ul> <p><b>Other Controls</b></p> <ul style="list-style-type: none"> <li>Perspex screens (or other suitable physical barriers) should be considered (where appropriate and where they won't interfere with ventilation) to provide physical separation between individuals in some customer facing locations.</li> </ul>				
<b>Monkeypox</b>	<ul style="list-style-type: none"> <li>Campus occupants</li> <li>Wider community</li> </ul>	<p><b>Symptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>Anyone suffering symptoms of is STRONGLY ENCOURAGED to stay away from the University and comply with the <a href="#">current NHS guidance</a>.</li> <li>Staff must report their sickness/absence status, via SuccessFactors and follow the</li> </ul>				

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		<p>current HR guidance/rules (available via Insite).</p> <ul style="list-style-type: none"> <li>If 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>Vaccinations are available for “at risk” groups and individuals. Further information on how to get access to vaccines is available from the <a href="#">NHS website</a> .</li> </ul>				
<b>Meningitis</b>	<ul style="list-style-type: none"> <li>Campus occupants</li> <li>Wider community</li> </ul>	<p><b>Symptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>Anyone suffering symptoms of is STRONGLY ENCOURAGED to stay away from the University and comply with the <a href="#">current NHS guidance</a>.</li> <li>Staff must report their sickness/absence status, via SuccessFactors and follow the current HR guidance/rules (available via Insite).</li> <li>If able to work remotely the member of staff may do so, after</li> </ul>				

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		<p>informing their line manager accordingly.</p> <p><b>Vaccinations</b></p> <ul style="list-style-type: none"> <li>• Most people are given vaccines that will protect them against most forms of meningitis during infancy and childhood</li> <li>• Teenagers in the UK are usually given the MenACWY vaccine in school years 9 or 10. This prevents meningococcal disease that can cause meningitis and septicaemia.</li> <li>• First year undergraduate students who may have missed or did not have access to the teenage vaccination MUST ensure they have the MenACWY vaccine at the earliest opportunity.</li> <li>• More details can be found on the <a href="#">NHS website</a></li> </ul>				
<b>Seasonal Flu</b>	<ul style="list-style-type: none"> <li>• Campus occupants</li> <li>• Wider community</li> </ul>	<p><b>Symptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>• Anyone suffering symptoms of is STRONGLY ENCOURAGED to stay away from the University and</li> </ul>				

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		<p>comply with the <a href="#">current NHS guidance</a>.</p> <ul style="list-style-type: none"> <li>• Staff must report their sickness/absence status, via SuccessFactors and follow the current HR guidance/rules (available via Insite).</li> <li>• If 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>• Seasonal flu vaccines are provided by an individual's GP when they are eligible (e.g. based on age or health status). The criteria for GP-led flu vaccines have changed since the start of the Covid-19 pandemic. Individuals should be contacted by their GP if they qualify.</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</li> </ul>				

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		advance of the programme (Sept/Oct).				
<b>Measles</b>	<ul style="list-style-type: none"> <li>• Campus occupants</li> <li>• Wider community</li> </ul>	<p><b>Symptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>• Anyone suffering symptoms of measles should stay away from the University for at least 4 days after the first signs of rash develop, and comply with the <a href="#">current NHS guidance</a>.</li> <li>• Staff must report their sickness/absence status, via SuccessFactors and follow the current HR guidance/rules (available via Insite).</li> <li>• If 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>• The MMR vaccine given in childhood is very effective at preventing measles, mumps and rubella.</li> <li>• If individuals have not received the MMR vaccine in childhood they may still be provided with it as an adult, and should contact their GP.</li> </ul>				

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		<ul style="list-style-type: none"> <li>Ensuring you have had two doses of the MMR vaccine is especially important before starting University, overseas travel or planning a pregnancy.</li> </ul>				
<b>Tuberculosis (TB)</b>	<ul style="list-style-type: none"> <li>Campus occupants</li> <li>Wider community</li> </ul>	<p><b>Symptomatic Individuals</b></p> <ul style="list-style-type: none"> <li>TB is relatively uncommon in the UK and spread in the community is rare. It can persist for long periods as a latent infection with no symptoms experienced, but can become active later (e.g. if your immune system becomes weakened). You can then become infectious to others.</li> <li>Anyone suffering symptoms of TB should contact their GP who will manage the infection. You should not return to the University until your treatment team has given you clearance.</li> <li>Follow <a href="#">current NHS guidance</a>.</li> <li>Staff must report their sickness/absence status, via SuccessFactors and follow the current HR guidance/rules (available via Insite).</li> <li>If able to work remotely the member of staff may do so, after</li> </ul>				

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		<p>informing their line manager accordingly.</p> <p><b>Vaccinations</b></p> <ul style="list-style-type: none"> <li>• The BCG vaccine is effective at preventing TB infection if given before the age of 35.</li> <li>• Individuals who are identified as being at risk of becoming infected with TB should be offered the BCG vaccine. This includes those at risk from occupational exposure.</li> <li>• Staff and students from <u>certain countries</u> who need a visa to come to the UK to work or study will require a negative TB test as part of the visa application process.</li> </ul>				

<b>Overall Final Risk Rating</b> (Highest level in final column above)	<b>L</b>
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<p><b>Additional Comments from Risk Assessor</b> (e.g. funding or practical implications)</p>	<p>Other infectious diseases to be added to this risk assessment on completion of a review of all potential infectious diseases, which is currently under way. Consideration to include reference 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.</p> <p>The national and local situation with infectious diseases (including Covid 19) will continue to be monitored by Health and Safety Services and Risk and Resilience teams, who will work with the local Public Health officials as necessary. In particular the <a href="#">PHE Covid 19 Dashboard</a> data will be monitored each working day and issues escalated to UEB/MIT as and when necessary. The C19WG might be re-convened should future data warrant this.</p> <p>“Pop-up” vaccination clinics operated by local authority Public Health departments, UK Health Security Agency or the University Health Centre may be on campus as needed in response to disease outbreaks.</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	8 April 2022

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

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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

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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.