

Date: 17.09.2020

***Updated 22.3.21**

Risk assessment to cover general access to SALC spaces in Ellen Wilkinson Building in light of the COVID-19 pandemic

Scope: Staff/PGRs/Visitors/Contractors

Related risk assessments: Ellen Wilkinson Building risk assessment (SALC PGR spaces)

Colleagues agree to abide by the Government and University guidelines surrounding social distancing and are advised to refer to <https://www.manchester.ac.uk/coronavirus/> regularly to keep up to date with the latest information.

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 PGRs.

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 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.

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.

This risk assessment follows the advice from the following government guidance documents:

- Higher education: reopening buildings and campuses Updated 2nd March 2021:
<https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-reopening-buildings-and-campuses>
- Government guidance for Higher education: reopening buildings and campuses' document Higher education: Updated 10 February 2021:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/performing-arts>

As well as further research and guidance published on reduction of risk of aerosol transmission including [HSE Guidance on Ventilation and Air Conditioning during the coronavirus pandemic](#).

Assessors will regularly review updates to government guidance published on these pages.

Useful contact numbers:

House services:

Andrzej Stawiarz Andrzej.Stawiarz@manchester.ac.uk Ellen Wilkinson Building room CG34 Mobile Short Code 7759313

IT support: Helpdesk 0161 306 5544 <https://www.itservices.manchester.ac.uk/help/>

Security Services 0161 306 9966

First Aid: Please refer to Security Services staff as above. There is an increased likelihood of SALC first aiders being unavailable due to blended home/office working.

The Nearest Automatic External Defibrillator (AED) is situated in C Block reception of Ellen Wilkinson Building. AEDs are also available in Samuel Alexander Building and Alan Gilbert Learning Commons.

Any accidents or incidents should be reported on the [correct form](#) and sent to safetyservices@manchester.ac.uk (cc compliance.salc@manchester.ac.uk) within 24 hours.

Date: April 2021	Assessed by: Mr Andy Fairhurst	Checked / Validated* by: Mrs Osen Kilic-Yildirim/ Professor Alessandro Schiesaro, HoS	Location: Offices: CG10 (DASS Office), CG12, CG15, CG16, C1.3, C1.5, C1.9, C1.10, C1.11, C1.12, C1.13, C1.14, C1.15, C1.21 - Ellen Wilkinson Building	Assessment ref no	Review date: Dynamic
Risk assessment to cover access PGR areas in the Ellen Wilkinson Building Monday to Friday between the hours of 08:00 – 17:00 with no out of hours access during the current COVID-19 restrictions. Please refer to advice on lone working and working without supervision via http://documents.manchester.ac.uk/display.aspx?DocID=13644 • <u>PGR SPACE IS ONLY ACCESSIBLE IF REGISTERED WITH THE SCHOOL AS A PRIORTIY</u> • <u>PGRs CAN ONLY WORK IN ALLOCATED SPACES THAT HAVE BEEN IDENTIFIED AS 2M DISTANCED</u> • <u>UNDER NO CIRCUMSTANCES MUST YOU SWAP TO ANOTHER DESK OR ROOM, OR MOVE FURNITURE</u> Welfare facilities are set up and available for use: • EW: Toilets are located on every other floor in close proximity to the rooms in use. Food/drink. You are advised to purchase your lunch or bring your lunch from home and dispose or, or take home reusable containers. Colleagues agree to abide by the Government and University guidelines surrounding social distancing and are advised to refer to https://www.manchester.ac.uk/coronavirus/ regularly to keep up to date with the latest information. Useful contact numbers: - IT support: Helpdesk 0161 306 5544 https://www.itservices.manchester.ac.uk/help/ - House services: Andrzej Stawiarz (andrzej.stawiarz@manchester.ac.uk) Ellen Wilkinson Building SECURITY: Do not allow anyone to follow you into the building. <i>Only persons with prior authorisation and a valid ID card are permitted access.</i> If you spot anything suspicious whilst inside the building or in the vicinity of the school, please contact Security on Ext 69966 (or 0161 306 9966 from a mobile) You should store this number in your mobile phone for emergencies First Aid can be obtained via Security on Ext 69966. Any accidents or incidents should be reported on the correct form, available from the following link and forwarded to the SSA (safetyservices@manchester.ac.uk) http://documents.manchester.ac.uk/DocuInfo.aspx?DocID=10018 There is also a first aid kit at the Porters Lodge. A Defibrillator (AED) EWB: is located in C Block ground floor foyer, by the entrance doors.					

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Travel to/from the University	Transmission of infectious disease	All building occupants	If you can walk or cycle to work, you should do so. If you need to use public transport, Transport for Greater Manchester has detailed information on available services and how to use them safely https://tfgm.com/coronavirus	Low	A
The use and management of the EWB by staff and PGRs	Transmission of infectious disease	All building occupants	Staff and PGRs will be informed that they cannot use the facility if they are presenting symptoms of COVID-19 or if they meet any of the following: • Do you or anyone living with you currently have symptoms of Covid-19? • Have you or anyone living with you had symptoms of Covid-19 in the last 14 days? • Have you have been in contact with anybody else with symptoms of Covid19 in the last 14 days? • Have you or anyone living with you been asked to 'shield' by the NHS? • Do you consider yourself in the 'extremely vulnerable' group for Covid19? • Do you consider yourself in the 'vulnerable' group for Covid-19 All building users will be provided with medical grade, 3 ply face masks. These masks are designed for extended use but should be disposed of if they become damaged, damp or contaminated. Special bins and signage will be provided by Estates & Facilities for all entry/exit points. 3 ply face masks must be worn at all times when accessing study space and must to be worn whilst working at allocated desks. Masks can only be removed when in a single occupancy office and a window is open. Hand sanitiser stations, lift and toilet signage will be installed by Estates. The hand sanitiser stations are located outside the main cluster and outside the conference room.	Medium	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Access to the Ellen Wilkinson Building	Transmission of infectious disease	All building occupants Previously clean and disinfected surfaces become contaminated with SARS-Cov-2.	Employees and PGRs should abide by guidelines imposed by the Government and the University of Manchester, these include the following: - Anyone experiencing symptoms of Covid-19 (recent onset of a new continuous cough or a high temperature or a loss of, or change in, normal sense of taste or smell (anosmia) should not come in and should instead follow UK Government advice on self-isolation. - All staff will be <i>encouraged to follow the guidance on hand washing and hygiene</i> and wash hands before and after visiting the ALB PGRs will be required to book/be allocated their study space in advance. PGRs will be required to use their card to access the building and study spaces. Reception area is screened. Lateral Flow Tests are available to all staff and PGRs. Building users with frequent access are advised to take 2 x tests per week.	Low	A

Accessing and using the EWB offices	Transmission of infectious disease	All building occupants Previously clean and disinfected surfaces become contaminated with SARS-Cov-2.	<u>Where in operation one way systems must be adhered to. Currently none in place</u> <u>Use marked Entry and Exit doors.</u> <u>Where possible, staff and PGRs should keep to the left relative to their direction of travel in circulation areas.</u> Where it is not possible to implement a one-way system it is your responsibility to act responsibly to avoid close contact on narrow corridors or stairways and to ensure that a face covering is worn' Washroom facilities operate on a one in, one out policy. The capacity of the room and instructions for safe operation will be displayed at the entrance to and within each room and <u>must</u> be adhered to at all times. Most but not all rooms have a number on the door regarding maximum occupancy permitted if open. This includes most subp rooms but not the clusters. The Graduate School kitchen has disposable wipes for use to wipe touch points (internal door handles, photocopiers, reception counters). To maintain 2m social distancing, desks to be used in open plan or shared offices will be clearly marked and those not to be used designated accordingly. Face coverings/masks must be worn in public circulation areas (corridors, kitchens) and other communal spaces (e.g. toilets) Avoid gathering in communal areas. In general, enhanced cleaning procedures to be implemented to include: ○ Touch points and access points ○ Toilet flush and seats, taps and washing facilities ○ External door handles and push plates ○ Hand rails on staircases and corridors ○ Lift and controls	Medium	A
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Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
			Avoid sharing stationery. Where there is a confirmed case of COVID-19, a deep clean will need to be carried out of the office and surrounding communal spaces affected, with affected space being closed for the recommended time scale.		
Using EWB PGR offices	Slips, trips caused by wet floors, trailing cables	PGRs - could suffer injury e.g. sprains or fractures if they fall	Visual checks to be made to ensure that any damage to floor coverings and other essential repairs or maintenance issues are reported to the Estates Helpdesk for repair/replacement as necessary Good standards of housekeeping maintained at all times. Food or liquid dropped onto the floor should be removed immediately. Signage and mats to be used if floors have been recently mopped, or wet due to spillages or inclement weather Trailing cables positioned neatly away from walkways, cables to be tied/secured neatly. Floors kept clear of items, e.g. papers, boxes, bags Floor cleaned regularly Adequate lighting provided	Low	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Using the EWB PGR offices	Evacuation of the building in an emergency	All building occupants at risk of inhalation of smoke	PGRs should be aware that there will be a reduced fire marshal presence and take note of the school's emergency evacuation procedures: • The weekly fire alarm is tested every Wednesday at 11.30pm • EWB: <i>From A Block the assembly point is located on the paved area near the AQA Building and from C Block on the grassed opposite EWB.</i> • Ensure that you exit the building as quickly and as safely as possible on hearing the fire alarm sound via the nearest evacuation route. This may not be your primary route, i.e. the entrance to the building. PLEASE CLOSE THE EXTERNAL EMERGENCY EXIT DOOR AFTER YOU Fire Evacuation Marshals may not be on site to assist with safe and expedient egress. Therefore, all staff returning to campus are encouraged to complete: TLCF100 Fire Awareness E Learning. Security services will attend emergency situations on campus, liaising with emergency services and securing the buildings involved.	Medium	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Using the EWB PGR offices	Access to first aid in an emergency (including out of hours)	Building users – slips, trips, scalds	Building occupants need to know how to call for first aid in the event of an emergency. During the current situation, no first aiders are in attendance, you should contact Security on Ext 69966 (or 0161 306 9966 from your mobile). This contact number appears on the rear of your staff/student ID card. Should there be need for an ambulance, it is recommended that (9)999 be dialled immediately. <i>Please ensure that you inform Security that an ambulance has been called, security can provided assistance in direct emergency services to the scene.</i> It is good practice to have a mobile phone to hand with Security Services telephone number stored, or access to a landline in case of accidents, incidents. The School has 1 defibrillator (AED) available from the ground floor foyer in C block by the entrance doors.	Low	a

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Electrical equipment e.g. Laptops/PC	Trailing cables, overloading of extension leads, liquid spills, and faulty equipment.	Persons attending could be at risk of fire, electric shock	All equipment used in accordance with the manufacturer's instructions Due to the lockdown, Portable Appliance Testing (PAT) schedules may be out of date. Therefore, building users should remain vigilant and carry out regular spot-checks on any electrical equipment prior to use. Any potential faults (fraying on electrical cord, faulty plug socket etc) should be raised with a School Safety Advisor immediately and use of equipment ceased. An incident report will also need to be completed. All equipment should be checked over before use, i.e. cables are inspected for damage Defective plugs, cables equipment et., reported to Estates for repair / replacement Sufficient power sockets provided to reduce need for extension cables. Extension leads not to be overloaded. Staff discouraged from bringing in own electrical equipment as maintenance cannot be assured Liquid spills mopped up immediately Access to equipment restricted to those members of staff authorised for use.	Low	A
Using the EWB PGR offices	Environmental issues: Thermal comfort	Extremes of temperature both hot and cold can cause discomfort for ARs.	Building temperatures kept as reasonable as possible. Air conditioning is turned off. Estates have also been adjusting all ventilation recirculation systems, where air taken from a room and conditioned (e.g. heated/cooled/filtered) via central air-handling plant and returned to the room, to operate on full fresh air only. Any problems should be reported to the Estates Helpdesk on Ext 52424 - available until 4pm. After 4pm any problems are to be directed to Security on Ext 52728	Low	A

Activity	Hazard	Who might be harmed and how	Existing measures to control risk	Risk rating	Result
Using the EWB PGR offices	Ventilation issues	Smoke or steam, could set off fire alarm sensors	In the event of an emergency evacuation from a room within the EWB. If you are able to close the windows please do so, <u>without this impacting on your swift and safe exit</u>	Low	A
Using the EWB PGR offices	Space	Overcrowding	<u>Each room will have a maximum occupancy which must be adhered to at all times. If the occupancy level is exceeded the room must be vacated immediately by all occupants. Until the authorised occupancy level is achieved.</u> <u>Do not rearrange desks or seating that have been set out, or taped off to comply with socially distanced measures</u> <u>Windows must be kept open for fresh air flow.</u> No obstruction of emergency exit routes, lifts, main entrance, staircase and toilet facilities.	Low	A
Using the EWB PGR offices	Lighting	Poor visibility – resulting in accidents	Ensure that lighting levels are sufficient Light switches are easily accessible.	Low	A

Action plan					
Ref No	Further action required	Action by whom	Action by when	Done	
1	PGRs to be inducted.	Graduate School	Prior to access.		
2	Risk assessment to be issued to all participants (will appear on the Graduate School intranet).	Graduate School	Prior to access.		
3.	PGR Rooms to have room occupancy notices displayed.	SSAs		Completed	
4.	Desks, chairs and furniture not in use to have signage/cover on items (some chairs have been removed to match occupancy numbers and pcs not in use laid face down).	Graduate School	Prior to access.		
5.	Desks to be numbered and names allocated to individual desks.	Graduate School		Completed	

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 PGRs 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 a 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.