



COVID 19 – Safe Working for IT Technicians Around Offices & Internal Areas

Risk Assessment ID: (Include revision number, e.g. 1.1, .. B, C..... v2?)	H&S COVID19 RA021 v.01
RA conducted by: (List all involved in conducting the risk assessment)	G. Howard
Signature of the person approving the assessment (incl. name and position)	 H&S Compliance Manager
Date RA conducted:	15/09/20
Planned review date:	On-going – As required

Task and/or work activities covered by the assessment

Objective: To reduce risk to the lowest reasonably practicable level by taking preventative measures, in order of priority.

Description: To aid assess management of safe practices for IT Technicians to protecting against transmission/spread of COVID-19 virus between persons when working in and around UCB Properties and Office/Work Areas.

In every workplace, maintain 2meter social distancing (1m+ with extra precautions) and increase frequency of hand washing and surface cleaning.

Reference:
Gov.uk Guidance - Working safely during COVID-19 in Offices and Contact Centres
<https://assets.publishing.service.gov.uk/media/5eb97e7686650c278d4496ea/working-safely-during-covid-19-offices-contact-centres-200910.pdf>
Gov.uk Guidance - Further and higher education: coronavirus (COVID-19) – Updated 26-08-20
<https://www.gov.uk/government/collections/further-and-higher-education-coronavirus-covid-19>
Gov.uk Guidance - Working safely during coronavirus (COVID-19) - Updated 11-09-20
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/updates>

Hazards present which create potential Health & Safety risks: (Tick as applicable)

- Machinery and Equipment
- Lifting operations (incl. FLT)
 - Flammable gases/liquids
 - Electricity
 - Machinery and equipment
- Workplaces
- Slips, trips and falls
 - Fall from heights
 - Transport (incl. loading)
 - Workstations and seating

- Occupational Health
- Noise exposure >80dB(A)
 - Hand-arm vibration
 - Hazardous substances
 - Musculoskeletal Injury/diseases

- Other Hazards
- Lone working
 - Display screen equipment
 - Manual handling of loads

Other Hazards (Specify):

Viral: Infection/cross transmission of COVID-19 virus:
Spread through close contact with transmission between persons by contaminated respiratory aerosols and/or touching of contaminated surfaces with transfer of virus by hand to mouth/nose/eyes where the virus is ingested into the body.

Any specific references for COSHH/Products/Manufacturer safety requirements/training etc. should be noted as control measures for further review and noted comments made in section 'observations/comments' as required for further action. Copy of the completed assessment to be retained for review by the assessor/department competent person.

		Likelihood					Consequences		
		Unlikely	Possible	Likely	Very Likely	Certain	People	Assets	Reputation
Severity	5	5	10	15	20	25	Death	Severe Damage	Severe Impact
	4	4	8	12	16	20	Major Injury/Reportable Disease	Major Damage	Major Impact
	3	3	6	9	12	15	Reportable Injury (Over 7 day lost)	Moderate Damage	Moderate Impact
	2	2	4	6	8	10	Lost Time Injury (Under 7 days lost)	Slight Damage	Slight Impact
	1	1	2	3	4	5	Minor Injury (No lost time)	No Damage	No Impact
		1	2	3	4	5			

Risk Score	Priority	Action
1 to 4	Low	Low risk identified - Control measures to be adopted and monitored
5 to 10	Medium	Medium risk identified - Ensure that the risk assessment is reviewed, further controls may be necessary
12 to 25	High	High risk identified - Re-evaluate risk assessment and develop/determine greater controls or re-address the process requirements

The 'Likelihood' & 'Severity' value is to be scored 1 – 5 taking guidance from the above matrix - the total overall 'Risk' value 'R' is: 'L' * 'S' entered into the 'R' column
Dependant on the overall score; this will dictate if further actions/control measures should be highlighted or the process reviewed

Responsibility for completing risk assessments is the function and responsibility of Line Management, however the task may be delegated to a competent person or persons
(The Assessor should be competent in his/her knowledge of the activity or process and be competent in risk assessment techniques)

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action		
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Control Measures	Rating Revised			Further Actions / Recommendations / Observations	
			L	S	R			L	S			R
COVID RA 021.1	Ingress & Egress Risk: Spread of virus through touching of contaminated surfaces or spread of a person's contaminated respiratory aerosols	a,b,c,d,e,f	4	5	20	Doorways to be limited to one person in and one person out at any one time where possible, - users should adopt a 'give-way' to persons exiting a room/building whilst adhering to 2meter distancing. One-way flow systems are in place around buildings with alternative exit routes posted by design. Hand sanitising points are located in reception lobby areas and on landing areas to be used prior to entering buildings/class rooms/offices. Regular cleaning and sanitising of door handles/stair rails, turnstiles/card readers will be conducted as directed by Estates and the Cleaning Company risk assessment.	1	5	5	Maintain, monitor and regularly review control measures.		
COVID RA 021.2	Stairways Risks: As above	a,b,c,d,e,f	4	5	20	One-way flow systems are in place around buildings – directional arrows are marked on floors showing pedestrian flow direction and, where possible, advertising of safe alternative exit routes from the building are posted. Alternative exit routes should be followed to avoid possibilities of unnecessary close contact and maintain social distancing. Increased regular cleaning and sanitising of stairways, banisters/handrails is to be included in cleaning routines and reformed cleaning risk assessments.	1	5	5	Maintain, monitor and regularly review control measures.		
COVID RA 004.3	Corridors/ Passageways Risks: As above	a,b,c,d,e,f	4	5	20	No one should congregate/wait in the corridors unless waiting to enter class rooms. Social distancing and continual movement through passageway areas should be encouraged/maintained. Where possible, the floor areas will be highlighted showing areas for flow of traffic, and at 'pinch points' where walk areas have to be divided showing side of flow direction. Social distancing is to be maintained at 2m where possible. Increased regular cleaning and sanitising of key 'touch' areas is to be included in cleaning routines and reformed cleaning risk assessments.	1	5	5	Maintain, monitor and regularly review control measures.		
COVID RA 004.8	Lifts Risks: As above	a,b,c,d,e,f	4	5	20	Restricted use of lifts is to be observed to those with a disability/medical condition and movement of heavy goods only. Only one person per time (plus goods) are allowed in each lift - Information signage displayed. Increased regular cleaning and sanitising of regular 'touch' surfaces is to be included in cleaning routines and reformed cleaning risk assessments	1	5	5	Maintain, monitor and regularly review control measures.		
COVID RA 004.4	Face Coverings Risks: As above	a,b,c,d,e,f	4	5	20	Masks (or suitable face coverings) will be required when using communal areas and in the corridors of Summer Row and Richmond House, and in any other spaces where 2m distancing is difficult. This applies to students and staff. Face coverings should be worn in all campus buildings: <ul style="list-style-type: none"> When queueing at café's/bars/restaurants and at the counters and payment points. When using changing rooms Or, any other times when social distancing cannot be exercised. Face coverings to be worn by all IT Technicians when close contact work for greater than 15min – less than 1m, is required with other staff/students in the course of their work/duties. (To be provided by Estates)	1	5	5	Maintain, monitor and regularly review control measures.		

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA 004.7	Restricting Spread & Contamination Risks: As above	a,b,c,d,e,f	4	5	20	Maintain social distancing measures as best possible – 2m or 1m with extra precautions. Face coverings should be worn where distances of less than 1m, is required with other staff/students in the course of Technicians work/duties. (To be provided by Estates) Regular hand washing and use of hand sanitiser should be conducted. (Hand sanitiser is available in receptions and stair landing areas) IT Technicians to be issued with sanitising surface wipes for wiping down of keyboards and wiping hands/fingers prior to and after using others keyboards in the course of their work/duties. (Sanitising wipes provided by Estates)	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.12	Staff Risks: As above	a,b,c,d,e,f	4	5	20	No Staff Member should attend Campus if suffering symptoms of COVID-19 All Staff should inform their Line Manager/Supervisor if they are unwell (immune system could be low), or have concerns of being at work and at high risk of infection/contracting COVID-19 being vulnerable as listed as either: BAME (Black and minority ethnic), pregnant, having underlying health conditions etc. https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/892085/disparities_review.pdf Consultation is to be given on an individual case by case basis to assess the best control methods to adopt for the persons safer working conditions. Guidance for Line Managers/ Supervisors can be sought from Senior Management, H&S Manager or Human Resources. During the day – All Staff should highlight if they are suffering any symptoms for COVID 19 – new continuous cough or high temperature or a loss of, or change in, normal sense of taste or smell (anosmia) to their Line Manager. If Staff develop symptoms of COVID-19 they should be sent home or escorted (keeping 2m distancing) to the buildings 'Isolating Area' – the buildings safe area which is designated as an isolation area and await arrangements to get them home safely for self-isolation. They should organise a COVID test immediately under 'Test & Trace' regulations. Security should be informed if someone requires isolation on-site who will have instruction for procedures to adopt. (See government advice details below)	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.9	Ventilation (Estates) Risks: Spread of virus through respiratory aerosols	a,b,c,d,e,f	4	5	20	Where available, - Ventilation should be increased, supply and extraction fans should be turned on. Open doors (except fire doors) and windows where possible to increase natural air flow around the area. "Ventilation into the building should be optimised to ensure a fresh air supply is provided to all areas of the facility and increased wherever possible. Ventilation systems should provide an adequate supply of fresh air".	1	5	5	Maintain, monitor and regularly review control measures.

Persons at Risk = A: Employee/Agency B: Student/Young Person/Trainee C: New/Expectant Mother D: Contractor/Maintenance E: Member of the Public F: Others: Visitors/Volunteers

Hazard Ref No.	Identify		Initial Risk Evaluation			Eliminate/Reduce/Mitigate/Action	Re-Evaluate			Review/Action
	Identified Hazards and Associated Risks	Those at risk	Risk Rating				Rating Revised			
			L	S	R		L	S	R	
COVID RA 004.7	Signage & Safety Information (Estates)	a,b,c,d,e,f	4	5	20	'Catch-It, Bin-It, Kill It' signage (increase emptying of bins) Reminder to increase regular washing of hands for minimum of 20secs Protect others - Sneeze into crook of arm Information to follow directional signage and abide by corridor & stair segregation/ division	1	5	5	Maintain, monitor and regularly review control measures.
COVID RA 004.13	Fire	a,b,c,d,e,f	3	5	15	All actions should be conducted as usual procedure – raise the alarm, try and attack the fire where possible, evacuate the building – do not comply with social distancing guidelines if it would be unsafe to do so. Evacuate the building by the shortest, safest route. Social distancing should be exercised as best possible at the emergency assembly point.	1	5	5	Maintain, monitor and regularly review control measures.

Gov.uk – Department of Education Guidance - Coronavirus (COVID-19): guidance for educational settings - Updated 1st June 2020

What happens if someone becomes unwell at an educational or childcare setting?

If anyone in an education or childcare setting becomes unwell with a new, continuous cough or a high temperature, or has a loss of, or change in, their normal sense of taste or smell (anosmia), they must be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus (COVID-19) infection guidance.

If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people.

If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and disinfected using standard cleaning products before being used by anyone else.

PPE should be worn by staff caring for the child while they await collection if a distance of 2 metres cannot be maintained (such as for a very young child or a child with complex needs).

In an emergency, call 999 if they are seriously ill or injured or their life is at risk. Do not visit the GP, pharmacy, urgent care centre or a hospital.

If a member of staff has helped someone with symptoms, they do not need to go home unless they develop symptoms themselves (and in which case, a test is available) or the child subsequently tests positive (see 'What happens if there is a confirmed case of coronavirus (COVID-19) in a setting?' below). They should wash their hands thoroughly for 20 seconds after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant after someone with symptoms has left will reduce the risk of passing the infection on to other people.

Copy of the completed assessment must be retained for review by the assessor or the department competent person.