

## OBUHSN36 Appendix 3: Risk assessment matrix (Covid-19)

<b>Location</b> Health & Safety Offices, Wheatley (C Block)	<b>Assessor's name</b> (include job title) Zoe Randall & Sharon Willett Safety Officers	<b>Start/Event Date</b> 7 <sup>th</sup> July 2020
<b>Activity / Equipment</b> Arrival and exit from the site, use of DSE and other office equipment and general movement.		<b>Page 1 of 2</b>

<b>Your Directorate/Faculty:</b> Human Resources	<b>Date RA was completed:</b> 7th April 2020	<b>I have added to the RA <a href="#">Tracker</a></b>
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Hazard	Task	Who at Risk	Current Controls	Consequences	Likelihood	Rating	Actions Required	New Consequences	New Likelihood	New Rating
Exposure to Coronavirus through contact with infected persons (both showing symptoms and not showing symptoms), and contact with contaminated surfaces.	Staff arriving, working and leaving the office area during the Covid-19 pandemic.  Hot desking and the sharing of equipment presents a risk of virus transmission. Also some areas	Staff and visitors  May contract Covid-19 via contaminated surfaces and via contact with a confirmed case/infected person.	1. None	4	4	16	1. All staff members to be reminded that anyone showing signs of Covid-19 must self-isolate for 14 days. Symptoms include: a new persistent dry cough (this means coughing for more than an hour), a high temperature (hot to touch on your back and chest) and/or loss of taste and smell. For further information please the NHS website: <a href="https://www.nhs.uk/condition">https://www.nhs.uk/condition</a>	4	2	8

	<p>present a higher risk of transmission - toilets and kitchenettes.</p>					<p><a href="https://www.gov.uk/guidance/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/">s/coronavirus-covid-19/check-if-you-have-coronavirus-symptoms/</a></p> <ol style="list-style-type: none"> <li>2. Encourage staff to cycle or walk to the university and to wear face coverings while using public transport in line with the Governments travel guidelines. <a href="https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers">https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers</a></li> <li>3. Staff to be reminded to wash their hands thoroughly for 20 seconds at regular intervals.</li> <li>4. Hand sanitiser to be placed at entrances. Staff are reminded that hand washing has more benefits than hand sanitiser.</li> <li>5. Face coverings are mandatory while moving around inside the University buildings (including marquees) and while seated at 1m+ in communal areas. Face coverings can be removed if seated at 2m in designated eating area.</li> <li>6. Encourage staff members to maintain good respiratory hygiene by promoting 'Catch it, bin it, kill it' approach.</li> <li>7. Staff to be reminded of the 2m social distancing rule both in the buildings and when they are moving around the faculty/directorate area.</li> </ol>			
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						<ol style="list-style-type: none"><li>8. Staggering arrival and departure times for staff who are scheduled to work.</li><li>9. Staff who are able to work from home are to be encouraged to continue to do so unless they are told otherwise.</li><li>10. Staggering any lunch breaks and encouraging everyone to take their lunch breaks outside, depending on the weather.</li><li>11. Staff numbers will be limited to 1 in all kitchenettes in the faculty/directorate</li><li>12. Regular cleaning with disinfectant spray/wipes of kettles and other items used by staff. Staff to clean these items before use and after use.</li><li>13. Regular cleaning to be introduced of high touch points. For example: door handles, toilet flush, toilet seat, hand towel dispensers, light switches etc.</li><li>14. Encourage all staff members to use their own mugs and plates.</li><li>15. Avoid sharing pens and other office items. Staff to be encouraged to carry their own stationery sets with them.</li><li>16. Arrange meetings in spacious, well ventilated areas or outside. Encourage staff to use Google</li></ol>			
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							<p>Hangouts in the first instance.</p> <p>17. For shared offices, the occupant must clean all hard surfaces with disinfectant spray before they start work and when completing their day. Please refer to: <a href="https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings">https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings</a></p> <p>18. Office staff to maintain 2m social distancing when working in the office area. Staff must communicate to other staff members before moving around the office for items.</p> <p>19. Travel around the office/university must be kept to a minimum and there must not be any non-essential travel around the premises.</p> <p>20. Risk assessments for all vulnerable workers to be completed prior to staff member returning to campus.</p> <p>21. Induction, information and training to all staff members on the new ways of working and campus working life.</p>			
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**This risk assessment is an example of a Covid-19 office space risk assessment and is not exhaustive.**

**You may use the content but please mould and add content that is relevant to your working space.**

### OBUHSN-36: APPENDIX 2

#### RISK ASSESSMENT RATINGS

RATING	CONSEQUENCE		LIKELIHOOD	
	5	MAJOR	Death. Major damage to buildings	VERY LIKELY
4	HIGH	Cause permanent disability	HIGH	It has happened in the past year
3	MEDIUM	Temporary disability, eg fractures	MEDIUM	It has happened or is likely to happen within 2 years
2	LOW	Significant injuries, bruising, sprains	LOW	Is unlikely to happen in next 2 years
1	MINOR	Minor injuries, cuts, scratches	IMPROBABLE	Very unlikely to happen

#### Ratings – Multiplication table

	CONSEQUENCES				
LIK	1	2	3	4	5

