**Risk Assessment Form**

 **IMPORTANT:** Beforecarrying out the assessment, please read the Guidance Notes

**1.General Information**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Department** | School of Healthcare Sciences  | **Building** | Cardigan House | **Room No** | HCARE - 2nd Floor |
| **Name of Assessor** | Craig Arthur | **Date of Original Assessment** | 11th September 2020 | **Assessment No**  | 118.SHE |

Status of Assessor: Supervisor [ ]  , Postgraduate [ ]  , Undergraduate [ ]  , Technician [ ]  , Other: Building Liaison Officer

(Specify)

**2. Brief Description of Procedure/Activity including its Location and Duration**

|  |
| --- |
| Some HCARE lecturers and research staff occupy office space on the 2nd floor of Cardigan House. Whilst the majority are working from home with the nature of their roles they do need to be on site during timetabled sessions and will need access to their offices to collect equipment and teaching resources for when they are teaching practical sessions in Ty Dewi Sant.During the COVID-19 pandemic Cardigan House has been closed with only minimal ‘key’ staff and C&V Trust authorised to access. Access rights to other staff have been restricted.Before occupants can access this building, a comprehensive Risk Assessment is required, together with a variety of ‘pre-return checks’ to ensure a healthy and safe environment. The building we occupy, part of the 2nd floor, only contains offices, a WC and small kitchen area. CU Occupation Health share this floor with us.These checks will include:Building checks will be carried out to ensure that installation of control measures ie signage and sanitisers etc conforms to the Building CAD plan.Significant and appropriate remediation is complete.Significant and appropriate maintenance to equipment and infrastructure is complete.A ‘Building Pre-Occupation Protocol’ will be developed and communicated where appropriateThis risk assessment should be read in conjunction with the Cardigan House building RA (to be provided by UHB) and for information risk assessment 55.SHE relating to Ty Dewi Sant.  |

**3. Persons at Risk** Are they... Notes

|  |  |  |
| --- | --- | --- |
| Staff [x] Students [x] Visitor [x] Contractor [ ]  | Trained [x] Competent [x] Inexperienced [x] Disabled [ ] x | HCARE lecturers and research staff. |

**4. Level of Supervision** Notes

|  |  |
| --- | --- |
| None [x]  Constant [ ]  Periodic [ ] Training Required [ ]  | No supervision  |

**5. Will Protective Equipment Be Used?**  Please give ***specific*** details of PPE

|  |  |
| --- | --- |
| Head [x]  Eye [ ]  Ear [ ]  Body [ ]  Hand [ ]  Foot [ ]  | Face coverings as required by University Regulations will be required to enter, exit and move around the building.  |

**6. Is the Environment at Risk?** Notes

|  |  |
| --- | --- |
| Yes [x]  No [ ]  | The environment is at risk of contamination and the spread of COVID-19 through staff and student transmission occurring as a result of contact to equipment, furniture and fittings.  Please refer to control measures section’ |

**7. Will Waste be generated?** If ‘yes’ please give details of disposal

|  |  |
| --- | --- |
| Yes [x]  No [ ]  | The removal of recycling and general waste will be provided by C&V Trust cleaning teams which will operate on an enhanced timetable due to the identified COVID risks. |

**8. Hazards involved**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Activity / Item of Equipment / Procedure / Physical Location** | **Hazard** | **Control Measures and Consequence of Failure** | **Likelihood (0 to 5)**🞩 | **Severity (0 to 5)**═ | **Level of Risk** |
| Arrival into building and moving around the floor/corridor. Using offices | Transmision of Covid | Social Distancing signage in placeStop and give signs within the corridors and the threshold of officesVerbal confirmation of absence of Covid symptoms - follow current government guidance, anyone who is not feeling well should not attend the building. Go home and contact line managerSanitiser stations to be fitted at the main entrance on 2nd floorUse Azowipes as a cleaning source for computer key board / mouse / monitor controls/ desks etc. These will be stocked in the stationary cupboard, ground floor, Ty Dewi Sant Only visit Cardigan House if it is essential i.e. collecting materials for teaching sessions Discourage Lift use Office risk assessments completed to ensure 2m distancing. This could be controlled in a variety of ways, including:a) Use Outlook diaries and / or email communication with their line manager to book spacesb) Introduce staggered or shift working patterns c) Relocate staff to other areas of building or other buildings on sited) Continue to encourage staff to work remotely. A T&F COVID Recovery Group is established at School Level. (Chair - Head of School)All School communications will be routed via Head of School and or School Manager.Local Building communications will be routed by School Manager and/or Deputy School Manager.  | 1 | 5 | 5 |
| Safety while within the building/office | First Aid requirement, fire, secuirity, injury | Inform line manager prior attending the building. Download the 'safezone' App  | 1 | 5 | 5 |

**9. Chemical Safety (COSHH Assessment)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Hazard** | **Control Measures**  | **Likelihood (0 to 5)**🞩 | **Severity (0 to 5)**═ | **Level of Risk** |
| Alcohol gel Potential source for allergic reaction Potentially harmful if in contact with eyes | Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. If eye irritation persists seek medical advice/attention.  | 1 | 1 | 1 |
| Azo wipes used to clean surfaces Potential source for allergic reaction Potentially harmful if in contact with eyes | f known allergy, staff are informed that Azo wipes contain Isopropyl alcohol and wear gloves. Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. If eye irritation persists seek medical advice/attention.  | 1 | 1 | 1  |
| Hand soapPotential source for allergic reaction Potentially harmful if in contact with eyes | if known allergy, students are informed that soap contains hydrogen peroxide. Rinse cautiously with water for several minutes. Remove contact lenses if present and easy to do. If eye irritation persists seek medical advice/attention | 1 | 1 | 1 |
| Latex allergy - gloves | if known then student to inform supervising staff to ensure latex free gloves or not engage in direct positioning tutorial | 1 | 5 | 5 |

**Scoring Criteria for Likelihood (chance of the hazard causing a problem)**

0 – Zero to extremely unlikely, 1 – Very Unlikely, 2 – Unlikely, 3 – Likely, 4 – Very Likely, 5 – Almost certain to happen

**Scoring Criteria for Severity of injury (or illness) resulting from the hazard**

0 – No injury, 1 – First Aid is adequate, 2 – Minor injury, 3 – "Three day" injury, 4 – Major injury, 5 – Fatality or disabling injury

**10. Source(s) of information used to complete the above**

Cardiff University Estates and safety team COVID 19 guidance including Welsh Government and Public Health Wales information and the main CU organisational risk assessment

**11. Further Action**

|  |  |
| --- | --- |
| **Highest Level of Risk Score** | **Action to be taken** |
| 0 to 5 [x]  | No further action needed |
| 6 to 11 [ ]  | Appropriate additional control measures should be implemented |
| 12 to 25[ ]  | Additional control measures **MUST** be implemented. Work **MUST NOT** commence until such measures are in place. If work has already started it must **STOP** until adequate control measures are in place. |

**12. Additional Control Measures – Likelihood and Severity are the values with the additional controls in place**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Work Activity / Item of Equipment / Procedure / Physical Location** | **Hazard and Existing Control Measures** | **Additional Controls needed to Reduce Risk** | **Likelihood (0 to 5)**🞩 | **Severity (0 to 5)**═ | **Level of Risk** |
|       |       |       |       |       |       |

After the implementation of new control measures the procedure/activity should be re-assessed to ensure that the level of risk has been reduced as required.

**13. Action in the Event of an Accident or Emergency**

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| --- |
| Report to session leader and / or line manager to raise the alarm following the CU COVID incident reporting process, and report to HCARESafety.  |

**14. Arrangements for Monitoring the Effectiveness of Control**

|  |
| --- |
| Ad-hoc visual checks and Regular monitoring of all control measures is the responsibility of the session leader / lecturer/member of staff.  Key messages and guidance to be reinforced on a regular basis and any issues or observations of good and bad practice to be reported to HCARESafety for further consideration. |

**15. Review:** This assessment must be reviewed by (date):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Reviewer: | Craig Arthur |  | Date of Review: |  |
| Have the Control measures been effective in controlling the risk? |  |
| Have there been any changes in the procedure or in information available which affect the estimated level of risk? | Review will be carried out at the Annual Safety Committee Review (est. Jul 2021) unless there is a significant change in overarching guidance or an incident occurs that necessitates a review of risk assessments. |
| What changes to the Control Measures are required? |  |

**16. Signatures for printed copies:**

|  |  |
| --- | --- |
| Form completed by :Craig Arthur | Date:11 September 2020 |
| Approved by: Via Chairs Action on behalf of SHEW Committee | Date:05/10/20 |
| Assessor:      | Date:      |
| Reviewed by: Shaaron Pratt and Gail Sullivan | Date: 05/10/20 |
| This copy issued to: Departmental Safety Officer (print name and sign)(print name and sign) | Date: 05/10/20 |