|  |  |  |  |
| --- | --- | --- | --- |
| Risk Assessment | | | |
| \*Grey boxes must be completed by lone worker and supervisor. | | | |
| College/ PSU | ENGINEERING | Assessment Date |  |
| Location |  | Assessor |  |
| Activity | Covid recovery – details of activity / PhD student etc. | Review Date (if applicable) | \* |
| Associated documents | * This should include any RA for current activity * SOP etc. | * \*[Local risk assessments for activities taking place should be listed here]\* | |
| Please confirm that you have completed a project/PGR Task-based risk assessment? | Please tick to confirm that you have completed a task-based risk assessment | | |

**Part 1: Risk Assessment**

Generic COVID-19 controls for labs are detailed below. This document must be amended to control the risks in **your lab**. Where a number of research groups share a laboratory, co-ordinating your activities will be required. Supervisors / Principle Investigators are responsible for implementing the controls and monitoring work in the lab.

You should also review the risk assessments of the activities that you are carrying out, to consider the additional risk of COVID-19.

| **What are the hazards?** | **Who might be harmed?** | **How could they be harmed?** | **What are you already doing?** | **Do you need to do anything else to manage this risk?** |
| --- | --- | --- | --- | --- |
| Potential contact  with the COVID19 virus through:  • Contact with  an infected  person  • Contaminated  surfaces | Staff , Students, visitors, contractors | * Worst-case infection can be fatal. * Illness of varying degrees. Refer to NHS website for symptoms. * Some staff/ students may be at higher risk from coronavirus (including older people, people with health conditions and pregnant persons). Refer to NHS website. * Being an asymptomatic carrier of the virus and passing it on to family members, making them ill * Being an asymptomatic carrier and passing it on to other staff members, or anyone else they may come into contact with | **Eliminate / reduce**   * Staff / students should work from home where possible.  See University - [Homeworking guidance](https://staff.swansea.ac.uk/healthsafety/covid-19/) * Returning staff must have be authorised prior to attending campus. Permits will be issued   **Vulnerable groups:**   * Staff to complete the HR return to work if categorised as vulnerable on public health wales / nhs guidelines, or if you live in a household where someone is shielding.   **Ill-health**:   * Covid-19 symptoms include (see NHS website): * New continuous cough * High temperature * Loss of or change to sense of smell or taste. * Staff / students who experience any of these symptoms must not travel to or attend the workplace. They must self-isolate at home and inform their supervisor / manager that they have coronavirus symptoms; then follow NHS Wales Test, Trace and Protect.   **Self-Isolating**   * If staff / student lives with others *and someone in the household has symptoms of coronavirus or if you have been asked to self-isolate by the NHS (Test, Trace and Protect)*, they must not travel to or attend the workplace. They must self-isolate and not leave the house for 14 days. Individuals should continue to work from home and inform their line manager. / Supervisor.   **Training**   * Returning staff / students must complete the Health and Safety Covid Recovery Induction (on Canvas). * Staff / students will receive a local induction to familarise them with the additional controls required within their lab to reduce the risk of Covid-19. * Returning staff / students to read and understand the returning to work in labs SOP for their work area   **Other controls:**   * All staff / students are to adhere to Public Health Wales   guidelines on social distancing (including, where possible, maintaining a 2-metre distance from others), hygiene (washing their hands with soap and water often for at least 20 seconds), and avoidance of touching eyes, nose and mouth with unwashed hands. See University guidance [Social distancing and shared spaces](https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf) and [Hand washing and sanitising](https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf)   * Transport: Staff travelling to campus (e.g. by car/ walking/ cycling) also understand the need to observe social distancing prior to arriving at work and before leaving work Refer to H&S information sheet - [Travelling on Public Transport](https://staff.swansea.ac.uk/media/information-sheet-covid-19-guidance-for-travelling-on-public-transport.pdf) and - [Travelling in private or other vehicles](https://staff.swansea.ac.uk/media/information-sheet-covid-19-guidance-for-use-of-private-cars-and-other-vehicles.pdf) * All personal items will be stored in individually allocated office space, away from all laboratory coats and areas. * Staff to clean work stations and equipment before and after use | Standard Operating Procedure (SOP) outlining new ways of working should be documented and signed by all lab users prior to returning to lab |
| Suspected Covid-19 case within the workplace | Staff, visitors | Becoming infected with or spreading the virus. Symptoms include (see [NHS Website](https://www.nhs.uk/))   * Continuous cough * High temperature   Loss of or change to sense of smell or taste | * Person to be sent home and to follow the stay at home   guidance from the [Welsh Government](https://gov.wales/coronavirus).  Their line manager must be informed   * Avoid touching anything. * Clean and disinfect any surfaces or equipment the person   has come in to contact with.   * Anyone who may have come in to contact with the person   showing symptoms should wash their hands for 20  seconds.   * Remind staff, students and visitors to stay home if they   have any of the symptoms   * The lab coat from the symptomatic person, as well as the lab coat from the person undertaking the disposal duties, should be bagged and securely stored for 72 hours before putting into the laundry * All staff encouraged to wash their hands |  |
| Contact with the virus whilst travelling to work. |  |  | • Staff / students travelling to campus should understand the need to observe social distancing when travelling to and from work. Where possible staff / students should travel alone or with their household group. Refer to H&S information sheet - [Travelling on Public Transport](https://staff.swansea.ac.uk/media/information-sheet-covid-19-guidance-for-travelling-on-public-transport.pdf) and - [Travelling in private or other vehicles](https://staff.swansea.ac.uk/media/information-sheet-covid-19-guidance-for-use-of-private-cars-and-other-vehicles.pdf) |  |
| Low building Occupancy | Staff / Students / visitors / contractors | Lack of first aiders available due to reduced staff numbers, delaying emergency first aid treatment  Difficulty social distancing when administering first aid  Staff not evacuating the building quickly due to covid directional signs.  Staff / Students may congregate at fire assembly points without social distancing | First Aid   * Any high risk activity should be authorised and carried out during ‘normal working hours’ ensuring adequate first aid is available prior to starting work * Ensure adequate first aid trained personnel are available * Lab users should identify the location of their nearest first aider * All staff / students are aware of how to call the emergency response services in case of an emergency dial 333 or using safezone app * All first aiders to refer to [Guidance for first aiders](https://staff.swansea.ac.uk/media/information-sheet-covid-19-guidance-for-first-aiders.pdf)   Fire   * In the event of a fire alarm, staff and students should evacuate the building through nearest exit the one-way system and social distancing does not have to be adhered to in an emergency. * Once outside and a safe distance away from the building staff / students should not congregate and maintain social distancing.   Security   * All staff/students will login to safe Zone app when working on campus * All staff sign in on IPad in reception (if applicable within your college) * Only approved personnel in the building |  |
| Risk of exposure and spread of COVID-19 while using equipment within lab and other labs | Lab staff | Potential contact and spread of COVID-19  whilst using communal equipment in lab | * All equipment should be cleaned before and after use. * Change gloves regularly, sanitise hand regularly and wipe down surfaces before and after use. * Maintain   All staff / students will maintain good levels of personal hygiene, this will include –   * Frequent washing of hands, including when you arrive and leave the lab (washing hands with soap and water often for at least 20 seconds using soap and water). See University guidance [Hand washing and sanitizing](https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf) * Avoid of touching eyes, nose and mouth with unwashed hands. * Catching sneezes and coughs in tissues / bent arm, immediately disposing of tissues in the bin and washing hands for 20 seconds. * There is a hand washing station in the lab with soap, access to hot and cold water and paper towels – use the Estates helpdesk if soap or paper towels are unavailable. Where a hand wash station is not available hand sanitizer will be provided. |  |
| Risk of exposure to COVID-19 while travelling around building / working on other floors | All staff / students / visitors contractors | Exposure to COVID-19  Whilst travelling to/working on other floors | * In advance of going to another floor you must ask for a copy of their ‘*Return to Working in Laboratories During COVID-19*’ SOP   • To avoid the number of persons in any lab the following process has been introduced – this is detailed in the ‘Return to working in laboratories During Covid-19’ SOP  • A spreadsheet for all shared equipment on each floor is located in a shared folder in Microsoft teams “SUMS Phase 1 re-occupation”.  • Each piece of equipment will be given timeslots and MUST be booked prior to using, even if the equipment is located on your floor.  • The one way system set up in ILS1 MUST be adhered to i.e. main stairwell up, back stairwell down.  • You can enter the lab through either door and MUST adhere to the one way system set up in the lab  • Once at the desired location, carry out hand hygiene procedures described in the ‘Return to Working in Laboratories During COVID-19’ SOP and don appropriate PPE (disposable lab coat and gloves).   * Before leaving that floor carryout good hand hygiene, remove any PPE before leaving the lab. |  |
| Risk of exposure and spread of COVID-19 to and from other personnel working in lab | Staff working in lab | Exposure to COVID-19 while working in the lab | * Ensure social distancing while working in the lab by   + Assigning designated work areas   + Side by side working or back to back rather than face to face * Phased return to working in lab, number of people working in the lab have been minimised * All workbenches and equipment will be cleaned and disinfected before and after use. * Other examples could include   + Every second biological safety cabinet (BSC) / fume cupboard will be in use to ensure a distance of 2 metres between each BSC.   + One-way system within the lab has been implemented   + All booking systems for equipment ‘booking’ systems have been moved online to prevent a congregation of people at a piece of equipment at any one time.   + Stagger break, start / finish times   All staff / students will maintain good levels of personal hygiene, this will include –   * Frequent washing of hands, including when you arrive and leave the lab (washing hands with soap and water often for at least 20 seconds using soap and water). See University guidance [Hand washing and sanitizing](https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf) * Avoid of touching eyes, nose and mouth with unwashed hands. * Catching sneezes and coughs in tissues / bent arm, immediately disposing of tissues in the bin and washing hands for 20 seconds. * There is a hand washing station in the lab with soap, access to hot and cold water and paper towels – use the Estates helpdesk if soap or paper towels are unavailable. Where a hand wash station is not available hand sanitizer will be provided. * Refer to H&S information sheet [Social distancing and shared spaces](https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf)   Consider any activites you are carrying out and if there is an increase risk of covid  Any high touch points identified and cleaning regime put in place |  |
| Risk of exposure and spread of COVID-19 to other personnel when training / demonstrating or observing persons working in lab |  |  | * Face to face teaching should be avoided at all times, * Where 2 metre social distancing cannot be maintained wear [face coverings](https://staff.swansea.ac.uk/media/information-sheet-face-coverings.pdf)   University information sheet face coverings   * Staff advised to work 2m apart, side by side or back to back where possible * Consider whether detailed instructions or video demonstrations can be used |  |
| Risk of exposure and spread of COVID-19 to staff in office spaces | Staff , students who share office space | Exposure to COVID-19 while working in office spaces | * Social distancing should be maintained in office spaces by limiting the number of people in the office to X * Avoid sharing note pads, pens etc. * Avoid hot desking where possible * Office work should be short duration only * If undertaking extensive periods of writing staff should work from home where possible * If the office is being used, Staff members can utilise the lab bench during short experimental incubation periods. * If working in the office or designated bench space, the space should be sanitised both before and after use. * Cleaning equipment available to ensure any shared equipment such as kettles, crockery and cutlery can be cleaned before and after use   See H&S Information sheet - [Social distancing and shared spaces](https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf) |  |
| Waste materials (cardboard, biohazard bags) providing surfaces COVID-19 and other pathogens | Lab staff | If waste is not removed from the lab on a regular basis there is risk of the spread and cultivation of COVID-19 and other pathogens due to increased surfaces that cannot be sanitised | * Lab rotas have been updated to ensure that all waste is removed from the lab **daily**. This includes biological waste taken to stores, cardboard broken up and tip boxes taken to recycling, polystyrene taken to the bailer. |  |
| Use of toilets, welfare facilities and communal areas | Staff, visitors, contractors. | Spread of infection through contact with others, via coughs/ sneezes or high-touch surfaces.  Spread of infection via aerosols from using toilets. | * Estates cleaning risk assessment in place for cleaning toilets, replenishing paper towels * Estates - Increase cleaning regime of all high touch surfaces. * All staff, visitors advised to flush toilets with lids closed to reduce spread of aerosols. * Clear signage and guidance on use of the facilities and hand washing. Refer to [Hand sanitising Poster](https://staff.swansea.ac.uk/media/NHS-hand-sanitiser-poster.pdf) and [Hand washing poster](https://staff.swansea.ac.uk/media/NHS-poster-hand-washing.pdf) * Cleaning equipment will be available in all communal areas to ensure all shared equipment is cleaner prior to use, this include water outlets and taps. Refer to H&S information [Taps and drinking water outlets](https://staff.swansea.ac.uk/media/information-sheet-taps-and-drinking-water-outlets.pdf) * Refer to Health & Safety Information Sheet –[Social distancing and shared spaces](https://staff.swansea.ac.uk/media/information-sheet-social-distancing.pdf). * Refer to Health & Safety information sheet – [Hand washing and sanitising](https://staff.swansea.ac.uk/media/information-sheet-hand-washing-and-hand-sanitising.pdf) * Staff encouraged to stagger start / finish and break times where applicable * Staff / Students encouraged to take breaks outside where applicable |  |
| Personal Protective Equipment | Staff, Students | Exposure to COVID-19 during a specific task or activity  Incorrect selection of PPE  Insufficient cleaning of PPE  Mistaking PPE with face coverings | * Where PPE is already used to carry out an activity, then continue to do so * Lab coats are issued per person and laundered weekly * Lab coats are stored in lab – only lab coats for those who are authorised to be in the lab will be stored on the current hooks; to prevent coats touching each other, every second hook will be used * Any additional lab coats used i.e. tissue culture – how will these be managed * PPE should be allocated to each person required to wear them where possible * If not possible all personal should be trained to clean / sanitise PPE prior to using * Ensure staff understand the limitations of face coverings * Visitors to the lab to wear disposable lab coats which will be located at the entrance labs   Please refer to H&S Information sheet – [Personal Protective Equipment](https://staff.swansea.ac.uk/media/information-sheet-personal-protective-equipment.pdf)   * Please refer to H&S Information sheet - [Face coverings](https://staff.swansea.ac.uk/media/information-sheet-face-coverings.pdf) |  |
| Lone Working | Staff / student |  | * Lone working must not be undertaken where there a reasonably foreseeable risk that the work might result in an adverse event or emergency, which would be sufficiently serious to require a second person to be available to summon help or provide assistance * A lone working risk assessment is to be completed if lone working cannot be avoided. Refer to the University’s [Lone Working Policy](https://staff.swansea.ac.uk/media/Lone-Working-Policy-Arrangements.pdf) * Lone workers should use SafeZone * Lone working risk assessment to be completed if lone working is essential |  |
| Risk of exposure to Covid-19 external companies visiting site e.g. contractors, deliveries | Staff / Students , visitors contractors |  | * All contractors to submit risk assessments and method statements prior to coming to campus * Contractor visits to be pre-arranged to ensure maximum occupancy in lab is not exceeded and staff are aware of any maintenance or scheduled work * Contractors and staff to maintain social distancing and hand hygiene before and after contractor visit * Deliveries are scheduled and go to designated area e.g. stores |  |
| Adverse Impact on mental health and wellbeing | Staff / Student | Adverse mental health leading to sickness absence or detrimental effect on work and wellbeing | * Regular contact with line manage / supervisor and colleagues * Offer flexible working arrangements where possible * Signpost staff to mental health assistance and professional mental health services should they require them * See University Guidance - [health and Wellbeing](https://staff.swansea.ac.uk/professional-services/human-resources/current-staff/health-and-wellbeing/) |  |

**Part 2: Actions arising from risk assessment**

| **Actions** | **Lead** | **Target Date** | **Done Yes/No** |
| --- | --- | --- | --- |
| Write a COVID return to laboratories SOP, this should include information such as isolating if exhibiting symptoms, adhering to one-way system set up, hand washing and sanitising, PPE, social distancing, movement around the buildings, access, emergencies. |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |