

Management Unit	CoSE	Location (Site / Building / Room)	Kelvin Building	
Assessment Date	3rd July 2020	Review Date	Monthly	Version 1.0
Assessor's Name	J.Marshall	Job Title	Covid Co-ordinator Kelvin Building	
Description of Task	Return to work arrangements: Scottish Gov't Phase 2, Covid			

NOTE: This template is provided to allow Schools/Research Institutes and Services units to plan, assess and record local control measures that may be needed to mitigate Covid risk in their area of work. It is intended to supplement the University generic risk assessment and campus arrangements and so mirrors that document. Where the campus-wide arrangements are judged to be sufficient they may simply be referenced in the relevant sections below. Any local variation or supplement to these, or any additional identified hazards not covered within the University generic risk assessment or campus guides should be recorded and explained in full below. The residual risk after these local measures have been applied should be assessed and recorded within the "Residual risk" column. Indicative residual risk ratings are provided within the generic risk assessment, but these may vary depending on the risk and controls in place in local areas. Comments may be included within the final column.

This template does NOT deal with teaching activities which will be subject to other University arrangements

Risk identification		Risk assessment			Risk management				
Hazard	Potential consequences	Inherent risk			Risk Control measures <i>(Users should use this column to indicate any specific local arrangements they will put in place to deal with the identified hazards within their area/activity)</i>	Residual risk		Additional control measures/comments	
		Likelihood	Impact	Risk rating		Likelihood	Impact		Risk rating
Individual risk factors									
Workers with severe chronic or underlying health conditions falling into the Government	Severe illness if infected. Long term sickness absence. Risk of non-compliance with	5	5	25	<ul style="list-style-type: none"> Eliminate the risk by allowing employees to continue to work from home in accordance with Government guidance 	1	1	1	Risk eliminated by allowing employees in the "extremely vulnerable" category to continue to work from home.

defined “clinically extremely vulnerable” category may be at high risk.	Government guidance.								
Workers with underlying health conditions, including expectant mothers, falling into Government defined “clinically vulnerable category” may be at above average risk. (Includes all people over 70’s)	Unknown impact to the unborn baby. Severe illness to the mother if immune compromised due to pregnancy or other associated health condition. Likelihood of more severe illness for those with underlying health conditions and for older people.	5	4	20	<ul style="list-style-type: none"> Eliminate the risk by allowing them to continue to work from home, if possible, in accordance with Government guidance. <p>If not possible:</p> <ul style="list-style-type: none"> Minimise the time spent in the workplace If possible allow worker to work at different times/shifts to others Consider timetabling breaks to avoid contact with others If appropriate isolate the worker by providing separated workspace away from others (by agreement) 	1	4	4	<p>Risk eliminated by allowing employees who are in the expectant mothers “vulnerable” category to continue to work from home.</p> <p>Reduce risks for employees in the “vulnerable” category by:</p> <ul style="list-style-type: none"> Determining optional attendance at work based on self-assessment of mental and physical health/ability. Discussion with individuals about working arrangements and specific protection measures at current and future threat levels. Establish a rota for lab & office use ensuring single occupancy for worker. Appropriate facemask (FFP2 min) and nitrile gloves used at all times within the building. Cleaning of surfaces before and after commencement of work by worker. No multi-person tasks undertaken. Tasks limited to low hazard tasks to minimise overall risk. Where possible, enable work from home to minimise presence on site, for example, analysis could be performed in the home environment, or admin tasks. This will be considered & developed in consultation with worker and only undertaken by agreement with worker.

									<ul style="list-style-type: none"> Ensure movement within the building avoids proximity to others by communicating with lab group and others in the building via email/phone about planned movement (arrival, departure, etc.). In the event of an emergency help should be summoned by mobile phone (as dictated by Emergency section). Isolation may cause anxiety and regular engagement is advised.
Employees with visual, hearing or mobility impairments	<p>Employee may be less adept at moving quickly; may not see or hear clearly; to help them avoid other people.</p> <p>May need assistance to carry out certain tasks which breaches social distancing.</p> <p>May need to touch items and surfaces that others would not.</p>	4	3	12	<ul style="list-style-type: none"> Eliminate the risk by enabling continued work from home if possible Reduce the risk by ensuring special needs are considered in all areas the worker may need to use, through manager discussions and agreed special arrangements. Allocate tasks to other staff, thereby negating need for assistance or touching surfaces that others would not. Ensure suitable access and egress, including to support to safely use a lift, if this is required. Ensure pathways, one-way systems etc are wide enough to allow for wheelchairs Ensure disabled toilets available nearby and have a suitable cleaning regime. <p>Ensure safe emergency evacuation without the foreseeable need for a buddy in proximity. In an unforeseen emergency, support can be given as the risks of not doing so may outweigh a possible Covid risk. Where applicable a Personal Emergency Evacuation Plan (PEEP) should be developed and as part of this the person may need to carry PPE.</p>	1	3	3	<p>Optional attendance at work based on self-assessment of mental and physical health/ability.</p> <p>Discussion with individuals about working arrangements and specific protection measures at current and future threat levels.</p>
Employee wellbeing	Anxiety about safety on return to work,	4	3	12	<ul style="list-style-type: none"> Regular communication by University to ensure staff are informed about returning to work safely. 	1	1	3	Clear, consistent and regular communication will be provided by the Kelvin Building Co-ordinator group, Colleges, Institute & School management,

	stress due to changes in work patterns, duties and work environment. Reduced social interaction with colleagues.				<ul style="list-style-type: none"> • Inform/encourage staff to access University services e.g. PAM assist. • New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated to employees through Research Groups and line managers. • Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. • Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. • Concerns on workload issues or support needs are escalated to line manager. • Managers are advised of the need to be sensitive to signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work. • Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs • 				<p>RGLs and RG lab coordinators and/or line managers before staff return to work. A statement of the details of the new building operations will be provided to all staff for consultation prior to opening.</p> <p>Engagement with staff to monitor and understand unforeseen impacts of the changes. Any member of staff who is unclear about any aspect of the proposed working arrangement will be encouraged to speak with their line manager in the first instance or a member of the Kelvin Building coordinator group, safety coordinator or their trade union representative. The Kelvin Building Coordinator Group will regularly meet by video conference to review operations and modify procedures where necessary.</p> <p>Information focusing on the importance of mental health will be part of the regular communication with staff. This will include an awareness of the differing needs of staff on furlough, working at home and those who have returned to work.</p>
Travel to work									
Travelling to work	Risk of viral infection if using public transport or there is increased contact with others. Increased	3	4	12	<ul style="list-style-type: none"> • Eliminate the problem by allowing workers to continue to work from home, if possible, in accordance with government guidance • Easing of parking restrictions to allow car travel as an option for staff attending on campus. • Workers advised to avoid public transport where alternatives are feasible e.g. cycling, walking to work etc 	1	1	4	<ol style="list-style-type: none"> 1. If possible, travel to work by means where social distancing is relatively easy e.g. cycling, walking to work etc. 2. Where distance to work does not permit the above, travel to work by car (single occupancy). The University is maintaining free access to parking on site. 3. Public Transport can be considered when no other form of transport is reasonable or

	potential for viral spread in the workplace. Increased risk of sickness absence.				<ul style="list-style-type: none"> If public transport is unavoidable, consider alternative work on a temporary basis to enable work from home. Ensure availability of face coverings Enable employee to work at different times to others to avoid busy commuter periods				realistic and subject to mitigating measures outlined in the University Guidance. Consider changes to start/finish times to avoid busy commuter periods.
Induction and training									
Return to workplace with new infection control protocols in place	There is a risk that workers returning will not understand new protocols and procedures that they must follow to ensure infection control is maintained.	3	3	9	An induction process will be established for those returning to campus. <ul style="list-style-type: none"> The University will develop an information and training package for use at University level. Campus guides aimed at staff and students will be developed and provided. Managers will need to establish local processes to brief returning individuals on the procedures that are to be operated within individual work areas and for specific work task. Risk assessments for tasks may need to be reviewed if there are changes in the working method and workers trained locally by their department in any new procedures. This will also include amending existing process driven risk assessments to include updates to reflect the potential impact of Covid risks on existing processes eg, operations normally carried out in pairs or by a team, communal equipment or emergency evacuations.	2	3	6	Access to the building will be denied to those that have not completed Covid induction. Local Return to Work procedures and Risk Assessments for Covid risks will be communicated to returning individuals and new procedures for expected behaviours when accessing and using the Kelvin Building are in place (signage throughout). New risk assessments during COVID-19 control measures have been prepared for each returning lab and communicated to all returning staff members.
Work environment					<i>(Please indicate any specific local arrangements within the following sections. Many of these points will be covered by existing campus arrangements but supplementary local issues should be considered.)</i>				

Entry and exit to and from buildings	High risk contact surfaces can spread the infection to anyone who touches them.	3	3	9	<ul style="list-style-type: none"> • Access and exit from a building should be enabled without the need for physical touching where possible. • Access to the building is restricted to staff and contractors. • Visitors by appointment only and confined to strictly defined areas and unnecessary movements around the building avoided. <p>Hand sanitiser pump action containers are available in key work areas and on main travel routes through the building.</p> <ul style="list-style-type: none"> • Advisory hand washing signage displayed throughout the building, especially at entrances and exits and where people congregate. <p>Signs displayed reviewed and replaced as necessary.</p>	2	3	6	<p>Advisory signage throughout building for hand washing, sanitising procedures which will be reviewed and replaced as necessary.</p> <p>Access to building is restricted to staff and contractors, with no access to visitors in the initial low-density operation phase. PPE to be made available to visitors when they are allowed in the building.</p> <p>Signage to indicate entry and exits, stairwell direction of travel, lift occupancy etc. Local provision of sanitisers at labs, offices etc. Limiting use of shared equipment and disinfection where mitigation is not possible. Rota/attendance programme to be recorded and agreed.</p>
Use of communal spaces and travel around campus/buildings	Spread of Covid-19 infection	4	3	12	<p>Implement social distancing:</p> <ul style="list-style-type: none"> • Identify a separate entrance and exit to buildings and communal spaces if possible • Consider clear pathways and potentially one-way routes around communal areas - demarcate using signage and barriers • Provide simple induction to remind employees of personal hygiene measures before and after every visit to the toilet, access to fresh water, printer area, kitchen area or other communal area. • Limit/restrict the use of communal areas. • Use of Zoom or Teams to communicate across campus. 	2	3	6	<p>Extra entrance/exit has been designated to minimise contact, with sanitising stations before and after entry.</p> <p>Routes of traffic flow within the building have been modified and designated to minimise contact.</p> <p>Single use procedure for toilets and with advisory hand wash signage and additional hygiene protocols are in place.</p> <p>Social spaces closed until further notice.</p> <p>Staff will be directed to stay at home if they are unwell or displaying symptoms of COVID-19, in line with current public health guidelines.</p> <p>Staff will be instructed to tell their line manager if they have been in close contact with a person</p>

									<p>who has self-isolated with suspected COVID-19 or have tested positive for COVID-19.</p> <p>If a member of staff falls unwell at work, they should go home immediately. The staff member must notify another work colleague on site at the time and their line manager at their earliest convenience. The member of staff should self-isolate and seek health advice in accordance with current public health guidance.</p> <p>The Kelvin Building lifts will be in operation but only one person will be allowed in the lift. Uses will clean surfaces before and after use.</p>
Residual virus on surfaces within workplace	Ill-health due to viral spread. Sickness absence. Spread of infection to others. Productivity loss.	4	3	12	<ul style="list-style-type: none"> • A clean of the building common areas carried out before returning. • A minimum of daily cleaning procedure for toilets and communal areas is undertaken. • Where possible, cleaning frequency increased so that cleaning can be undertaken while the building is occupied. • Regular hand contact points cleaned on a regular basis including, door handles, light switches, handrails, lift buttons, taps, dispensers, toilets. • Persons undertaking cleaning have been instructed with clear safe usage instructions. • Use of common work equipment (e.g. printers, shared lab equipment and keyboards) should be locally managed and a suitable after-use cleaning and hand-washing procedure put in place. <p>Appropriate cleaning products are provided, so that staff can frequently clean elements of their own workspaces and communal items during the day. E.g. wipes</p>	2	3	6	<p>Cleaning services to advise on agreed local cleaning actions. Priority to be given to communal areas/surface</p> <p>Lab and workstation surfaces to be cleaned/disinfected by users (before and after use)</p> <p>Additional cleaning materials will be made available and staff will be expected to clean and disinfect frequently used, high-touch surfaces in their work area such as bench-tops, desks, keyboards etc.</p> <p>Appropriate signage on hygiene to be displayed in all areas.</p> <p>Where possible avoid sharing equipment eg small tools, laser goggles.</p>
Plant, equipment and services	Equipment and building services may	3	3	9	Estates have carried out detailed analysis of building service requirements and have established checklists	1	3	3	Internal inspection to ensure no obvious building issues will be conducted by buildings and H & S staff prior to re-opening.

	<p>not be fully functional after a period of non-use and will require checks of re-commissioning before use.</p> <p>There is a risk that statutory examination periods have expired or that equipment expire dates have passed.</p> <p>Water systems may present a potential legionella risk.</p>				<p>and written protocols for re-commissioning empty buildings.</p> <ul style="list-style-type: none"> • Thorough examination, inspection, test and maintenance certificates should be checked by School/Institute/ Service staff to ensure that equipment they are responsible for remains within its relevant test date. • Checks are needed on local exhaust ventilation equipment - fume cupboards, microbiological safety cabinets etc - and on lifting equipment, pressure systems. • Users should run taps within their area to flush systems unless otherwise by Estates that this has been done. • Check and flush eyewash systems in labs. • Check first aid equipment and other emergency kits. <p>Lab and workshop users are advised to carry out a full area safety inspection prior to beginning work.</p>				<p>Checks on our water systems, will be carried out by our contracted water service company prior to re-opening.</p> <p>Sample for legionella have been taken and results will be available to us before re-opening.</p> <p>All main water systems will be flushed prior to staff returning but staff should run taps within their area if in any doubt.</p> <p>The fire and intruder alarms will be tested and logged on the morning of re-opening.</p> <p>Checks are needed on all ventilation equipment i.e. fume hoods to ensure they are fully functional after a period of non-use and staff are advised to carry out a full safety inspection on equipment used in their area prior to beginning work i.e. pressure systems, pumps, electrical equipment.</p> <p>https://www.gla.ac.uk/media/Media_665995_smxx.pdf</p>
Work tasks					<i>(Please indicate any specific local arrangements within the following sections. Many of these points will be covered by existing campus arrangements but supplementary local issues should be considered. TASK SPECIFIC RISK ASSESSMENTS MAY BE NEEDED FOR SOME ACTIVITIES, ESPECIALLY ANY CLOSE CONTACT WORK.)</i>				
People working together in a shared area (offices, labs workshops)	Spread of Covid-19 among team	4	3	12	<p>Implement social distancing:</p> <ul style="list-style-type: none"> • Reduce occupancy in room to allow for a minimum 2 metre distance around each workspace • Ensure each person has a dedicated workspace • Identify a separate entrance and exit to the space if possible or identify a suitable system to avoid close contact • Remind people to stay home if symptomatic 	1	3	3	<p>WHERE WORKING FROM HOME IS NOT ACHIEVABLE: Most offices, laboratories and other multi-user workspaces have been arranged to ensure single-user room occupancy. On occasions where this is not possible, social distancing of a minimum of 2 metres between individuals will be strictly adhered to and face coverings will be worn.</p>

				<ul style="list-style-type: none"> Workers on campus will need to be directly supervised to ensure they adhere to the controls in place Provide one workspace per person Remind people not to share equipment or, where this is necessary, establish a pre-use/post use sanitising procedure. Encourage employees to take suitable breaks alone or whilst practising social distancing. Activities should be scheduled so that time spent by staff in proximity is minimised. Reduce access through measures such as staggered shifts and appointment of users who can undertake experimental or maintenance work on behalf of others. This may be a rota arrangement. <p>Where possible the number of people each person has contact with should be reduced by using "fixed teams or partnering" (so each person works with only a few others).</p>			<p>Communal areas and thoroughfares have been modified to maintain social distancing and an increased number of entry/exit points have been created to allow ease of access for staff and to reduce congestion.</p> <p>Flexibility to the working day will be implemented by staggering start and finish times, breaks and other transition times when mixing may occur, to avoid close proximity interactions.</p> <p>2m social distancing will be observed except on occasion when heavy lifting may be required (see People working closely on specific work tasks section).</p> <p>When passing people in corridors do not stop to chat.</p> <p>Communal areas where social distancing and adequate hygiene measures prove difficult to maintain, will be closed until further notice.</p> <p>Staff should bring lunch and refreshments and eat in designated personal space.</p> <p>Ventilation should be increased by opening windows in offices and laboratories or adjusting air conditioning where possible. Refer to University Covid-19 risk assessment</p>		
People working closely on specific work tasks	Spread of Covid-19 among task participants and to others.	5	3	15	Review activities to identify any task that requires communal working or otherwise puts individuals at increased risk. E.g. lifting a heavy item, travel in a vehicle with another person, working together on a shared piece of equipment or specimen.	1	3	3	On rare occasion there can be one-off tasks that do require people at close proximity (help with mechanical tasks, lifting large objects, etc.). These types of tasks will be put on hold if possible and/or alternative means considered.

					<p>Where possible, such work should be done with social distancing in place. If that is not possible, and the task is essential, other measures will be needed. In that situation the task risk assessment MUST be formally reviewed, and the new precautionary measure included within it. They may include such precautions as:</p> <ul style="list-style-type: none"> • Limiting the number of people involved. • Using fixed teams or partnering, rather than mixing larger numbers of people. • Keeping the duration of the close contact as short as possible. • Keeping people as far apart as possible. • Using screens or barriers or, where possible, positional controls such as back-to-back or side-by-side working. • Increasing handwashing and surface cleaning frequencies. • Use of face coverings can also be considered as an additional protection but is not a substitute for other distancing measures. • Undertaking work in the open air or in a well-ventilated area can be helpful, where this is possible. 				<p>If two-metre distancing cannot be maintained, a specific risk assessment must be prepared, considering</p> <ul style="list-style-type: none"> • If two-meter distancing cannot be maintained for a particular task, then the specific task that requires close proximity between two workers will initially be discussed and planned with the aim of minimizing the time in proximity at <2m to less than 5 minutes. During the close proximity tasks, workers will wear face masks and disposable gloves to minimise potential transmission. Relevant surfaces will be cleaned before and after the task and hands washed before and after task. • If the task requires longer than 5 minutes in proximity or is of higher risk due to facing positions or amount of exertion for example, then face shields will be worn in addition to gloves and face mask. <p>No tasks are anticipated that would require more than 2 people. In this case a 2-person team would be designated.</p> <p>All work done in the same space (lab) and in proximity to others will be logged in a personal journal for each worker. In the event of C19 transmission, all interactions can be contact traced.</p>
Holding meetings, groups and training events	Spread of Covid-19 among task participants and to others.	3	3	9	The requirement for face to face meetings should be minimised, if possible, by using video meeting systems such as Zoom, Teams, Skype. & etc. If face to face meetings are essential:	1	3	3	There is no requirement for face-to-face meetings and video meeting systems such as Zoom, Teams, etc. will be fully utilised.

				<ul style="list-style-type: none"> • Ensure all attendees use a hand sanitiser when entering the meeting room and when leaving the room (or ensure hand washing in closest facilities if sanitiser is not available) • Avoid shaking hands, use other no-contact greeting methods • Maintain social distancing (e.g. keep 2m between each meeting attendees, especially face-to-face) • Consider meeting in the open air, if this is practical. <p>Face-to-face large-group teaching is suspended and will be separately reviewed before recommencement.</p>				Staff will be instructed to communicate with colleagues also within the building by telephone or email instead of in person.	
Potential for non-compliance by staff and students	There is a risk that as staff and students return to campus it will be difficult to sustain implementation of the guidance around physical distancing due to potential for increasing anti-social or otherwise non-compliant behaviours	4	3	12	Effective and repeated communication with staff to ensure 'buy in' and ownership of the responsibilities. Signs, posters and guidance to be published. Pl's & managers to engage with staff to maximise compliance.	2	3	6	Monitor and review compliance and communication. Audit compliance across areas and report to groups. Refer non-compliance to management for remedial action. Remove access permissions to non-compliant teams/staff.
Potential for non-compliance (suppliers and contractors)	There is a risk that visiting suppliers and contractors will not meet UoG guidelines on distancing and/	3	3	9	Tool box talks, monitoring of performance and RAMS. Engagement and communication with suppliers and contractors. 'Don't walk by' reporting philosophy.	2	2	4	Estates Compliance team to ensure contractors are aware of local rules and examine RAMS/COP's/SOP's. Local teams to liaise and engage with service engineers and visitors. Deny access for non-compliance and raise with Estates team.

	or face-coverings due to either differences with their own employers' requirements or non-compliant behaviours.								
Increased risk of lone working.	Social distancing and lower occupancy may result in lone working with increased difficulty in getting help in an emergency	3	3	9	<p>Managers must take the risk of lone working into account when planning work rotas and allocating tasks.</p> <ul style="list-style-type: none"> Ensure that the procedures set out in the University's Lone Working/Lone Study policy are applied. Brief workers on any changes in working practice or arrangements needed due to lone working. Identify any foreseeable normal tasks within the individual's job role that should not be undertaken if they are lone working and brief workers on tasks that should not be done while working alone. E.g. higher risks tasks, manual handling requiring assistance etc. <p>Establish a system of contact for those who may be working alone. – e.g. phone contact, check-in system etc.</p>	1	3	3	<p>Lone working in laboratories will follow established procedures (University guidance). Hazardous laboratory work (e.g. certain chemistry procedures) that cannot be done within the limitations of existing risk assessments will not be performed. Where essential 'high risk' processes are identified, these will be subject to a 'written permission' system.</p> <p>When lone working, the preferred system of contact for our group is via phone call (mobile) or Teams at start and end of operation (or via pre-arranged communication method). Lone working will be discussed and planned in advance with estimates of time frame for given tasks and periodic communication for longer tasks.</p>
Use of vehicles	Spread of Covid-19 among those involved due to inability to fully maintain social distancing.	5	3	15	<p>As per University Transport Services Risk Assessment. No building vehicles known.</p> <p>https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/vehicles</p>	1	1	2	<p>Booking of Transport vehicles to be strictly limited to ESSENTIAL operations only. No regular vehicle bookings exist.</p>
Personal protective									

equipment (PPE)									
Use of PPE in appropriately or incorrectly, or confusion over function and level of protection offered.	There is a risk that PPE will be ineffective without training and monitoring of use. Incorrect use may increase the infection risk.	4	3	12	<ul style="list-style-type: none"> Managers must consider, by risk assessment, when PPE will be needed to protect workers. PPE includes gloves, visors <u>or masks</u> and aprons. Respiratory protective equipment (RPE) may be appropriate in some situations but is expected only to be needed for a few very specific tasks where social distancing is not possible and there is a foreseeable infection risk to the worker, or they are at higher health risk. Face fit testing and training in use is necessary (and a legal requirement) if RPE is provided as a primary control measure. (i.e. for use of FFP2 or FFP3 respirators) Face coverings are NOT PPE and are likely to be used extensively. These do not protect the wearer to a high degree but do help prevent the spread of virus to others and are beneficial. Face coverings do not require a face fit test. <p>The University is investigating the provision of face coverings as a support to staff and students.</p>	1	3	3	<p>Staff are already familiar with the use of PPE for laboratory chemical work and should continue to use PPE as appropriate to their chemical process and in-line with their lab COSHH or Risk Assessment.</p> <p>Surgical type masks are not currently mandatory but will be available for those wishing to wear them.</p> <p>Masks will be mandatory for short-period, close-proximity (<2m) work.</p> <p>Masks will be mandatory for vulnerable group workers.</p> <p>Masks must be compatible with the work being undertaken, eg in chemistry labs they must not be synthetic material (only applies to face masks, not PPE)</p>
Work-related travel									
Travel within the UK	Possible increased risk of spread, or of personal infection risk, if travelling due to contact with greater numbers of people.	3	3	9	<p>At the time of preparation of this document travel within Scotland is not yet permitted. When travel is allowed, only necessary travel should be undertaken.</p> <ul style="list-style-type: none"> Managers will assess whether any UK travel is necessary/appropriate and authorise only necessary travel. The potential infection risk should not disproportionately outweigh the gains and benefits of the travel If using public transport, ensure that social distancing can be achieved. Use of face coverings are strongly advised. 	1	1	4	<p>Once travel is permitted, only essential travel will be considered by line managers and reviewed against current Scottish Government guidance.</p> <p>If there is a travel requirement for fieldwork, the usual Risk Assessment should be reviewed by the H & S coordinator and accompany the request to travel.</p>

	Infection risk level may be higher (or lower) in other areas of the UK.				<ul style="list-style-type: none"> If using private transport, assess whether social distancing be maintained if there is more than one traveller. This will not normally be possible within a private car <p>Any national rules on travel must be followed.</p>				
Work related international travel	<p>Possible increased risk of spread, or of personal infection risk, if travelling due to contact with greater numbers of people.</p> <p>Infection risk level may be higher (or lower) in other areas of the world.</p> <p>Health services support available to the traveller may be more/less good than UK. Costs may be involved in accessing this support. Other additional costs may be incurred if</p>	3	4	12	<p>If international travel is considered essential:</p> <ul style="list-style-type: none"> Investigate FCO and local advice in relation to the safety or the destination. Compile case demonstrating that the travel is essential. Discuss the trip with line manager/supervisor and senior manager to obtain agreement in principle. Complete University Overseas Travel Risk assessment and Covid 19 supplement. Submit for formal approval. This should only be granted if the trip is judged essential and appropriate insurance and safety measures are in place. 	1	1	4	<p>Once travel is permitted, only essential travel will be considered by line managers and reviewed against current Scottish Government, FCO and/or local guidance in destination country.</p> <p>The University Overseas Travel Risk assessment and Covid 19 supplement should be completed, reviewed by H & S coordinator and submitted for formal approval.</p>

	infected overseas.								
Emergency support									
Fire/emergency evacuation	<p>Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.</p> <p>Increased risk that not everyone will evacuate safely because of a lack of fire wardens or changed procedures.</p> <p>Risk of social distancing being compromised during fire evacuations.</p>	2	4	8	<p>Fire evacuation arrangements remain largely unchanged from pre-Covid systems with only minor variation. (underlined)</p> <ul style="list-style-type: none"> • Fire alarm function and fire service attendance as normal. • Fire alarm testing and maintenance is being undertaken as normal and supported in a few areas by SEPS Fire Safety Adviser. • Where travel systems are in place within the building these will cease on activation of the fire alarm and users should exit as normal by the nearest evacuation route. • If occupancy is kept low and there is no crowding, infection risk during an evacuation will be low as all users will travel in the same direction with minimal face-to-face contact. If possible, they should try to maintain a 2m separation. • Building users will be instructed not to congregate close together at any assembly points. 2m separation (minimum) should be maintained. • Managers & AFO's should review their assembly points to check that this is possible with 	1	1	3	<p>Fire evacuation arrangements remain largely unchanged from pre-Covid systems with only minor variation.</p> <ol style="list-style-type: none"> 1. No planned fire drills will be undertaken during the initial RTW phase. 2. Assembly point social distancing <p>During fire evacuation, where one-way travel systems are in place, these will cease to operate on activation of the fire alarm and users should exit by the nearest evacuation route.</p>

					<p>the likely numbers of people within the building. It is beneficial if face coverings are worn in assembly areas as a protection to others.</p> <ul style="list-style-type: none"> • Those returning will be familiar with the buildings they are working in. Overall occupancy numbers will be low therefore the need for fire wardens is minimal. • Responsible local staff should be directed to check fire exit routes regularly if there is no Area Fire Officer presence amongst the returned key staff. • <u>No planned fire drills will be undertaken during the initial phase of Covid 19 control</u> to avoid unnecessary physical contact between building occupants. • Managers must ensure that any essential higher risk work is sufficiently supported on site with suitable technical expertise. 				
First aid and emergency support	<p>Reduced numbers of staff on campus will reduce the number of first aiders available.</p> <p>Anxiety over infection risk</p>	4	3	12	<p>Should an individual need emergency support or first aid, this is still available via the University Security team as a primary emergency support, via calling ext 4444 from a campus phone or 0141 330 4444 from a mobile. School first aiders will also be available in numbers appropriate to the limited occupancy.</p> <ul style="list-style-type: none"> • Concerns over potential infection risk will exist and additional PPE for key first aiders such as Security may be appropriate as an additional provision. 	2	2	4	A rota of first aid trained staff will be advised on a weekly basis. Regular reminders of the emergency procedure to be sent out.

	<p>and need to maintain social distancing may make delivery of first aid assistance more difficult or restrict this.</p>			<ul style="list-style-type: none"> • Although Covid 19 presents a current infection risk, first aiders should be aware through their training that other human infections have always presented a risk during first aid and can apply this training to minimise infection risks. • Where possible, first aiders should try to assist while maintaining a 2m distance. Unless direct intervention is needed e.g. for CPR or other direct physical assistance, much non-emergency advice and support can be provided without close contact. • Where close contact is needed to assist an on-site judgement (dynamic risk assessment) should be made on the likely risk presented by the individual, the urgency of their need for first aid assistance and the consequence if that is not provided. • Chest compression CPR only can be performed as an alternative to mouth-to-mouth in accordance with current first aid organisation guidance. https://www.gla.ac.uk/media/Media_714312_s_mxx.pdf • The risk from providing first aid support will normally be relatively low, unless the casualty has an active Covid 19 infection. Where the casualty has no infection, there is no Covid 19 risk from providing first aid. • In many cases, help can often be provided at close quarters without those involved directly breathing onto one another. Close contact should be for as short a time as is possible. • Where possible PPE should be worn during any close contact.(eye protection, gloves & mask) • HSE have granted an initial three-month extension to any first aid qualifications that have expired since 16th March. 			
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Other identified hazards				<i>(Any additional hazards not identified above should be included, adding more rows if required.)</i>				

Risk Rating Calculator

Likelihood that hazardous event will occur		Impact/Consequence of hazardous event	
1	Very unlikely	1	Insignificant (no injury)
2	Unlikely	2	Minor (minor injury requiring first aid only)
3	Fairly likely	3	Moderate (Up to three days absence)
4	Likely	4	Major (More than seven days absence)
5	Very likely	5	Catastrophic (Permanent injury or death)

Action Level Table

Risk Rating	Risk Level	Actions to be taken	
20 – 25	Very High Risk	STOP!	Stop the activity and take immediate action to reduce the risk, a detailed plan should be developed and implemented before work commences or continues. Senior management should monitor the plan.
15 – 16	High Risk	Urgent Action!	Take immediate action and stop the activity if necessary, maintain existing controls rigorously. The continued effectiveness of control measures should be monitored periodically.
8 – 12	Moderate Risk	Action	Moderate risks may be tolerated for short periods while further control measures to reduce the risk are being planned and implemented. Improvements should be made within the specified timescale, if these are possible.
3 – 6	Low Risk	Monitor	Look to improve at the next review or if there is a significant change. Monitor the situation periodically to determine if new control measures are required.
1 – 2	Very Low Risk	No Action	No further action is usually required but ensure that existing controls are maintained and reviewed regularly.

Some example hazards that may apply to the activity (not exhaustive)

Working at height	Noise	Lighting (including strobe lighting)	Fire and explosion
Falling objects	Vibration	Compressed air	Hazardous chemicals
Slippery, uneven or worn floors	Hand tools	Magnetic fields	Biological risks / disease
Obstructions and projections	Repetitive hand / arm movement	Pressure systems	Animals
Confined spaces	Machine operation	Needles and sharps	Compressed Air
Mechanical Lifting	Manual Handling	Lasers	Hydraulic systems
Poor housekeeping	Vehicle movements	Ionising and non-ionising radiation	Other (please specify on assessment)

