

General Risk Assessment

Management Unit	School of Engineering-Technical Services	Location (Site / Building / Room)	All Technical Services	
Assessment Date	24/06/20	Review Date	Weekly	Version 1
Assessor's Name	Denis Kearns	Job Title	Technical Services Manager	
Description of Task	General Tasks for Technicians Return to Work with Covid 19 Restrictions in Place			

This risk assessment should be read as a complement to the University of Glasgow Generic Risk Assessment (https://www.gla.ac.uk/media/Media_725759_smxx.docx) focusing on the risk relevant to technicians in their work environment

Risk identification		Risk assessment				Risk management			
Hazard	Potential consequences	Inherent risk			Risk Control measures <i>(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)</i>	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	3	5	15	<ul style="list-style-type: none"> Stay home 	1	5	5	
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	<ul style="list-style-type: none"> Regular communication by University to ensure staff are informed about returning to work safely. Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Managers hold regular informal discussions with 	2	3	6	

					<p>their team and look at ways to reduce causes of stress.</p> <ul style="list-style-type: none"> • Concerns on workload issues or support needs are escalated to line manager. • Managers are advised of the need to be sensitive to signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work. • Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs. • Employees are made aware of supportive mechanisms available to them (e.g. Employee Assistance Programme etc) 				
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	<ul style="list-style-type: none"> • All employees are required to undertake the University induction module before return to campus. • Local induction protocols to cover additional aspects • Regular discussions with manager 	2	3	6	
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.	3	4	12	<ul style="list-style-type: none"> • Eliminate the problem by allowing workers to continue to work from home, if possible, in accordance with government guidance 	2	4	8	Risk will be very dependent on arrangements in place on public transport and may be lower than assessed.

	Increased risk of sickness absence.				<ul style="list-style-type: none"> Easing of parking restrictions to allow car travel as an option for staff attending on campus. Workers advised to avoid public transport where alternatives are feasible e.g. cycling, walking to work etc If public transport is unavoidable, consider alternative work on a temporary basis to enable work from home. Enable employee to work at different times to others to avoid busy commuter periods Use of face covering is now compulsory when using public transport 				
Work environment									
Entry and exit to and from buildings, working in labs and workshop	High risk contact surfaces can spread the infection to anyone who touches them.	3	3	9	<ul style="list-style-type: none"> Adhere to building access and occupancy protocol and physical distance guidance (currently 2 m) When working in lab/workshop spaces adhere to local Code of Practice Access restricted to technicians only in technical service areas through Limit movements within building as much as possible Wash hands regularly with soap or hand sanitiser 	2	3	6	
Use of communal spaces and travel around campus/buildings	Spread of Covid-19 infection	4	3	12	<ul style="list-style-type: none"> Estates cleaning regime in place Keep building movements area to minimum and Used designated communal areas for breaks 	2	3	6	

					<ul style="list-style-type: none"> • Clean communal area surfaces you come in contact with at end of every shift. • 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									
Manual handling of heavy/bulky objects	Back injury, crush injury, Entrapment, damage to goods being lifted or transported	3	5	15	<ul style="list-style-type: none"> • Specific Risk Assessment should be carried out before each manual handling task • Lifting equipment should be used by only one individual where possible when lifting heavy bulky items. Disinfect equipment before and after use. • If bulky items need 2 persons make sure a Covid-19 RA is carried out for this operation adhering to correct PPE, visors and face masks. A side by side lift and not facing each other is recommended when feasible. Where possible teams should remain fixed. 	2	4	8	
Emergency support									

<p>Fire/emergency evacuation</p>	<p>Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.</p> <p>Increased risk that not everyone will evacuate safely because of a lack of fire wardens or changed procedures.</p> <p>Risk of social distancing being compromised during fire evacuations.</p>	2	4	8	<ul style="list-style-type: none"> • Fire evacuation arrangements remain unchanged from pre-Covid systems • Fire alarm function and fire service attendance as normal. • 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. • 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 2 m 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 points. 2 m separation (minimum) 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 be familiar with the buildings they are working in. Overall occupancy numbers will be low therefore the need for fire wardens is minimal. • Responsible local staff should be directed to check fire exit routes 	1	3	3	
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					<p>regularly if there is no Area Fire Officer presence amongst the returned key staff.</p> <ul style="list-style-type: none"> • No planned fire drills will be undertaken during the initial phase of Covid 19 control to avoid unnecessary physical contact between building occupants. • Managers must ensure that any essential higher risk work is sufficiently supported on site with suitable technical expertise. 				
First aid and emergency support	<p>Reduced numbers of staff on campus will reduce the number of first aiders available.</p> <p>Anxiety over infection risk and need to maintain social distancing may make delivery of first aid assistance more difficult or restrict this.</p>	4	3	12	<ul style="list-style-type: none"> • Should an individual need emergency support or first aid, this is still available via the University Security team as a primary emergency support. • Familiarise yourself with potential first aiders available in each building from signage in corridors. • Concerns over potential infection risk will exist and additional PPE for key first aiders such as Security may be appropriate as an additional provision. • 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 	2	3	6	

					<p>have always presented a risk during first aid and can apply this training to minimise infection risks.</p> <ul style="list-style-type: none"> • 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. 			
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					<ul style="list-style-type: none"> HSE have granted an initial three-month extension to any first aid qualifications that have expired since 16th March. 				
Other identified hazards									
Increased risk of lone working during Covid 19 restrictions.	Social distancing and lower occupancy may result in lone working with increased difficulty in getting help in an emergency	3	3	9	<ul style="list-style-type: none"> Managers must take the risk of lone working into account when planning work rotas and allocating tasks. Ensure that the procedures set out in the University's Lone Working/Lone Study policy are applied. Brief workers on any changes in working practice or arrangements needed due to lone working. Identify any foreseeable normal tasks within the individual's job role that should not be undertaken if they are lone working and brief workers on tasks that should not be done while working alone. E.g. higher risks tasks, manual handling requiring assistance Establish a system of contact for those who may be working alone. <ul style="list-style-type: none"> e.g. phone contact, check-in system etc. 	1	3	3	

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)

