MANCHESTER 1824
The University of Manchester

Date: (1) 1/9/20	Assessed by: (2) Name of Supervisor/Advisor	Checked by: (3) **Name of local Safety Advisor and head of School**	Location(s): (4) Named building or personal offices, as appropriate	Assessment ref no (5)	Review date: (6) By 31st October 2020 or when Public Health England advice or internal guidance is updated/ changed

TEMPLATE COVID-19 Risk assessment for 1:1 PGR Supervisor/Advisor meetings

Background

SARS-CoV-2, the causal agent of COVID-19, has been designated as a hazard group 3 pathogen. Infection with SARS-CoV-2 occurs by inhalation of aerosolised virus or by contact with droplets and contaminated surfaces.

Activity

For the purposes of this document, 'PGR Supervisor/Advisor' is used as a placeholder term for all one-to-one meetings between PGRs and a member of their supervisory team or advisor. The assessment is appropriate for both supervision and pastoral meetings.

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 and also have the agreement of the relevant PGR.

Completion of the template risk assessment into a specific risk assessment must take in account relevant University guidance and revised accordingly as necessary.

Scope

This risk assessment evaluates risks relating to coronavirus (COVID-19) infection and specifies risk control measure arrangements to minimise these risks so far as is reasonably practicable, to facilitate a safe learning environment for teachers 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 risk health matrix 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 GP.

Exclusions

Face-to-face meetings where 2m social distance is not possible are not recommended. If these are deemed unavoidable, they require a separate risk assessment to be produced and reviewed by School Safety Advisors/Head of School and cross-referred to in this assessment.

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Action	Risk rating	Result
PGR Supervisor or Advisor meeting One to one staff and PGR meeting	Infection with SARS-CoV-2 & resulting COVID-19 disease	Staff & PGRs attending for on-campus meetings and anyone who they subsequently	Staff and PGRs follow University guidance (including the wearing of face coverings in all indoor spaces and the maintenance of 2m social distance at all times). Staff or PGRs with symptoms must not be on site.	PGRs read Keeping Safe on Campus Guidance for PGRs	**Low**	**A**

			come in to contact with could develop COVID-19. Infected people display a wide range of symptoms from being asymptomatic to severe illness and potentially fatal disease		Staff familiarise themselves with H&S guidance		
					Managers cascade H&S guidance including additional local requirements relating to the working environment.		
				PGR Supervisor/Advisor settings			
				• On campus in personal individual offices where social distancing can be maintained, spaces can be cleaned regularly with appropriate cleansing products and waiting areas can be safely managed	2m distances clearly indicated and PGR advised in advance of meeting.		
					Face coverings are worn unless participants are exempt and both have agreed to proceed.		
					Participants use hand sanitiser on entering and leaving the room.		
					If necessary doors/windows will be left open to improve ventilation.		
					Supervisors/ Advisors clean touchpoints with wipes provided by Estates and Facilities between each meeting		
					Occupants keep rooms tidy for cleaning		

			• On campus in bookable rooms (via schools or Central Timetabling)	If using a School-owned room Schools to assess rooms for suitability and ensure its inclusion on the campus cleaning schedule For centrally timetabled rooms social distancing has been marked. This needs to be adhered to for any meetings.		
Accessing meetings on campus	Infection with SARS-CoV-2 & resulting COVID-19 Disease	Staff and PGRs accessing teaching buildings and academic office spaces and any one with whom they might subsequently come into contact	Staff and PGRs follow University guidance (including the wearing of face coverings in all indoor spaces and the maintenance of 2m social distance at all times) PGRs issued with appointment time and given clear instructions when to arrive and where PGRs and staff use hand sanitiser when entering buildings and rooms, conform to building signage, use of face coverings and 2m social distancing Supervisors/Advisors clean in-room touchpoints with wipes between each meeting and dispose of waste into appropriate container Supervisors/Advisors maintain electronic records of attendance, shared with programme administrators, in accordance with GDPR	See actions above Supervisors/Advisors make clear arrangements in advance Clear signage is installed in all buildings and building staff are available for advice Wipes supplied by Estates and Facilities Sharable records will be maintained by Schools and made available to support contact tracing	**Low**	A
PGR presents to meeting with possible symptoms	Infection	Ditto	Staff follow guidance on reporting COVID-19 cases	Supervising/Advising must immediately cease and the Infectious Disease Protocol applied.		

Authorisation by Head of School

I confirm that face to face academic advising is necessary and that there are auditable procedures in place to confirm the COVID secure measures are in place and that both the supervisor/advisor and relevant PGR have agreed to proceed based on this assessment.

Name of Supervisor/ Advisor:

Signed:

Date

Name of Head of School:

Signed:

Date:

Process for dealing with reports of positive COVID-19 cases or self-isolation

Overview
- If any PGR or member of staff reports that they are self-isolating or have tested positive for COVID-19, the Division of Campus Life must be notified through the completion of an online form, which is linked to in the guidance below.
- This will allow the Division of Campus Life, directed by Public Health England, to co-ordinate a response to the student or member of staff and any subsequent activity across our University, such as gathering data to support NHS Test and Trace with contact tracing.
- Data collected will be handled in line with GDPR and in accordance with our COVID-19 privacy policy.
- Any communications related to reports of self-isolation or positive COVID-19 cases **must not be issued** without first consulting Kim Graakjaer, Head of Student Communications (in relation to student cases) or Jamie Brown, Head of Communications (in relation to staff cases).

Process for student cases
- Summary of process for reporting student cases (add in URL to PDF)

PGRs have been sent Keeping Safe on Campus Guidance. This directs them to contact their local support team if they have started to self-isolate or have tested positive for COVID-19. If the student lives in a University Hall of Residence, they should also contact their ResLife team by emailing reslifeadmin@manchester.ac.uk (between 8am to 6pm, Monday to Friday) or by calling their Duty ResLife Advisor (between 6pm and 8am, Monday to Friday or at weekends).

School/PGR Student Support or ResLife staff should ensure the student is aware of our COVID-19 guidance and reassure them that they are not in trouble. They should gather the following details from the student as a matter of priority:

- o Name of student
- o Student's University ID number
- o Date of positive test (if applicable)
- o Date of first symptoms (if known)
- o Which University department the referral is being made from
- o Confirmation that the student has been referred to COVID-19 guidance
- o Whether the student has been contacted by NHS Test and Trace

School/PGR Student Support staff should then enter these details into the COVID-19 referral form and email Sarah Littlejohn, Head of Campus Life, and Spencer Davies, Head of Advice and Response, with the subject line 'COVID-19 report submitted by [name] on [date]'. ResLife have a separate system for submission to the Division of Campus Life and will offer in-hall support to students. In addition, students who live in Greater Manchester who are self-isolating and need help with the delivery of food or medication, or other support, can call 0800 234 6123.

Following receipt of the COVID-19 referral form, the Division of Campus Life, directed by Public Health England, will co-ordinate a response to the student and subsequent activity

across our University, such as gathering data to support NHS Test and Trace with contact tracing.

Process for staff cases
- Summary of process for reporting staff cases (add in URL to PDF)

Staff have been directed to inform their line manager if they have tested positive or are self-isolating.

The line manager should be supportive to the member of staff and ensure that they have read the COVID-19 staff support resources.
Line managers should gather the following details from the member of staff as a matter of priority:
  o Name of staff member
  o Department
  o Staff member's email address
  o Date of positive test (if applicable)
  o Date of first symptoms (if known)
  o Confirmation that the staff member has been referred to instructions on self-isolating and getting tested
  o Whether the staff member has been contacted by NHS Test and Trace

Line managers should then enter these details into the online referral form and email Sarah Littlejohn, Head of Campus Life, and Spencer Davies, Head of Advice and Response, with the subject line 'COVID-19 report submitted by [name] on [date]'. No message is necessary. Following receipt of the COVID-19 referral form,. the Division of Campus Life, directed by Public Health England, will co-ordinate a response to the member of staff and subsequent activity across our University, such as gathering data to support NHS Test and Trace with contact tracing.

Useful resources
- Keeping Safe on Campus Guide for PGRs
- COVID-19 staff support resources

Notes to accompany General Risk Assessment Form

This form is the one recommended by Safety Services, and used on the University's risk assessment training courses. It is strongly suggested that you use it for all new assessments, and when existing assessments are being substantially revised. However, its use is not compulsory. Providing the assessor addresses the same issues, alternative layouts may be used.

(1) **Date**: Insert date that assessment form is completed. The assessment must be valid on that day, and subsequent days, unless circumstances change and amendments are necessary.

(2) **Assessed by**: Insert the name and signature of the assessor. For assessments other than very simple ones, the assessor should have attended the University course on risk assessments (THS 15 Principles of Risk Assessment)

(3) **Checked / Validated* by**: delete one.

   Checked by : Insert the name and signature of someone in a position to check that the assessment has been carried out by a competent person who can identify hazards and assess risk, and that the control measures are reasonable and in place. The checker will normally be a line manager, supervisor, principal investigator, etc. Checking will be appropriate for most risk assessments.

   Validated by : Use this for higher risk scenarios, eg where complex calculations have to be validated by another "independent" person who is competent to do so, or where the control measure is a strict permit-to-work procedure requiring thorough preparation of a workplace. The validator should also have attended the University's risk assessment course or equivalent, and will probably be a chartered engineer or professional with expertise in the task being considered. Examples of where validation is required include designs for pressure vessels, load-bearing equipment, lifting equipment carrying personnel or items over populated areas, and similar situations.

(4) **Location**: insert details of the exact location, ie building, floor, room or laboratory etc. If off-campus, provide information about expected location(s) or attach itinerary.

(5) **Assessment ref no**: use this to insert any local tracking references used by the school or administrative directorate.

(6) **Review date**: insert details of when the assessment will be reviewed as a matter of routine. This might be in 1 year's time, at the end of a short programme of work, or longer period if risks are known to be stable. Note that any assessment must be reviewed if there are any significant changes – to the work activity, the vicinity, the people exposed to the risk, etc

(7) **Task / premises**: insert a brief summary of the task, eg typical office activities such as filing, DSE work, lifting and moving small objects, use of misc. electrical

equipment. Or, research project [title] involving the use of typical laboratory hardware, including fume cupboards, hot plates, ovens, analysis equipment, flammable solvents, etc.

(8) **Activity**: use the column to describe each separate activity covered by the assessment. The number of rows is unlimited, although how many are used for one assessment will depend on how the task / premises is sub-divided.   For laboratory work, activities in one particular lab or for one particular project might include: use of gas cylinders, use of fume cupboard, use of computer or other electrical equipment, use of lab ovens, hot plates or heaters, use of substances hazardous to health, etc

(9) **Hazard**: for each activity, list the hazards. Remember to look at hazards that are not immediately obvious. For example, use of a lathe will require identification of the machine hazards, but also identification of hazards associated with the use of cutting oils (dermatitis), poor lighting, slipping on oil leaks, repetitive actions, etc. The same activity might well have several hazards associated with it.   Assessment of simple chemical risks (eg use of cleaning chemicals in accordance with the instructions on the bottle) may be recorded here. More complex COSHH assessments eg for laboratory processes, should be recorded on the specific COSHH forms.

(10) **Who might be harmed and how**: insert everyone who might be affected by the activity and specify groups particularly at risk. Remember those who are not immediately involved in the work, including cleaners, young persons on work experience, maintenance contractors, Estates personnel carrying out routine maintenance and other work. Remember also that the risks for different groups will vary. Eg someone who needs to repair a laser may need to expose the beam path more than users of the laser would do. Vulnerable groups could include children on organised visits, someone who is pregnant, or employees and students with known disabilities or health conditions (this is not a definitive list).

For each group, describe how harm might come about, eg an obstruction or wet patch on an exit route is a hazard that might cause a trip and fall; use of electrical equipment might give rise to a risk of electric shock; use of an ultraviolet light source could burn eyes or skin.

(11) **Existing measures to control the risk**: list all measures that already mitigate the risk. Many of these will have been implemented for other reasons, but should nevertheless be recognised as means of controlling risk. For example, restricting access to laboratories or machine rooms for security reasons also controls the risk of unauthorised and unskilled access to dangerous equipment. A standard operating procedure or local rules (eg for work with ionising radiation, lasers or biological hazards) will often address risks. Some specific hazards may require detailed assessments in accordance with specific legislation (eg COSHH, DSEAR, manual handling, DSE work).   Where this is the case, and a detailed assessment has already been done in another format, the master risk assessment can simply cross-reference to other documentation. For example, the activity might be use of

a carcinogen, the hazard might be exposure to hazardous substances, the existing control measures might all be listed in a COSHH assessment. Controls might also include use of qualified and/or experienced staff who are competent to carry out certain tasks; an action plan might include training requirements for other people who will be carrying out those tasks.

(12) **Risk Rating**: the simplest form of risk assessment is to rate the remaining risk as high, medium or low, depending on how likely the activity is to cause harm and how serious that harm might be.

The risk is **LOW** - if it is most unlikely that harm would arise under the controlled conditions listed, and even if exposure occurred, the injury would be relatively slight.

The risk is **MEDIUM** - if it is more likely that harm might actually occur and the outcome could be more serious (eg some time off work, or a minor physical injury.

The risk is **HIGH** - if injury is likely to arise (eg there have been previous incidents, the situation "looks like an accident waiting to happen") and that injury might be serious (broken bones, trip to the hospital, loss of consciousness), or even a fatality.

Schools or administrative directorates may choose to use other rating systems. Typical amongst these are matrices (of 3x3, 4x4, 5x5 or even more complex) which require the assessor to select a numerical rating for both "likelihood that harm will arise" and "severity of that harm". These may give a spurious sense of accuracy and reliability – none are based on quantitative methods. There are methods of estimating risk quantitatively, and these may be appropriate for complex design of load bearing structures and the like. Advice on methods of risk assessment is available from Safety Services. Whatever system of assessment is adopted, it is **essential** that the assessor has received suitable training and is familiar with the meaning of the terms (or numbers) used.

(13) **Result**: this stage of assessment is often overlooked, but is probably the most important. Assigning a number or rating to a risk does not mean that the risk is necessarily adequately controlled. The options for this column are:

T = trivial risk. Use for very low risk activities to show that you have correctly identified a hazard, but that in the particular circumstances, the risk is insignificant.

A = adequately controlled, no further action necessary. If your control measures lead you to conclude that the risk is low, and that all legislative requirements have been met (and University policies complied with), then insert A in this column.

N = not adequately controlled, actions required. Sometimes, particularly when setting up new procedures or adapting existing processes, the risk assessment might identify that the risk is high or medium when it is capable of being reduced

by methods that are reasonably practicable. In these cases, an action plan is required. The plan should list the actions necessary, who they are to be carried out by, a date for completing the actions, and a signature box for the assessor to sign off that the action(s) has been satisfactorily completed. Some action plans will be complex documents; others may be one or two actions that can be completed with a short timescale.

U = unable to decide. Further information required. Use this designation if the assessor is unable to complete any of the boxes, for any reason. Sometimes, additional information can be obtained readily (eg from equipment or chemicals suppliers, specialist University advisors) but sometimes detailed and prolonged enquiries might be required. Eg is someone is moving a research programme from a research establishment overseas where health and safety legislation is very different from that in the UK.

For T and A results, the assessment is complete.
For N or U results, more work is required before the assessment can be signed off.

(14) **Action Plan**. Include details of any actions necessary in order to meet the requirements of the information in Section 11 'Existing measures to control the risk'. Identify someone who will be responsible for ensuring the action is taken and the date by which this should be completed. Put the date when the action has been completed in the final column.