*This risk assessment addresses the measures to be implemented to ensure the safety of* ***INSERT****. It should be read in conjunction with the University COVID-19 Risk Assessment, Activity Risk Assessment Guidance and any other relevant guidance.*

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| --- | --- | --- | --- |
| Activity being assessed: |  | Reference no: | COV/ |
| Date and Time of Activity: |  | COVID-19 Officer: |  | Expected Attendance: |  |
| NEW ASSESSMENT | X | RISK ASSESSMENT FOR EXISTING ACTIVITIES |  | RISK ASSESSMENT REVIEW |  |
| Location: |  | Assessment date: |  | Review date: |  |
| Assessment carried out by (name / job title): |  | Signature of Risk Assessor |  |

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| --- | --- | --- | --- | --- | --- |
| Likelihood | Guide Description | Chance |  | Severity | Guide Description |
| 5 | Almost certain/imminent  | >90% |  | 5 | Catastrophic - fatality, multiple injuries |
| 4 | Probable – a strong possibility of it happening  | 50%-90% |  | 4 | Major – significant injury, hospitalisation |
| 3 | Possible – it may happen or it may have happened before  | 10%-50% |  | 3 | Moderate - injury requiring further treatment, lost time |
| 2 | Unlikely - could happen but unusual  | 3%-10% |  | 2 | Minor - first aid injury, no lost time |
| 1 | Rare – highly unlikely to occur  | <3% |  | 1 | Negligible – insignificant injury |

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|  | **Severity (S)** |  | **Risk Rating (RR)** | **Action** |  |
| **1** | **2** | **3** | **4** | **5** |  | **High Risk** | Stop the task/activity until controls can be put into place to reduce the risk to a tolerable level |  |
| **Likelihood (L)** | **5** | 5 | 10 | 15 | 20 | 25 |  |
| **4** | 4 | 8 | 12 | 16 | 20 |  | **Medium Risk** | Determine if further controls are required to reduce risk to as low as is reasonably practicable |
| **3** | 3 | 6 | 9 | 12 | 15 |  |
| **2** | 2 | 4 | 6 | 8 | 10 |  |
| **1** | 1 | 2 | 3 | 4 | 5 |  | **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 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 | Exposure to COVID-19 Causing illness, hospitalisation or death.Staff, Students, visitors, contractors | **GENERAL**The University has a COVID-19 risk assessment setting levels of control that will be implemented by this risk assessment. * 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
	+ 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 possible, 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:
	+ 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
* 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
 | **3** | **4** | **12** |
| **COMMUNICATION** * Any student who tests positive for COVID-19 will report it through SOLE so the University of Worcester are aware.
 | **3** | **4** | **12** |
| **RISK MITIGATION**Where social distancing of 2m cannot be achieved, the additional risk mitigation measures will be clearly identified |
| **SOCIAL DISTANCING** |
| **OFFICE / ROOM LAYOUT** |
| **HYGIENE*** All staff and students to be reminded to follow all current guidance on hand washing techniques and infection control e.g. CATCH IT, BIN IT, KILL IT. Frequent handwashing may lead to dry skin or more severe skin conditions unless measures are introduced. Use of dermatological products after handwashing such as the use of cream can maintain skin health affected by frequent hand washing.
 |
| **CLEANING** |
| **PERSONAL PROTECTIVE EQUIPMENT AND RESPIRATORY PROTECTIVE EQUIPMENT** |
| **VENTILATION** |
| **REST AREAS** |
| **CROSS CONTAMINATION** |

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| Action Ref | Action required | Who is responsible? | By when? | Date completed |
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