General Risk Assessment

University of Glasgow

Management Unit	James Watt School of Engineering	Location (Site / Building / Room)		James Watt South, Rankine, Acre Rd, Oakbank Ind. Est.
Assessment Date	28/06/20 (Updated 7/08/20)	Review Date	Weekly	Version 1
Assessor's Name	Cyril Pacot	Job Title		Safety Coordinator
Description of Task	Return to Work with Covid 19 risks			

This risk assessment should be read as a complement to the University of Glasgow Generic Risk Assessment (https://www.gla.ac.uk/media/Media_734256_smxx.docx)

Risk identification		Risk assessment				Risk management			
Hazard	Potential consequences	Inherent risk			Risk Control measures *(Users should use this column to indicate any specific local arrangements they will put in place to deal with the identified hazards within their area/activity)*	Residual risk			Additional control measures/comments
		Likelihood	Impact	Risk rating		Likelihood	Impact	Risk rating	
Individual risk factors									
Employee Vulnerability	Employee listed as vulnerable could be highly impacted if infected by Covid-19 virus	4	5	20	• Staff and students in this category may feel unable to attend work/ study on campus. This can be discussed with their line manager or Adviser of Studies, Course Co-ordinator or through Student Services. If possible, measures should be put in place to avoid the need for on-campus attendance. If this is not possible:	1	4	4	https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing/staying-alert-and-safe-social-distancing#clinically-vulnerable-people https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19 It is noted that younger people are generally at lower risk of suffering more severe consequences from Covid-

Template Version 3.0

					• Try to **minimise** the time that must be spent on campus • Try to enable the member of staff or student to work at different times/shifts to others • Consider scheduling meetings/ supervisions to avoid contact with large numbers of other people • Try to provide a separated workspace away from others (by agreement) *Note that although the population incidence of infection continues to fall, the likelihood of infection has been <u>increased</u> on this template as of 5th August 2020. This is to reflect the fact that those in the "*clinically vulnerable*" category may begin to return to work where previously they were shielding.**				19 infection and so most students will be at a lower population risk than predominantly older groups, such as staff. However, this is on average only. A minority of students are older or may have specific health conditions which may place then at higher risk. It is important that the individual risk of both staff and students is considered rather than just the group risk. • As the restrictions for those who are "clinically vulnerable" are lifted, return to workplace for employees only permitted after an individual risk assessment has been conducted with their line manager, in consultation with HR and Occupational Health as appropriate. (See note opposite regarding "likelihood" element of the assessment rating.) • Likewise, individual risk assessments with their Adviser of Studies/ Course Co-ordinator will be required before "clinically vulnerable" students return to study venues.
Employee wellbeing	Anxiety about safety on return to work, stress due to changes in work patterns, duties and work environment. Reduced social interaction with colleagues.	4	3	12	• **Regular communication by the University** to ensure that staff and students are informed about returning to campus safely. A staff/ PGR student video has been made available. An undergraduate and PGT student focussed induction programme is planned • **New workplace/controls** have been put in place to reduce risk of exposure to COVID 19. Information on these will be	2	3	6	SEPS monitor Government Covid-19 modelling data and note that current estimates (Issue 11) report a very low population incidence of Covid-19 infection within Scotland. (Mid-range estimate for 7th Aug = 200 cases) Source: https://www.gov.scot/publications/coronavirus-covid-19-modelling-epidemic-scotland-issue-no-11/ (See subsequent issues for future changes in estimated incidence.)

					disseminated to staff and students through line managers/HR and via Adviser of Studies/ Course Coordinator or Student Services. • **Line managers and student support** and teaching staff must remain aware of how changes to working arrangements may cause additional stress and affect staff and student mental health and wellbeing and are asked to take a sympathetic approach to those experiencing difficulties. • **Concerns about stress, workload issues** or support needs should be discussed with line manager, supervisor and/or Adviser of Studies, as applicable. • **Line managers, supervisors, teaching and support staff, and advisors of studies** should be sensitive to signs and symptoms that an individual may be working beyond their capacity to cope and should deal sensitively with members of staff or students experiencing anxiety whether associated with their work, studies or from other causes. • **Staff members and students** who are in vulnerable groups or are caring for others in such			

					groups are encouraged to contact their Line Manager/ Supervisor/ Adviser of Studies to discuss their support needs Staff and students should be aware of the practical and mental health support mechanisms available to them (e.g. Employee Assistance Programme, Student Services support.)				
Induction and training									
Return to workplace with new infection control protocols in place	There is a risk that workers returning will not understand new protocols and procedures that they must follow to ensure infection control is maintained.	3	3	9	• **A video training package** is available for use at University level by all staff and PGR students. Written guides aimed at staff, students and researchers are available on the University website. • **An induction programme** for UG and PGT Students will be in place for the start of the academic session. • **Managers** are required to establish local processes to brief returning individuals on the procedures that are to be operated within individual work areas and for specific work tasks. • **Managers** are required to undertake a Covid specific risk assessment for areas opening within Phase 2 and 3 recovery	2	3	6	• Students and their Supervisors should jointly review working practices and risk assessments to identify whether there is a need to change working arrangements to for specific tasks to maintain effective infection control practices, including physical distancing. • Students should be informed by the local unit of any changes in risk assessments and subsequent alterations to required work and study practices.

					periods. • **Risk assessments** for specific tasks may need to be reviewed if there are			
Traveling to Work								
Travelling to work	Risk of viral infection if using public transport or there is increased contact with others. Increased potential for viral spread in the workplace. Increased risk of sickness absence.	3	4	12	• **Public transport** providers are operating procedures to minimise the risk of viral spread. • **Use of face coverings** is currently now mandatory on public transport, reducing infection risk. • Falling population incidence lowers the **infection risk**. • Some staff and students can travel to campus on foot, or may cycle, reducing the need for public transport use. • **Where possible**, enabling employees and students to work and study off campus will reduce the need for non-essential travel. • **Easing of parking restrictions** may allow car travel as an option for staff and some students attending on campus. Where possible, allowing flexibility in attendance times will enable staff and students to travel at times that avoid busy commuter periods	2	4	8	Consider options such as longer days/ compressed hours to reduce the number of days that an individual need to travel to campus.

Work environment									
Entry and exit to and from buildings, working in labs and workshops	High risk contact surfaces can spread the infection to anyone who touches them.	3	3	9	• **Entry and exits** to the more complex buildings/sites may be limited to the minimum number of points required with access controlled to minimise staff and student occupancy, where appropriate. • **Access to buildings** is restricted for visitors and contractors etc. • Visitors confined to **strictly defined areas** and unnecessary movements around the building avoided. • Visitor and contractor attendance are **managed**, and attendance is recorded by managing unit. • **Hand sanitiser** is available in key communal work areas and on main travel routes through the building/site including access and egress areas • **Advisory hand washing signage** is displayed throughout the building, especially at entrances and exits and were people congregate. • A **guide** to campus signage is displayed at entry points to major buildings.	2	3	6	Hand sanitisers have been provided at entrances of open buildings and will be kept stocked so far as is practicable. These are considered a supplement to existing handwashing facilities.
Use of communal spaces and travel around	Spread of Covid-19 infection	4	3	12	**Physical distancing** is in place across open buildings: • **Staff and students** who are on campus are advised to maintain	2	3	6	• Spacing of workstations in common areas has been reviewed by Estates in relation to larger centrally controlled spaces. A similar exercise will be required by local units as part of their Covid-19 risk

Template Version 3.0

campus/ buildings					physical distance (currently 2m but may reduce with changes in Government guidance.)				assessment of local areas.
					• **One-way routes** have been identified and marked in some areas.				• Consider keeping doors open (where fire-safety requirements permit) to reduce need to touch doors after washing hands.
					• **Floor signage** is in use in corridors and in stairways to remind building users of safe travel and distancing requirements.				
					• **Signage** is in place to remind building users of the need for regular hand washing.				
					• The need for **enhanced cleaning** regimes is assessed based on information about the occupancy and use of each building. This allows a building risk profile to be developed. The level of enhanced cleaning needed is then determined from this building risk profile.				
					• **Occupancy limits** are marked on key rooms in open buildings. Security and local management are monitoring use of communal areas to ensure physical distancing is observed.				
					• Estates **cleaning regime in place**				
					• Keep **building movements area to minimum** and				
					• use **designated communal** areas for breaks				
					• **Clean communal area** surfaces you come in contact				

					with at end of every shift. Cleaning product are made available in all communal areas. • Kettles have been removed • **Wash hands** regularly with soap or hand sanitiser • **Stagger break time** keeping physical distancing and limiting to 2 persons at time, subject to building occupancy management constraints. • When using **toilet facilities lock door when possible** when entering as multiple use toilets are for single use only. Wash hands then use hand sanitiser on re-entry to workspace • **Stagger use of change room** to 1 person when arriving and departing work				
Work tasks									
Building users working closely on specific work tasks	Spread of Covid-19 among task participants and to others.	3	5	15	Schools, Institutes and Services have been asked to review activities to identify any task that requires communal working or otherwise puts individuals at increased risk. E.g. group work in labs, lifting a heavy item, travel in a vehicle with another person, working together on a shared piece of equipment or specimen. Where possible, such work should be done with physical distancing in place. If that is not possible, and the task is essential, other mitigating	2	4	8	• Research students must review their own activities in conjunction with their supervisor to identify tasks where close contact is unavoidable. These should be discussed with supervisory staff to agree suitable, documented working arrangements. Likewise teaching leads must review and agree suitable precautionary measures and documentation that covers specific skills- based teaching where close contact is unavoidable. Task-specific risk assessments will normally be required for any long duration (>15 minutes) close contact work and may also be appropriate for some shorter tasks where specific precautions are considered necessary to protect those involved.

| | | | | | measures will be needed. In that situation the task risk assessment MUST be formally reviewed, and the new precautionary measure included within it. Mitigating measures may include such precautions as:
• **Limiting the number** of people involved.
• **Using fixed teams or partnering**, rather than mixing larger numbers of people.
• **Keeping the duration** of the close contact as short as possible.
• Keeping people as **far apart** as possible.
• **Using screens or barriers** or, where possible, positional controls such as back-to-back or side-by-side working.
• **Increasing handwashing** and surface cleaning frequencies.
• **Use of face coverings** can also be considered as an additional protection but is not a substitute for other distancing measures.
• **Undertaking work in the open air** or in a well-ventilated area can be helpful, where this is possible. | | | | |
| **Emergency support** | | | | | | | | | |

| Fire/emergency evacuation | Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.

Increased risk that not everyone will evacuate safely because of a lack of fire wardens or changed procedures.

Risk of physical distancing being compromised during fire evacuations. | 2 | 4 | 8 | Fire evacuation arrangements remain **largely unchanged** from pre-Covid systems with only minor variation. (underlined)
• Fire alarm function and fire service attendance as **normal**.
• Fire alarm testing and maintenance is being undertaken via an Estates contractor supported in a few areas by SEPS Fire Safety Adviser. AFOs are mainly now returning to work and resuming this function again.
• <u>**Where one-way travel systems are in place within buildings these will cease on activation of the fire alarm and users should exit as normal by the nearest evacuation route**</u>.
• If occupancy is kept low and there is no crowding, infection risk during an evacuation will be low as all users will travel in the same direction with **minimal face-to-face contact**. If possible, they should try to maintain a 2m separation.
• It is beneficial if **face coverings** are worn during an evacuation where normal distancing may be compromised, if these are immediately available.
• Building users should be instructed **not to congregate** close together at any assembly | 1 | 3 | 3 | |

				points. 2m separation should be maintained. • **Managers** should review their assembly points to check that this is possible with the likely numbers of people within the building. It is beneficial if face coverings are worn in assembly areas as a protection to others. • Those returning will generally be familiar with the buildings they are working in. Overall occupancy numbers will be low therefore the need for fire wardens is minimal in the early recovery phases. • **Responsible local staff** should be directed to check fire exit routes regularly if there is no Area Fire Officer presence amongst the returned key staff. • <u>**Other than in exceptional circumstances, no planned fire drills will be undertaken during the initial phases of Covid 19 control**</u> to avoid unnecessary physical contact between building occupants. Fire drills may recommence in early Autumn subject to continued recovery progress. • **Managers, Supervisors and research students** must ensure that any essential higher risk work is sufficiently supported on site with suitable technical		

| First aid and emergency support | Reduced numbers of staff on campus will reduce the number of first aiders available.

Anxiety over infection risk and need to maintain social distancing may make deliver of assistance more difficult or restrict this. | 4 | 3 | 12 | Should an individual need emergency support or first aid, this is still available via the University Security team as a primary emergency support.
• Concerns over potential infection risk may exist and additional PPE for key first aiders such as Security may be appropriate as an additional provision. It is noted that this risk is reducing as infection rates continue to fall.
• Both the Gilmorehill emergency number (0141 330 4444) and Garscube emergency numbers (0141 330 2222) remain fully functional.
• Security staff can assist with attendance at an incident, first aid provision or with summoning any of the emergency services.
• Reduced activity on campus does mean that first aid needs will be considerably reduced from normal.
• Although Covid 19 presents a current infection risk, first aiders should be aware through their training that other human infections have always presented a risk during first aid and can apply this training to | 2 | 3 | 6 | A first aid risk assessment has been prepared and is published on SEPS website. An email communication has been sent to all first aiders. |

Also in the row above: expertise.

				minimise infection risks. • Community incident is very low and so the likelihood of dealing with a Covid-19 infected person is correspondingly low. • Where possible, first aiders should try to assist while maintaining a 2m distance. Unless direct intervention is needed e.g. for CPR or other direct physical assistance, much non-emergency advice and support can be provided without close contact. • Where close contact is needed to assist an on-site judgement (dynamic risk assessment) should be made on the likely risk presented by the individual, the urgency of their need for first aid assistance and the consequence if that is not provided. • Chest compression CPR only can be performed as an alternative to mouth-to-mouth in accordance with current first aid organisation guidance. • The risk from providing first aid support will normally be relatively low, unless the casualty has an active Covid 19 infection. Where the casualty has no infection, there is no Covid 19 risk from providing first aid.		

					• In many cases, help can often be provided at close quarters without those involved directly breathing onto one another. Close contact should be for as short a time as is possible. • If any form of PPE is available, disposable gloves, masks/PPE or eye protection, these should be worn during any close contact. • HSE have granted an extension, valid until 30th September 2020, for any first aid qualifications that have expired since 16th March.				
Other identified hazards									
Increased risk of lone working during Covid 19 restrictions.	Physical distancing and lower occupancy may result in lone working with increased difficulty in getting help in an emergency	3	3	9	• **Line Managers and Supervisors** must take the risk of lone working into account when arranging and agreeing staff and student activities. With reduced building occupancies, it likely that more lone working may take place. • Lone working **does not** make the risk of injury any more likely at an individual level for most tasks although obtaining help in an emergency can be more difficult. • The University has both lone working and lone study policies. Covid-19 does not significantly change these and the	1	3	3	

| | | | | | recommendations in these documents should continue to be applied.

• **Through risk assessment processes** and discussion with those involved, identify any foreseeable tasks that members of staff or students may need to undertake whist working alone.

• Higher risk tasks should not be done while working alone. **The Line Manager/Supervisor** should identify these in consultation with the members of staff/student and agree alternative working arrangements for these.

• **Brief staff and students** on any changes in working practice or arrangements needed due to lone working.

• A **system of contact** should be established for those who may be working alone. – e.g. phone contact, check-in system etc. | | | | |

| Provision of teaching through lectures, seminar and small group teaching | Spread of Covid-19 among participants and to the wider community. | 3 | 3 | 9 | • **Face-to-face** large-group teaching is currently suspended but the arrangements for this are being separately reviewed by the University.
• Currently, the University has agreed that mass lectures **will not** take place in the foreseeable future unless measures can be established that allow physical distancing and meet Government guidance. This position may change as Government guidelines are changed and risk reduces. Instead, lectures will be delivered by online routes or in smaller groups.
• Teaching will normally be **limited to groups of no more than 25 people**. An exception is within any teaching laboratory areas or other areas where a greater designated capacity has been formally agreed by Estates with the managing department. | 1 | 3 | 3 | Teaching protocols are being constantly reviewed and developed by a workstream group focussed on these activities. Procedures will be updated and modified by this group as Government guidance is changed and as infection risks change. |

Potential for non-compliance by building users within work and study areas	There is a risk that as staff and students return to campus it will be difficult to sustain physical distancing and other behaviours due to potential for increasing non-compliant behaviours as the risk is perceived to reduce.	4	3	12	Return to campus is being staged and aligned to Scottish Government Covid recovery Phases with an initial low occupancy that can be more directly managed in the early stages. • **Induction training** has been launched and is mandatory for all returning staff and PGR students. This provides information on the behaviours required and of the measures in place on campus. This is supported by campus signage. • **Staff cards will be deactivated** if the induction is not completed within an agreed period. Similar measures can be applied where students have permissions granted to access University buildings. • **Guides for Managers, Staff, Researchers and Students** are available on the University Covid website together with a published Campus Management Plan. • An **undergraduate and PGT student induction/briefing** will be provided to students in relation to on campus behaviour and in residences. This will support the student campus guide. • The **importance of supervision by managers, Security and**	3	3	9	Risk levels and controls required will become less stringent in the later stages of the control phases when greater numbers of people are permitted to return to the campus. This is subject to Government guidance and reduction in Covid risk. Although restrictions may eb eased, compliance with those that remain may become more difficult as perceived risks reduce in later phases. SRC support and media messaging should be used to encourage compliance as a social norm. This may already be the case with some groups of international students.

					• **peers** is emphasised in the Campus Guides to maintain a suitable level of compliance. • **Comparable standards** of building management are expected to be in place within NHS-run buildings that are occupied in part by University staff.			
Potential for infection spread by building users within student social and recreational areas	There is a risk that it will be difficult to sustain physical distancing and other behaviours within social and recreational areas such as University Unions, in UoG Sport facilities and in hospitality areas as the risk is perceived to reduce.	4	3	12	• At present, **Government guidelines** prevent the opening of some type of venue due to the difficulties of ensuring physical distancing is observed. The University continues to observe these requirements and recommendations. • **Student Unions and University sports facilities** will only be opened when the Government guidelines permit this. Any distancing procedures or operating restrictions in force at this point will be addressed. • **Catering areas** can already open but in a limited manner. On site venues run directly by the University have **distancing measures** in place.	3	3	9

(Last column content:)

• The Government appears to recognise the difficulties of ensuring distancing is maintained in a social context such as a busy pub or social gathering. it is likely that by the time opening is permitted, some further relaxation of distancing rules may be in place making operation more feasible than at present.
• Managers responsible for running higher risk activities, whether directly (such as UoG Sport) or indirectly (such as GUU and QMU) should develop detailed operating plans and supporting risk assessments for their areas before re-opening is permitted, in cases where the University has such control. These plans should demonstrate how Scot Gov guidance on safe operation of these areas will be met and maintained.
• Operation of Union buildings is expected to closely resemble that of the UoG managed premises.

| Potential for infection spread through student club activities | There is a risk that physical distancing and will be difficult to achieve and maintain in student club activities. | 3 | 3 | 9 | Sports based clubs
• At a national level, some sporting activities have been permitted to recommence where the sport allows for distancing. **Scot Gov have published general guidance, and this should be used as a benchmark when considering the feasibility of club activities**. (see link to right)
• A detailed list of the recommendations for specific sports is published by Sport Scotland together with a more general guide on re-commencement. **(see link to right)** This guidance should be followed.
• Sports club activity on campus using University facilities should only recommence with the agreement of UoG Sport and in accordance with any procedures they require.
• **A written risk assessment** and operating arrangements must be prepared detailing any proposed club events/activity.
• **Difficulties in ensuring distancing during group travel** is expected to restrict the feasibility of group travel and club trips for some time yet.

Non sport clubs | 2 | 3 | 6 | • https://www.gov.scot/publications/coronavirus-covid-19-what-you-can-and-cannot-do/pages/sport-culture-and-leisure/

• https://sportscotland.org.uk/covid-19/latest-sport-and-physical-activity-guidance/

• https://sportscotland.org.uk/media/5906/phase-3-return-to-sport-and-physical-activity-guidance-final-100720.pdf

• https://www.gov.scot/publications/coronavirus- |

				• **Very limited** small group activities <u>not</u> involving communal group travel may be able to take place <u>provided</u> **2m physical distancing (or alternative Scot Gov approved option) can be maintained during the activity**. • **Scot Gov guidance** on seeing friends and family provides a benchmark on permitted group sizes for outdoor and indoor gatherings, including household numbers involved, and the precautions required. This should be applied as guidance for club activities. (see link) • A **written risk assessment** of the proposed activity must be prepared explaining how the required physical distancing, hygiene and other specified measures will be maintained. • **Hand washing or hand sanitisation** procedures must be in place. • **Permission will be required from Estates** to access any University building. Many of these are not currently open or available for club activity due to occupancy restrictions.			covid-19-what-you-can-and-cannot-do/pages/seeing-friends-and-family/

Risk Rating Calculator

	Likelihood that hazardous event will occur		Impact/Consequence of hazardous event
1	Very unlikely	1	Insignificant (no injury)
2	Unlikely	2	Minor (minor injury requiring first aid only)
3	Fairly likely	3	Moderate (Up to three days absence)
4	Likely	4	Major (More than seven days absence)
5	Very likely	5	Catastrophic (Permanent injury or death)

Action Level Table

Risk Rating	Risk Level	Actions to be taken	
20 – 25	Very High Risk	STOP!	Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before work commences or continues. Senior management should monitor the plan.
15 – 16	High Risk	Urgent Action!	Take immediate action and stop the activity if necessary, maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically.
8 – 12	Moderate Risk	Action	Moderate risks may be tolerated for short periods while further control measures to reduce the risk are being planned and implemented. Improvements should be made within the specified timescale, if these are possible.
3 – 6	Low Risk	Monitor	Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required.
1 – 2	Very Low Risk	No Action	No further action is usually required but ensure that existing controls are maintained and reviewed regularly.

Some example hazards that may apply to the activity (not exhaustive)

Working at height	Noise	Lighting (including strobe lighting)	Fire and explosion
Falling objects	Vibration	Compressed air	Hazardous chemicals
Slippery, uneven or worn floors	Hand tools	Magnetic fields	Biological risks / disease
Obstructions and projections	Repetitive hand / arm movement	Pressure systems	Animals
Confined spaces	Machine operation	Needles and sharps	Compressed Air
Mechanical Lifting	Manual Handling	Lasers	Hydraulic systems
Poor housekeeping	Vehicle movements	Ionising and non-ionising radiation	Other (please specify on assessment)