

COVID Risk Assessment (RA) for labs template guidance.

When you have been identified by your PI/supervisor/Manager as someone who needs to return to lab-based research work on campus, you will be contacted by the College of Engineering technical team to complete a COVID risk assessment (RA) labs template document.

- This COVID RA labs template document has been issued by the Swansea University Health and Safety team to assess risks **specific to COVID-19**. Its purpose is to provide a common, approved template for all risk assessments across the University and to provide the person completing it with an initial list of potential COVID-19 risks and management solutions to help them formulate their own risk assessment and responses/management.
- It **must** be filled in for every project **and also** by every individual PGR.
- Every completed COVID-19 RA document will be passed to the **University Corporate Responsibility team for review** and your permission to access the labs is dependent on this review being successfully completed.
- NOTE: It does not replace the activity specific risk assessments for lab-based work that all researchers should have completed via the College of Engineering Intranet. Please check, and then confirm that you have completed an activity specific risk assessment by ticking the box at the top of your COVID RA document. In addition, please review your activity specific RA to consider if there are new risks due to COVID-19 (e.g. regarding handling body fluids etc).
- This COVID RA for labs is not a scored RA. It is based on a narrative of the assessment of the risks and how they are managed.
- It assists the researcher by identifying some typical risks related to COVID and potential activities to assess, reduce and eliminate these risks.
- Some/all of these risks and controls **may or may not apply** to your lab.
- Read the document and make your additions/amendments based on the risks and controls in **your lab and research**.
- You can get assistance filling this RA form from your research group's senior technical staff and/or the College of Engineering technical team.
- **Please do not simply submit an unaltered copy of this template document.**

NOTE: All returning staff/PGRs must complete an online COVID-19 induction at <https://canvas.swansea.ac.uk>

Further COVID H&S information can be found at <https://staff.swansea.ac.uk/healthsafety/covid-19/>