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| School/Department/Unit: **Faculty Office, AHSS**  | Work activity: **Working in 71-75 University Road** |
| Assessment completed by: **Claire Gilchrist, Faculty Manager** | Date completed: **September 2021** | Review Period: **As Required**  |

| **Risk Area** | **Existing Control Measures****(What are you already doing?)** | Severity (1-5)\* | Likelihood (1-4)\* | Risk Level\* (L,M,H, VH) | **What further action is necessary** | Severity (1-5)\* | Likelihood (1-4)\* | **Final risk level\*** | **Action by whom & by when** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. Behaviours
 | * Staff are advised of the:
* Importance of hand washing and personal respiratory hygiene.
* Requirement to self-isolate and arrange testing if they are showing any symptoms of COVID-19.
* Importance of physical distancing in all areas of the building.
* Utilising ventilation where this is possible.
* Completing the template on Teams for presence in the office to manage the flow of staff in the buildings
 | 3 | 3 | 9 | Remind staff regularly of the need to follow the required behaviours | 3 | 2 | 6 |  |
| 1. Spread of COVID-19
 | * Staff made aware that they must self-assess their symptoms daily and should not come onto campus if they have any COVID-19 symptoms.
* Staff and students are advised to make regular use of the on-campus testing provision, or use the asymptomatic testing kits available for use at home.
* All staff are encouraged take up the Covid-19 vaccine as well as to download the HSC NI StopCOVID NI Proximity app.
* If anyone on campus becomes unwell with a new continuous cough, high temperature or other COVID-19 symptoms, they should return home and arrange testing, following PHA guidance around self-isolation.
* If necessary, the individual will be isolated in a separate room until they can be collected / arrangements made to transport them home.
* Should any member of staff test positive for COVID-19, they should notify the university immediately through the online portal – <http://go.qub.ac.uk/covidupate>
* Staff who are notified as having been a close contact of someone with COVID-19 either through the PHA or the University Contact Tracing Team should book a PCR test immediately, and if they are fully vaccinated, can return to campus on receipt of a negative test.
* Staff should keep themselves up to date with the latest PHA guidance around testing, isolation, etc. via the NI Direct website.
 | 4 | 3 | 12 | Remind staff of the availability of Lateral Flow testing and encourage vaccine uptake.Ensure staff are aware of on-campus vaccination centres.Ensure anyone who tests positive for Covid-19 enters their details on the portal.  | 4 | 2 | 8 |  |
| 1. Offices
 | * Staff working in shared offices should ensure that there is at least 1m between the location of each workspace.
* Where possible, staff should have desks facing away from each other, possibly towards walls.
* When entering the office of another colleague (either shared or single occupancy), remember to keep at least 1m distance or wearing a mask where appropriate.
 | 3 | 3 | 9  | Regular wiping of surfaces in shared offices with available antibacterial products | 3 | 2 | 6 |  |
| 1. Access & Egress/Stair cases
 | * Staff should maintain physical distancing in all circulation areas of the building.
* When using the back corridor, staff should try not to pass one another and step into the entrances along the corridor to allow colleagues to pass.
* Only one person should use a stair well at any one time, with priority being given to those coming up the stairs.
 | 2 | 3 | 6 | Communicate to staff new access / egress arrangements.Directional Signage required if not already in place. | 2 | 2 | 4 |  |
| 1. Hand sanitising
 | * Gel sanitisers readily available on entering each house and staff are encouraged to make use of them.
* Staff reminded to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it and to avoid touching face, eyes, nose or mouth with unclean hands.
* Posters, leaflets and other materials displayed.
 | 3 | 3 | 9 | Levels of hand sanitiser etc. regularly checked and replenished | 3 | 2 | 6 |  |
| 1. Cleaning
 | * Cleaning regime according to Covid-19 Service Level Agreement [https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/FileStore/Filetoupload,973885,en.docx](https://www.qub.ac.uk/directorates/EstatesDirectorate/UniversitySafetyService/FileStore/Filetoupload%2C973885%2Cen.docx)
* Extra cleaning materials provided in the kitchen and building in general for staff to use freely to wipe down surfaces and frequent touch points where they sit, in addition to University cleaning regimes.
 | 3 | 3 | 9 | Ensure adequate levels of cleaning materials are available throughout the building | 3 | 2 | 6 |  |
| 1. Face Coverings
 | * Face coverings mandatory in communal spaces such as corridors, stair wells, kitchen, and photocopier/storeroom and anywhere in the building where people gather.
* Face coverings can be removed when seated either at a work station or in the meeting rooms.
 | 3 | 3 | 9 | Provision of disposable masks will be available in the general office for staff who require one if they forget their own | 3 | 2 | 6 |  |
| 1. Ventilation
 | * All windows in the building should now be able to open. Staff should make use of natural ventilation as far as possible in their work area and in communal spaces such as the kitchen.
* Staff are also encouraged to open office doors when possible to enable air to circulate, being mindful of the need to close them again to comply with fire regulations
 | 4 | 3 | 12 | Staff should report any issues with windows being unable to open to any of the BLOs.  | 3 | 3 | 9 |  |
| 1. Kitchen
 | * No more than three people in the kitchen at any one time, ensuring social distancing can be maintained.
* Face coverings should be worn at all times in the kitchen.
* All staff have a responsibility to wipe down surfaces and touch points in kitchen after each use.
* Blue roll should be used for drying dishes to avoid sharing dish cloths
* All staff should use their own cutlery and crockery to avoid sharing items.
 | 3 | 3 | 9 | Adequate supplies of cleaning products and blue roll to be available in kitchen  | 3 | 2 | 6 |  |
| 1. Waste Disposal
 | * Waste face coverings, wipes, blue roll etc. disposed of directly into the general waste stream.
 | 3 | 2 | 6 | Ensure sufficient bin capacity to deal with wipes / cleaning materials / waste PPE. | 2 | 2 | 4 |  |

**This assessment should be reviewed at regular intervals and immediately if there is reason to suspect that it is no longer valid (for**

**example after any accidents or incidents) or if there is a significant change in the work to which it relates.**

\*Please use the risk matrix below for completing the assessment:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Severity** | **Probability** |  | **Risk Rating** | **Action** |
| Unlikely | Possible | Likely | Very Likely | Score | Risk Level |  |
| Minor | 1 | 2 | 3 | 4 | 1-5 | Low | No further action necessary |
| Moderate | 2 | 4 | 6 | 8 | 6 | Medium | Although tolerable – monitor activity |
| Serious | 3 | 6 | 9 | 12 | 8-10 | High | Further measures required |
| Very Serious | 4 | 8 | 12 | 16 | 12-20 | Very High | Immediate action required – cease activity |
| Extreme | 5 | 10 | 15 | 20 |  |  |  |  |

Risk is comprised of two elements, the likelihood of harm occurring and the severity of that harm. In risk assessment, the likelihood of harm is the estimated frequency of the harm occurring and severity is the estimated seriousness of the potential to cause harm. A subjective estimate of both must be made.

Hazard severity should be rated on a scale of 1 to 5.

1 – Minor (Trivial effect or very minor first aid attention required)

2 – Moderate (Likely to require first aid or minor medical attention, short term effect)

3 – Serious (Significant injury or condition, may result in lost time)

4 – Very Serious (Very Serious injury or condition, may have long term effects)

5 – Extreme (Very Serious injury or condition or a fatality, may affect multiple persons)

Likelihood of harm occurring should be rated on a scale of 1 to 4

1 – Unlikely (Unlikely to occur but not impossible)

2 – Possible (Less likely to occur than not to occur)

3 – Likely (More likely to occur than not to occur)

4 – Very Likely (Very likely though not necessarily certain to occur)

The factors for severity and likelihood are multiplied together to give the risk rating. This value will help evaluate the risk as to whether the risk is controlled to the required level. The risk rating enables decisions to be taken on the amount of effort to be expended on the control of a risk, but any hazard that is certain or very likely to cause injury must be attended to and the risk reduced even if the severity is low. All risks must be controlled so far as is reasonably practicable.