

"Together we'll stop accidents at work"

SA@W.

Together we'll Stop accidents at work



EXETER
SCIENCE
PARK

Safety Risk Assessment

Assessment Name	COVID-19 - Condensed findings
Department / Area	All
Assessment Date	07-Oct-20
Assessment Review	07-Oct-22
Type of Risk	LOW RISK
Risk Rating	16

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Frequency		Likelihood		Severity		Personnel		Assess Risk Level without controls 'U' and then with controls 'C' to measure the effect of the controls.				Job / Task: COVID-19 - Condensed findings					
Repetitive	4	Certain	5	Fatality	4	> 301	5	Score Type	Frequency	Likelihood	Severity	Personnel	Risk Score without Controls	Controlled Risk Score	Departments / Area		Highest Rated Controlled Risk:
Daily	3	Likely	4	Hospitalisation	3	201 - 300	4								All		16 LOW RISK
Weekly	2	Possible	3	Minor Symptoms	2	101 - 200	3	Who Might Be Harmed		Considerations for additional controls within 6 weeks		Cross Reference to Government Guidance (UK) - Working safely during COVID-19 in offices and contact centres - issued 11-5-2020					
Infrequent	1	Remote	2	Suspected Infectio	1	51 - 100	2	Hazard		Controls							
		Improbable	1	No Infection	0	0 - 50	1										
Risk of exposure to COVID-19 through the virus being transferred from person to person due to someone being infected but not aware		* All visitors / staff and clients to complete a health declaration every calendar month to ensure that person can enter the building * limiting the time visitors can visit the facilities * Face coverings are to be worn whilst traversing through communal areas		U	3	3	3	4	42	14	All who pass through the lobby		Page 18				
Risk of exposure from COVID-19 through the virus being transferred from close proximity - lack of social distancing		* Reception moved to a dedicated room with a glass screen giving protection to the receptionist * Use of co-working software with online booking. * Were the lift is not required for DDA reasons then lift to be decommissioned * If the lift is required for DDA reasons then access should only be granted to that person with the control key being kept on their person * All food and drinks to be pre ordered with a time slot being given to reduce number of person waiting * Small meeting rooms redesigned so they are accessed from the corridor * All hot desks booked daily and cleaned after use * once the small meeting room has been used it is to be deep cleaned by a team member wearing gloves and a face shield * Cleaning to be added to a cleaning log to demonstrate due diligence * Requesting all cars in the same orientation and so ensuring that persons do not brush against parked vehicles when access, egressing or cleaning around vehicles * Face coverings to be worn whilst traversing communal areas		U	4	3	3	4	49	14	Receptionist and other representatives of the organisation		Page 13, 18, 29				
Risk of exposure to COVID-19 through the virus being transferred onto communal equipment, including tables, chairs, pens, signing in register		* Signing in process to an electronic format that allows for either the receptionist or the designated person to complete the visitors badge, print and issue on a media that is designed to be disposed of * Provide the reception staff with gloves * Items to be cleaned prior to new team member using them * dedicated ICT for each reception member * condiments and cutlery are to be removed and only given on request * Cleaning to be undertaken in meeting rooms every 45 minutes of occupation		U	4	3	3	2	35	10	All who use the signing in book		Page 18				
Risk of exposure to COVID-19 through the virus being transferred onto fabric and hard surfaces such as door handles, banisters, intercoms, light switches		* Tables for the consumption of food and drinks to be limited to one chair and positioned at 2m intervals * Seating areas to be marked out with signage reinforcing the request of segregation *		U	3	3	3	4			All who pass through the lobby		Page 13, 20				

Switches	signage reinforcing the request of segregation Area to be marked out Infront of reception and in waiting areas to allow for safe segregation * regular cleaning to be completed by team members wearing gloves and face shields * Visitors booked facilities * fire doors on magnetic openers * access doors automatic opening * Doors to remain open reducing the need to be touched * sanitiser stations	C	3	1	3	1	42	16			
Risk of exposure to COVID-19 through the virus being transferred from deliveries	All deliveries are either taken to reception or direct to the clients buildings	U	3	3	3	1	24	16	All who accept deliveries		Page 22
Risk of exposure to COVID-19 through the virus being transferred onto toilet seats, urinals, Sanitary bins, walls, Hand dryers, sinks, doors, contact surfaces, floors	* Increase the frequency of cleaning the facilities * Signage requesting that users of toilet seats wipe then down before and after use * one in - one out system * Due to pinch points within multi user facilities and not being able to maintain social distancing every toilet to be one in one out. Main door fitted with internal lock. Were more than one cubical is available to be closed and rotated ensuring that at any one time one unit is clean, being cleaned, being used	U	3	3	3	2	30	16	All who use the facilities		
Risk of cross contamination when administering first aid	* As trained, the first aider is to undertake a dynamic assessment first * As trained, the first aider is to wear PPE * If CPR is required the first aider is to assess by dynamic assessment if breaths are to be given * Bodily fluids from the mouth, nose or eyes are to be cleaned using the provided equipment within the first aid kit and the area deep cleaned * First aid box / grab bag contains gloves, apron and spit shield * First aiders to be briefed on the importance of self protection prior to providing first aid	U	1	3	3	1	16	8	Those administering first aid		Page 16

PPE to be used

	N		A		A		Y
	N		N		N		Y
	N		A		A		Y



I have read and understood this risk assessment in relation to the activities that I will be undertaking

Name _____ Date _____ Signature _____

Add likelihood and frequency together and add severity and personnel involved. Multiply these two numbers together to arrive at the overall risk factor. **Less than 10 = No Risk, 10 - 19 = Low Risk, 20 - 49 = Medium Risk, 50 - 99 = High Risk, Greater than 100 = Unacceptable**