

COVID-19 ACTIVITY RISK ASSESSMENT GUIDE

This risk assessment deals only with the hazards associated with exposure to COVID-19 and does not deal with any other activity-based hazard, it is still a requirement to produce an activity-based risk assessment to ensure safety of staff, student and visitors/contractors.

The University is under an obligation to take all reasonable steps to protect staff, students and others from the risk of exposure to COVID-19 beyond the normal community risk. **Before completing this, please read the [University COVID-19 risk assessment](#) as it will set out the standards that need to be achieved.** This activity assessment will be one element of the overall COVID-19 control measures implemented by the University and should address the risk of exposure to COVID-19. This guide should be read along with the University COVID-19 Risk Assessment and the Activity Assessment Example. One of the main faults with an assessment is that it is not detailed enough and too many assumptions are made. The rule of thumb is, assume the reader knows nothing about the **activity, space layout, size, capacity, duration, use and location**. The assessment should be clear to anyone reading it. All of the **yellow highlighted** sections must be completed. The **BLUE text is narrative /guidance, please do not leave this in your risk assessment**. The BLACK text is taken from existing guidance and can be included in your risk assessment if appropriate.

To keep it simple, the assessment covers the activity in one section and so there is no need to alter the risk rating as the University has agreed that the overall rating is medium and so the only consideration is who may be harmed (in blue). This will depend on the activity and location i.e. who and how many people are undertaking it, for how long and in what space. In many cases staff, students and visitors will need to be included, but that will be at the discretion of the person drafting the assessment.

Once completed, the risk assessment needs to be signed off by the **Head of School/Department**.

The ACTIONS section needs to be completed. Remove any unnecessary ACTIONS and add any that are relevant to your section. It is important that you set out any issues that have not been put in place or need to be actioned before the activity.

As final comment, please do not assume anything, check and include all control measures in your risk assessment. If you are using another risk assessment as a guide, cut and paste is fine ONLY if it is relevant and please remove ALL detail that does not apply to your assessment.

For further advice please contact [Safety Services](#)

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This risk assessment addresses the measures to be implemented to ensure the safety of (state who is at risk) working in (clarify proposed activity to be undertaken and location). It should be read in conjunction with the University COVID-19 Risk Assessment and any other relevant guidance.

Activity being assessed:	Clear and accurate description of activity being undertaken				Reference no:	COV/
NEW ASSESSMENT	X	RISK ASSESSMENT FOR EXISTING ACTIVITIES			RISK ASSESSMENT REVIEW	
Location:	Set out location and clarify activity in more detail			Assessment date:		Review date: Set date 3 months from now OR duration of activity being undertaken if shorter (also see ACTIONS Section)
Assessment carried out by (name / job title):	Full Name and Job Title			Signature of Risk Assessor		Signature

Likelihood	Guide Description	Chance
5	Almost certain/imminent	>90%
4	Probable – a strong possibility of it happening	50%-90%
3	Possible – it may happen or it may have happened before	10%-50%
2	Unlikely - could happen but unusual	3%-10%
1	Rare – highly unlikely to occur	<3%

Severity	Guide Description
5	Catastrophic - fatality, multiple injuries
4	Major – significant injury, hospitalisation
3	Moderate - injury requiring further treatment, lost time
2	Minor - first aid injury, no lost time
1	Negligible – insignificant injury

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Likelihood (L)

	Severity (S)				
	1	2	3	4	5
5	5	10	15	20	25
4	4	8	12	16	20
3	3	6	9	12	15
2	2	4	6	8	10
1	1	2	3	4	5

Risk Rating (RR)	Action
High Risk	Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level
Medium Risk	Determine if further controls are required to reduce risk to as low as is reasonably practicable
Low Risk	No further action, keep under review

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Significant Hazards What could cause harm?	What harm might occur, and to whom? Remember to consider and confirm all affected groups	Control Measures All control measures are in addition to the general measures identified in the University of Worcester COVID-19 Risk Assessment	Risk Rating (current controls)		
			L	S	RR
Catching and spreading COVID-19	<p>Exposure to COVID-19 Causing illness, hospitalisation or death.</p> <p>Delete as appropriate Staff Students Visitors Contractors</p>	<p>GENERAL The University has a COVID-19 risk assessment setting levels of control that will be implemented by this risk assessment.</p> <ul style="list-style-type: none"> All activities to be carried out where possible, in accordance with Government advice concerning social distancing, enhanced cleaning and hygiene measures Staff to receive site induction before starting work setting out the new working arrangements in accordance with University guidance Staff will observe the measures set out by the University COVID-19 risk assessment regarding <ul style="list-style-type: none"> Travelling to work Site access Social distancing Handwashing and hygiene Food and refreshments Bringing personal items onto campus All staff to declare themselves fit to return to work with reference to Government guidance on self-isolation and shielding Where appropriate and in agreement with a line manager, staff to work from home in accordance with University guidance All staff to be permitted onto campus by prior agreement All rooms to be subject to a system of entry and exit Staff to only occupy rooms they are assigned to Staff to follow the building use arrangements managed by Estates and these will include: <ul style="list-style-type: none"> Emergency evacuation Pedestrian travel in common parts Use of lifts Use of toilets Location and management of hand wash stations in common parts Signage in common parts Cleaning All buildings will be subject to a sign off for reoccupation 	3	4	12

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		<ul style="list-style-type: none"> • All buildings subject to enhanced cleaning procedures • For larger spaces, room traffic routes to be set out in a separate floor plan (to be attached) where necessary • All workspaces to be checked to ensure that they are safe to reoccupy and use. All rooms subject to this assessment to be signed off as being ready for reoccupation by Head of Department/School <p>COMMUNICATION</p> <ul style="list-style-type: none"> • Set out the information that needs to be communicated to staff, how and when. This will be a mixture of induction, specific training and signage. • It is important to be clear how staff will be informed about the new COVID-19 arrangements. You can refer to the induction provided by HR, but you will also need to be clear about local or task/activity specific arrangements <p>RISK MITIGATION</p> <p>Where social distancing of 2m cannot be achieved, the additional risk mitigation measures will be clearly identified</p> <p>Please state whether 2m will be maintained. If not, state where the activity drops to <2m.</p> <p>SOCIAL DISTANCING</p> <ul style="list-style-type: none"> • This is a key control measure and so it is important to clarify how social distancing will be achieved. The reader will not know the activity, space layout and size, capacity, participant numbers, duration, use and location and so the arrangements need to be clear. ‘Staff will observe social distancing’ is not sufficient, the measures to achieve social distancing need to be clarified. • To be clear - social distancing is 2 metres. If 2metres cannot be achieved and is not viable then 1+ metre can be <i>considered</i> with additional ‘risk mitigation’ e.g. one-way systems, separate access/egress, designated work/activity areas, remote activity, face to face interactions to be kept to 15minutes or less, staggered shift patterns and breaks and as a last resort PPE/RPE etc. • The risk assessment must set out the measures in detail <p>SPACE / ROOM LAYOUT (if applicable)</p> <p>This section just needs to set out how the space is going to be used and how the risk of infection/cross contamination will be addressed. Each room will need an occupation capacity to be calculated and set out in this section. (E.g. staggered start/end times, pinning doors back at beginning and end of activity to avoid causing high touch point areas i.e. door handles, limiting participants if social distancing cannot be achieved etc)</p> <p>HYGIENE</p> <p>Most of the hygiene arrangements will be in the common parts of the University and arranged by Estates e.g. sanitising stations. However, there may be specific hygiene issues relevant to the activity being undertaken and space being used, how it is used and the people occupying it. e.g. toilets/rest break areas,</p>			
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		<p>hand washing before entering and exiting a building and room, or before, during and after a specific activity etc.</p> <p>CLEANING</p> <ul style="list-style-type: none"> • All spaces will be subject to enhanced cleaning arrangements. This can be covered by a standard para, but if there is anything else in addition, it needs to be clarified in this section e.g. additional cleaning measures to be identified and potentially carried out by members of staff after the activity. • The most important aspect of this section is that you are clear about what cleaning is needed AND you check with Estates that this can be provided. Many risk assessments fail because too many assumptions are made and not checked and this is particularly relevant with cleaning. • Staff will also have to carry out cleaning in their areas and so this needs to be clarified. Please review the University Cleaning Guidance <p>PERSONAL PROTECTIVE EQUIPMENT AND RESPIRATORY PROTECTIVE EQUIPMENT</p> <ul style="list-style-type: none"> • In the hierarchy of control, PPE is a last resort and not the first option. Please refer to the COVID-19 PPE Briefing for further information • Staff, student and visitors/contractors may be required to wear PPE, the type and specification must be detailed here and reasons why it is required. For example, PPE/RPE could be required where social distancing cannot be achieved in a clinical teaching scenario. If PPE is needed, this will be confirmed by this risk assessment. PLEASE NOTE, it is not adequate to simply say PPE will be worn, you must state the type of PPE • It is unlikely that PPE will be needed for staff in offices or teaching spaces where 2m social distancing can be achieved • Please seek advice from Safety Services <p>REST AREAS</p> <p>All communal staff kitchens will meet the following arrangements:</p> <ul style="list-style-type: none"> • Break times will be staggered to reduce the congestion at common areas • Staff to bring in their own food and refreshments to avoid sharing and the risk of any cross contamination • Social distancing measures to be adhered to • Operate a system of 1 out, 1 in with only one person in at any time in communal kitchens • Communal items can be used but only after staff have washed their hands for at least 20 seconds in accordance with current Government guidance – or have used hand sanitising gel before and after using the item. Communal item touch points (e.g. handles) should also be cleaned before and after use • Ensure that hands are dried using paper towels and not a communal towel • Ensure communal mugs, cutlery etc. be removed and staff use only their own. If, in extreme situations, this cannot be achieved, they should be washed thoroughly using soap and water prior to and after use. 	
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		They should then be dried using paper towels (not a tea towel or hand towel) and stored and not left on a drainer			
		CROSS CONTAMINATION <ul style="list-style-type: none"> Set out the measures to prevent contamination of items, equipment and people. You need to consider how cross contamination can be controlled before, during and after the activity. Specifically, you need to consider use of shared equipment, spaces, high touch points and how these will be managed There is a close link to cleaning, but it is important to address cross contamination as a separate issue General rules allow for shared equipment to be used provided it can and is cleaned before and after use, normally using a disinfectant wipe. If this cannot be achieved, shared equipment must either be quarantined for 72 hours or simply not used 			

Action Ref	Action required	Who is responsible?	By when?	Date completed
01	Review the assessment in light of any changes in guidance, following any significant event or following any concerns raised	Head of Department	xxxxx	
02	Ensure all staff receive induction training	Head of Department	xxxxx	
03	Building reoccupation sign off	Estates	xxxxx	
04	Arrange for signage with Estates	Head of Department	xxxxx	
05	Arrange furniture and any other alterations prior to reoccupation	Head of Department	xxxxx	