

TEMPLATE General Risk Assessment Form (Revised due to COVID-19)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Date: (1) 13/1/21 | Assessed by: (2) Niels Walet | Checked by: (3) | Locations: (4) Laboratory or workshops | Assessment ref no (5) | Review date: (6) Monthly or if public health guidance  changes |
| Task / premises: (7)  COVID-19: Practical teaching (laboratories, workshops, etc.) Background:  The Advisory Committee on Dangerous Pathogens (ACDP) has classified SARS-CoV-2, the causal agent of COVID-19, as a hazard group 3 pathogen, which has spread in early 2020 to cause a global pandemic. Infection with SARS-CoV-2 occurs by inhalation of aerosolised virus or by contact with droplets and contaminated fomites (surfaces). Transmission of the disease is either through the direct inhalation of respiratory droplets from people coughing or sneezing (there is also a theoretical risk of transmission through normal conversation) or by transferring contamination from surfaces that have been exposed to respiratory droplets. The most common symptoms are recent onset of a new continuous cough, high temperature or change in taste or smell (anosmia).  The new variant of coronavirus with a mutated spike protein is recognised as the emerging predominate strain in circulation during the winter of 2020 which has resulted in stricter government controls.  Although this variant is generally regarded as being more effective at binding to cellular receptors,  the control measures required to reduce the onward transmission (hand face space) remain the same but these should be more stringently applied and monitored through local COVID secure observations, reporting to the relevant management unit as described the locally managed specific risk assessment.  This risk assessment evaluates risks relating to SARS-CoV-2 infection and specifies risk control measure arrangements to minimise these risks, so far as is reasonably practicable, to facilitate a safe learning environment for teacher and students.  The risk for any individual activity, with the mitigations in place and separating the activity risk from the health risk, is low (i.e., not increased above the general risk for COVID infection). Specific health risk is addressed through the [Guidance for staff on Vulnerability](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50633) and the risk health matrix available to all returning staff and with manager’s guidance on this matter. Individuals who are concerned about their risk should discuss the matter with their line manager and/or GP.  The new variant of coronavirus, with a mutated spike protein, is recognised as the emerging predominate strain in circulation during the winter of 2020 and has resulted in stricter government controls. Although this variant is generally regarded as being more effective at binding to cellular receptors, the control measures required to reduce the onward transmission (“hand, face, space”) remain the same but these should be more stringently applied and monitored through local COVID secure observation, reporting to the relevant management unit as described in the locally managed specific risk assessment.  This template risk assessment will need to be completed to form a specific risk assessment which will need to be approved by the Head of School. Note:   1. The sections below detail building-specific controls and laboratory specific controls for teaching students in a laboratory/workshop space. 2. There is further information related to personal protective equipment and general information. 3. A separate specific risk assessment must be completed for any further hazards not covered by this generic risk assessment e.g. lone working and supervision. 4. Responsible persons/supervisor/manager should cross-reference this generic risk assessment and the relevant pre-existing local risk assessments to confirm compliance with all relevant risk assessments. 5. This generic risk assessment will be adapted for each laboratory, since each setting will have its own specific risks. | | | | | |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity** | **Hazard** | **Who might be harmed and**  **how?** | **Measures to control risk** | **Action** | **Risk rating** | **Result** |
| Pre-work planning | Infection with SARS-CoV-2  and resulting COVID-19  disease | Staff and students in teaching spaces and anyone who they subsequently come in to contact with could develop COVID-19.  Infected people display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | Exclusion of those who are sick or isolating. All students and staff experiencing symptoms should self- isolate, request a test, and follow current Government guidance/medical advice.  All students who are self-isolating should contact their School/PGR Student Support team.  School/PGR Student Support teams to follow published University procedures for reporting positive COVID cases and cases of self-isolation.  Staff experiencing symptoms and self-isolating should inform their line manager. Line managers to follow published University procedures for reporting positive COVID cases and cases of self- isolation.  Further details can be found at [http://documents.manchester.ac.](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50060) [uk/DocuInfo.aspx?DocID=50060](http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=50060)  Attendance criteria are suspended, to prevent students from feeling pressured to attend teaching if they feel unwell. | All staff to have completed induction for safe return to campus in accordance with University guidance. This guidance to clearly outlines responsibilities for maintaining COVID security, and actions to take if experiencing symptoms.  All students to receive clear information and guidance on safe return to campus. This guidance to clearly outline responsibilities for maintaining COVID security, and actions to take if experiencing symptoms. | Low | A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | All practical classes to be timetabled to ensure teaching can take place whilst allowing for 2m social distancing. | School/Faculty Teaching and Learning teams to add information and links to University websites with detailed COVID-19 safety guidance to front pages of  Blackboard sites for all course units. |  |  |
| On-site requirements |  |  | 1. If using public transport, mandatory face coverings will be worn. 2. All staff and students must maintain 2m social distancing wherever possible. 3. All staff and students, on entry to the building, will use hand sanitiser or wash their hands and continue to wash or sanitise regularly and before leaving the building. 4. All staff and students to follow the one-way system put in place by Estates 5. All staff and students to clean down their workspace after use or at the end of the day |  |  |  |
| On-site  requirements | Infection with  SARS-CoV-2  and resulting COVID-19  disease | Staff and student  in teaching spaces and anyone who they subsequently come in to contact with could develop COVID-19.  Infected people | Hygiene measures:   * All teaching spaces will be pre-cleaned prior to return to teaching, including disinfection of equipment * Staff and students to wash hands for at least 20 seconds | All staff to have  completed induction for safe return to campus in accordance with University  guidance. This guidance to | Low | A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | before entering teaching spaces, in accordance with NHS guidelines. Hand sanitisers are positioned at building entrances and at strategic points throughout teaching buildings   * Estates to conduct a thorough daily clean of touch points of door handles and desks, chairs and teaching lectern * Teaching staff to clean IT equipment with COVID cleaning wipes before and after each use, and dispose of wipes in nearest bin (wipes will be provided in each teaching room) * Any equipment use or object handling in class should be minimised – where this is not possible, equipment/objects must be wiped before and after each use (wipes will be provided in each teaching room) * All shared equipment and/or multi-user equipment to be cleaned before and after each use with wipes in teaching rooms (this is the responsibility of the user)   Social Distancing Measures:   * 2m social distance to be maintained when inside buildings and teaching spaces * Estates teams centrally and locally will ensure that | clearly outline responsibilities for maintaining COVID security, and actions to take if experiencing symptoms.  All students to receive clear information and guidance on safe return to campus. This guidance to clearly outline responsibilities for maintaining COVID security, and actions to take if experiencing symptoms.  School/Faculty Teaching and Learning teams to add information and links to university websites with detailed COVID-19 safety guidance to front pages of blackboard sites for all course units. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | unnecessary furniture is removed prior to the start of semester, and that remaining furniture is arranged to clearly signal socially distanced work stations/seating arrangements for students   * All centrally booked teaching rooms to have been assessed by Estates to identify capacity with social distancing at 2m and sufficient fresh air ventilation. Local occupiers at Faculty and School level are required to review locally managed spaces and ensure seating, layouts, ventilation and occupancy are COVID compliant * Staff and students are not permitted to move furniture from fixed points in the room whilst teaching and their physical location should be to avoid direct face-to-face positioning throughout the class * Estates will post room layouts and capacities inside centrally booked teaching rooms and post general room guidance outside. Local occupiers at Faculty and School level are required to review locally managed spaces and ensure   seating, layouts and occupancy are COVID | Central and local Estates teams to be responsible for managing and monitoring room layout and furniture arrangements for all teaching rooms, and provision of wipes in teaching rooms, prior to the start of semester and through the semester. |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | compliant and that guidance is clearly posted inside and outside of rooms (in accordance with arrangements for centrally booked teaching rooms).   * All students and staff will be issued with two washable face masks - these are to be worn in all indoor spaces. They are not required in a laboratory setting if wearing safety glasses while seated at a workstation; they will be worn whenever they are mobile. |  |  |  |
| Common areas (staff) | Transmission of COVID-19 | Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated | 1. Outside areas should be used for breaks where possible. 2. Users encouraged to bring prepared food from home and to remain on-site (fridges are available). When not possible, maintain social distancing while off-site. 3. Only one person in the kitchen at one time. No use of microwaves allowed. 4. Only eat in designated seats within specific meeting/common room which is reconfigured to maintain spacing and reduce face- to-face interactions. 5. All items that have been touched in communal area should be   sanitised by the user | Communicate to staff, including GTAs | Low | A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Arriving at and exiting teaching spaces – controlling traffic flow (pinch points and gathering) at the start and end of classes | Infection with SARS-CoV-2 and resulting COVID- 19 disease | Staff and student in teaching spaces and anyone who they subsequently come into contact with could develop COVID-19.  Infected people display a wide range of symptoms from being asymptomatic to severe illness and possible fatal disease | * A one-way circulation system have been installed around the building and at entry and exit points. * Signage and instructions displayed around the building should be followed. * The laboratory and rest areas have been added to the list of rooms in use to ensure cleaning schedules for Estates managed areas are adapted. * All teaching will be authorised first by the Head of School via Head of Department. * On arrival and on exiting a building people must sanitise or wash their hands following government guidance on doing so. * All staff will schedule the time and date that access to the building is required and detail the workspace required. This may be done individually or as a group. * Staff and PGR students will need to declare their arrival and departure from the building, arrangements need to be in place to facilitate this. * People must wash or sanitise their hands every time they enter or leave a laboratory or office space following government guidance on doing so. * Staggered arrival and leave | Course unit directors to communicate instructions for entering and exiting teaching spaces via a blackboard announcements prior to the first class and verbally at the beginning and end of class  Central and local estates and operational teams to be responsible for arranging signage controlling flow around buildings | Low | A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | times – classes end 15 minutes before the subsequent class, to allow for safe exit prior to arrival of next class   * Students to arrive at building no more than five minutes before class * Where possible, staircases will be ascend or descend only and will be signed appropriately * A keep left rule will be implemented when travelling along corridors * Where possible, separate entrance and exits to floors or other rooms will be clearly signalled * Doors to teaching spaces should be opened by teaching staff 15 minutes before the start of the session and at the end of the session (reducing the need for students to touch door handles or wait in corridors) * Students to be instructed to go directly to class, rather than waiting in foyer spaces or corridors * Students should be advised of the location of their seat in advance of the session. |  |  |  |
| Laboratory | Transmission of COVID-19 | Anyone present | 1) All teaching to re-start must be authorised by the Head of School by completion of the Head of School Checklist and issue of a  restart certificate. The certificate |  | Low | A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | will be placed on laboratory entrance door.   1. The responsible person has completed a Laboratory Team Log form for each individual or team returning which will be sent to HoS via HoD. This details the groups and the rota they are working to. An on-duty Team Leader for each team has been identified. This is denoted in the Team Log. 2. The responsible person has completed a Laboratory Checklist form for each area being re- opened and sent to HoS via HoD. 3. Once access to the laboratory is available, the responsible person will ensure that a checklist is completed to ensure that all equipment within the lab is safe to operate and all emergency measures are suitably in place. 4. The responsible person has reviewed the laboratory circulation routes to ensure that social distancing is achievable wherever possible including one- way entry and exit systems. 5. The responsible person has reviewed the workstation layout to ensure that social distancing is achievable wherever possible with useable and non-useable workstations marked out. 6. Team log with occupancy of the laboratory will be displayed on the |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | lab door and be reviewed regularly. Contact details must be available for each laboratory responsible person.   1. A trained fire marshal is available within each team. 2. Signage will be installed to highlight the circulation routes and workstation usage. 3. Workstations will be assigned to individuals and not shared. 4. Any activity that cannot maintain social distancing has been assessed and the following measures put in place:   <insert locally agreed measures relating to local additional risks>   1. All existing activity risk assessments will be reviewed to ensure compatibility with this risk assessment. Any significant findings will be recorded. 2. All lab users will receive a specific laboratory induction to incorporate COVID-19 measures into existing induction information. 3. Users should wash or sanitise their hands thoroughly when entering and exiting the laboratory. A cleaning regime is in place (with record keeping) for equipment, high touch surfaces/items and workstations to be cleaned frequently and at the start and end of the work session/day. Following faculty cleaning guidance for example   “FSE - General Cleaning in the |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | Workplace to Prevent Transmission of COVID-19” The Workstations will be cleaned before and after use as per the Faculty’s guidance document. This will noted when done. Instruments should be cleaned by technical staff following guidance from the manufacturers and cleaning recommendations of the University. A face covering should be worn. Generally, cleaning will require use of blue towel and IPA (not low grade). This should be wiped (not sprayed) to clean all points of contact, taking particular care with hand panels and touch screens. If evidence of degradation or damage is observed the instrument should be put out of use until this can be investigated.   1. Waste will be removed to the external bins at the end of each work session/day by the lab users. Hazardous waste disposal will be conducted in accordance with guidelines. 2. The laboratory will meet and maintain high housekeeping standards prior to and during opening to enable activities to resume safely and so that surfaces/equipment can be easily cleaned after use. 3. Users will leave site upon   completion of laboratory work. |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 1. Rapid shutdown procedures should be in place, in preparation for campus shut down or an individual team needs to self- isolate due to a member becoming symptomatic or contact with someone else who is symptomatic.    1. **ALL** laboratory users **ARE RESPONSIBLE** for these actions during a shutdown for safety as well as the environmental impact.    2. **SWITCH OFF** all personal computer hardware.    3. **SWITCH OFF** hardware such as tensile rigs.    4. **TURN OFF** and, if time allows drain-down, all water sources such as rotary evaporators, condensers, water baths etc.    5. If possible, **EMPTY** all bins and **DISPOSE OF** solvent waste bottles.    6. **ENSURE** that any hazardous waste/materials are correctly stored/secured.    7. **SWITCH OFF** all equipment that can be turned off or powered down when not in use, together with related devices.    8. **SHUT DOWN** and **UNPLUG**   all non-essential equipment  e.g. incubator, centrifuge, water baths, pumps, etc. |  |  |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | 1. Empty water baths, sonicators 2. **CLOSE** all non-essential gas cylinder valves at the regulator or supply. |  |  |  |
| - **SWITCH OFF** all lights after  these procedures have been completed. |
| Personal Protective Equipment | Transmission of COVID-19 | Anyone present  COVID-19, through close contact or the contact with surfaces which may have been contaminated | 1. Where PPE is already specified for a work activity to protect against non-COVID-19 risks, this will continue. 2. Wherever possible PPE will be assigned to an individual and not be shared. This may entail further procurement of additional PPE. Where new PPE is required this will be ordered from stores. If there is not sufficient stock, then the liaise with SSA to arrange an alternative supply or options. 3. Any existing left over/visitor PPE will be stored away or sent for laundering. Lab coats may be left within the individual workstations where safe to do so until the end of the session/day but must be stored away prior to any rota change. Individual and separate storage space will be provided for this. 4. can be utilised on entering the laboratory although they should   be cleaned regularly to prevent | Activity supervisor to monitor PPE usage; clear communications to students through blackboard | Low | A |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  |  | contamination from both chemicals and COVID-19. |  |  |  |

|  |
| --- |
| **Authorised by designated senior manager on behalf of the Faculty.**  **I confirm that I have considered and understand the risks in returning to campus and the associated hazards.**  **I am satisfied that all activities within the programme have been reviewed and will comply with the control measures outlined in this risk assessment. All control measures will be followed to reduce the risks to as low as is reasonably practicable.** |
| **Print name:**  **Signed: Date:** |