

University of Plymouth Organisational Risk Assessment for COVID-19

‘Safe Place, Safe Person, Same Message’

Assessment Ref. No.	COVID-19 Organisational RA		Activity Assessed	Organisational risks from COVID-19	
Assessment Creation Date	13/5/20		Current Version	Version 15 – 08/10/21	
Assessment Review History	Version 2 – 2/6/20		Version 4 – 17/6/20		Version 5.1 – 11/8/20
	Version 3 – 11/6/20		Version 5 – 22/6/20		Version 6 – 3/7/20
	Version 9 – 02/11/20		Version 10 – 5/11/20		Version 11 – 23/02/21
	Version 13 – 14/05/21		Version 14 – 19/07/21		Version 12 – 11/05/21
Assessor	Kirstie Spencer - Head of Health & Safety		Additional individuals involved in developing the RA		Judith Petts – Vice Chancellor and CEO
Faculty / Directorate	Organisational risk		School / Service	Organisational risk	

Risk Score Matrix							Risk Score and Description			
		Severity					Risk Score	Risk Level	Category	Description
		Insignificant	Minor	Moderate	Major	Fatal				
Likelihood	Very Unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber	1 – 4	Low	Acceptable	No further actions needed
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red	5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else which could be done
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red	10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red	16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements
	Almost Certain	5 Amber	10 Red	15 Red	20 Red	25 Red	<i>Likelihood (L) x Severity (S) = Risk Score (RS)</i>			

What is/are the hazard(s) involved with the activity being undertaken?	Who might be harmed and how?	What are you already doing to control the risk?	Risk Score with current controls in place			What further action is necessary? (Add these actions to the action plan below).	Target Risk Score Likelihood x Severity = Risk Score		
			L	S	RS		L	S	RS
SAFE PLACE									
R1 Safe Place Coronavirus (COVID-19) (CV19) <i>Someone entering the workplace with CV19</i>	Staff, students and others Most areas across the University are open in line with Government guidance, but someone could enter the University with CV19 and pass the virus on to staff, students and others, who could in turn pass CV19 onto family members and those they come into contact with.	1 – We are following Government advice applicable to our organisation: Higher Education Operational Guidance - Guidance for HEI's updated 27th Sept 2021. And Working Safely During Coronavirus updated 4 th October 2021 General controls: a) Timing and phasing of staff return will be assessed by local managers and communicated locally with staff. Arrangements must meet both business and individual needs. b) Local risk assessments will be undertaken by local managers (with Safety Coordinator support) to ensure that appropriate controls are in place for the activity undertaken. These will be communicated with all staff and students locally. c) Local risk assessments will consider the relevant Working Safely During Coronavirus guidance for the type of activity being undertaken. d) We regularly communicate with our staff, students and other stakeholders regarding the measures we are taking to adhere to the guidance – for example Staff Bulletins, Leadership cascade communications, website updates and updates to staff FAQ's	3 - Possible	2 - Minor	6 - Medium Risk	1 - Review all local and activity based risk assessments 2 - Ensure all preventative measures are followed and report any breaches	3 - Possible	2 - Minor	6 - Medium Risk

		<p>e) We have ensured that appropriate handwashing / sanitisation stations or facilities are available and we encourage staff, students and visitors to use them</p> <p>f) We are regularly in contact with Local Authority and Public Health England and we consider the latest public health guidance to ensure that we have the right plans in place to control and manage any local outbreaks.</p> <p>g) Staff and students attending campus should continue to test twice-weekly using home-testing kits that can be picked up on campus, ordered online or collected from local pharmacies. They should use the NHS Test and Trace system if they test positive and arrange a confirmatory PCR test and self-isolate. If displaying symptoms, they are advised to request a PCR test and self-isolate.</p> <p>h) Social distancing is no longer required, however, we will maintain enhanced ventilation and Perspex screening where they have been installed.</p> <p>i) Staff and Students are requested to “please wear a face covering indoors within communal locations and outside in crowded areas, to protect yourselves and others”.</p> <p>Note: Some local risk assessments may require face masks to be worn as an element of Personal Protective Equipment – this is a requirement under the Health and Safety at Work Act and is mandatory. Staff and students in clinical settings will be required to follow NHS-related guidance for PPE.</p> <p>J) In every work area, the frequency of handwashing and cleaning should be increased. The government still requires regular cleaning of areas and equipment with a particular focus on frequently touched surfaces.</p> <p>k) Staff returning to campus should be offered a local induction, including the sharing of the results of local risk assessments and control measures.</p>							
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		<p>1) Staff with specific health issues and that may be a higher risk of severe illness from COVID-19 should continue to use the University standard process for case-by-case consideration of their work situation with their Line Manager.</p> <p>2. We will consider the local COVID rates in Plymouth as part of our risk management process to ensure that the level of risk and control measures are reflective of the local picture. We will work very closely with PHE and LA for any large events to ensure that any specific arrangements are in place and communicated to attendees and staff.</p> <p>3. A ventilation survey has been carried out by the Estates and Facilities Dept to identify any poorly ventilated spaces and a Ventilation Risk Assessment can be found here.</p>							
<p>R2 Safe Place Coronavirus (COVID-19) (CV19)</p> <p><i>Someone entering the workplace with CV19</i></p>	<p>Staff, students and others</p> <p>A visitor enters the workplace with CV19 and could pass the virus on to staff, students and others.</p>	<p>1 – All companies that regularly attend our University premises or those we work alongside us continue to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding CV19. We will not work alongside companies who will not provide us this information.</p> <p>2 – We have spoken to the parts of our supply chain which could influence the spread of CV19 to discuss arrangements and control measures.</p> <p>3 – A copy of this Organisational Risk Assessment should be sent to any regular visitors to the University.</p> <p>4 - Hygiene requirements (handwashing etc.) and symptoms of CV19 will be included within Induction.</p>	3 - Possible	2 - Minor	6 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	3 - Possible	2 - Minor	6 - Medium Risk
<p>R3 Safe Place Coronavirus (COVID-19) (CV19)</p>	<p>Staff, students and others</p>	<p>1 - Staff and students are expected to clean their own and shared equipment and workspaces more often (keyboards, work surfaces, door handles etc.)</p>	3 - Possible	2 - Minor	6 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p>	3 - Possible	2 - Minor	6 - Medium Risk

<i>Use of shared areas (desks, offices, labs, kitchen areas, open access areas etc)</i>	A person catches CV19 due to contaminated surfaces.	<p>2 – Cleaning stations and hand sanitisers have been placed in local work / study areas.</p> <p>3 – Staff and students are encouraged to wash their hands more frequently.</p> <p>4 – Staff and students are encouraged to cough or sneeze into a tissue and dispose of safely to avoid unnecessary transmission. “Catch it, Bin it, Kill it”</p> <p>5 - This information has been communicated to staff, students and others.</p>				2 - Ensure all preventative measures are followed and report any breaches			
R4 Safe Place Coronavirus (COVID-19) (CV19) <i>Fire response</i>	Staff, students and others Due to the phased return of staff and the increased level of hybrid working there may be reduced numbers of Fire Marshals on campus.	<p>1 – All standard fire management controls are in place across all buildings.</p> <p>2 - Fire Marshal cover will be considered by each local area / building prior to return to campus activity and additional Fire Marshals will be appointed if necessary.</p> <p>3 – All staff and students with PEEP’s will be reviewed and appropriate controls implemented</p> <p>4 – The use of ear phones and ear buds whilst staff and students are working on the campus should be monitored to ensure that the fire alarm can be heard. Ear defenders required for PPE will be permitted and these should be removed as soon as the work activity has ceased.</p> <p>5 - Line managers and supervisors will ensure that staff and students are made aware of this information and that they fully understand how buildings can be safely exited in the event of a fire or fire alarm.</p> <p>8 - Local inductions will include fire information</p>	2 - Unlikely	4 - Major	8 - Medium Risk	<p>1 - Review Fire Marshal cover within each work area and building</p> <p>2 – Review all PEEP’s</p> <p>3 - Ensure all preventative measures are followed and report any breaches</p> <p>4 – Undertake fire evacuation drills</p>	2 - Unlikely	4 - Major	8 - Medium Risk
SAFE PERSON									
R5 Safe Person Coronavirus (COVID-19) (CV19)	Staff and students (including those considered at increased risk)	1 – NHS provides advice on what CV19 is, what the risks are, the symptoms, how CV19 is spread (including information regarding testing, vaccination etc):	1 - Very Unlikely	2 - Minor	2 - Low Risk	1 - Review all local and activity based	1 - Very Unlikely	2 - Minor	2 - Low Risk

<p>General</p>	<p>Staff and students may not be aware of the risks from CV19 and become infected due to lack of awareness of control measures.</p>	<p>https://www.nhs.uk/conditions/coronavirus-covid-19/</p> <p>2 – Government guidance on hand washing is provided in line with the 20 second rule:</p> <p>https://www.nhs.uk/video/pages/how-to-wash-hands.aspx</p> <p>3 – Additional consideration will be given to those staff and students who may be deemed to be at increased risk including the use of phased return plans and associated individual risk assessments.</p> <p>4 – Advice on risks, symptoms and control measures has been communicated to staff and students through regular bulletins, direct emails, website, FAQ's, leadership cascades.</p> <p>5 - Staff and students attending campus should continue to test twice-weekly using home-testing kits that can be picked up on campus, ordered online or collected from local pharmacies. They should use the NHS Test and Trace system if they test positive and arrange a confirmatory PCR test and self-isolate. If displaying symptoms, they are advised to request a PCR test and self-isolate.</p>				<p>risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p> <p>3 – Provide one central facility for staff and students to raise concerns</p> <p>4 - Undertake individual risk assessments for at risk staff and students</p>			
<p>R6 Safe Person Coronavirus (COVID-19) (CV19)</p> <p>Self-isolation</p>	<p>Staff and students</p> <p>Staff and students may not be aware of the need to self-isolate or how to self-isolate and could pass the virus to others.</p>	<p>1 – Anyone with coronavirus symptoms can get a free NHS test.</p> <p>2 – Anyone who has symptoms and everyone they live with must immediately self-isolate. They must not leave home until they have test results, except to post a test kit or for a PCR test appointment.</p> <p>3 – Advice on how to self-isolate has been communicated to staff and students.</p>	<p>2 - Unlikely</p>	<p>2 - Minor</p>	<p>4 - Low Risk</p>	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	<p>2 - Unlikely</p>	<p>2 - Minor</p>	<p>4 - Low Risk</p>
<p>R7 Safe Person Coronavirus</p>	<p>Staff and students</p>	<p>1 - Staff and students using private vehicles will be advised to avoid car sharing with anyone outside their household or support bubble.</p>	<p>3 - Possible</p>	<p>2 - Minor</p>	<p>6 - Medium Risk</p>	<p>1 - Review all local and activity based</p>	<p>3 - Possible</p>	<p>2 - Minor</p>	<p>6 - Medium Risk</p>

<p>(COVID-19) (CV19)</p> <p><i>Travel within the UK</i></p>	<p>Travelling within the UK for work / fieldwork and offsite activities to or from any area could result in CV19 virus transfer</p>	<p>2 - Reduce the spread of COVID-19 by following the Coronavirus (COVID-19): safer travel guidance for passengers:</p> <ul style="list-style-type: none"> Do not travel at all if you have been told by NHS T&T to self-isolate, or if you are experiencing symptoms even if they are mild Travel at off-peak times if possible wearing a face covering unless exempt Open windows to allow fresh air into the vehicle where possible keeping their distance from people from other households when they travel, where possible washing or sanitising their hands regularly check with travel operators what policies they have in place <p>3 – Refer to the Offsite Activities and Fieldwork Code of Practice and also follow the Govt Guidance related to travel here</p>				<p>risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>			
<p>R8 Safe Person Coronavirus (COVID-19) (CV19)</p> <p><i>International travel and returning from international travel</i></p>	<p>Staff and students</p> <p>International travel and returning to England after international travel for work /study/ fieldwork and offsite activities could result in CV19 virus transfer and difficulties with return travel</p>	<p>1 - To understand the risks in a country, including the latest COVID restrictions (including for entry), follow FCDO Travel Advice.</p> <p>2 – Check the New international Travel Rules – updated 4th October 2021</p> <p>3 - Refer to the Offsite Activities and Fieldwork Code of Practice and also follow the Govt Guidance related to travel here</p>	<p>3 - Possible</p>	<p>3 - Moderate</p>	<p>9 - Medium Risk</p>	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	<p>3 - Possible</p>	<p>3 - Moderate</p>	<p>9 - Medium Risk</p>

<p>R9 Safe Person Coronavirus (COVID-19) (CV19)</p> <p><i>First Aid Intervention</i></p>	<p>First Aiders</p> <p>First Aid responders could be exposed to risks from CV19 due to providing First Aid in the workplace</p>	<p>1 – Current First Aid advice is available from the HSE here</p> <p>2 – First Aiders are advised to assist at a safe distance from the casualty as much as possible and minimise the time sharing a breathing zone.</p> <p>If available, you should use:</p> <ul style="list-style-type: none"> - a fluid-repellent surgical mask - disposable gloves - eye protection - apron or other suitable covering <p>3 – Only deliver CPR by chest compressions and use a defibrillator (if available) – don't do rescue breaths.</p>	<p>3 - Possible</p>	<p>2 - Minor</p>	<p>6 - Medium Risk</p>	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	<p>3 - Possible</p>	<p>2 - Minor</p>	<p>6 - Medium Risk</p>
<p>R10 Safe Person Coronavirus (COVID-19) (CV19)</p> <p><i>Wellbeing of staff</i></p>	<p>The wellbeing of staff may be adversely affected by extended periods of homeworking and potential isolation, additional caring responsibilities, anxiety related to returning to work or to the campus, existing clinical health conditions and comorbidities.</p>	<p>1 - Managers and supervisors advised and supported to use appropriate mechanisms to remain in contact with their staff in order to provide support for them.</p> <p>2 - Wellbeing support and guidance provided to all staff – available through our wellbeing website</p> <p>3 - Staff forums accessible virtually (LGBT, carers, menopause etc)</p> <p>4 - Local activity based risk assessments consider wellbeing (physical and mental).</p> <p>5 - Individual risk assessments undertaken for those staff in higher risk clinical health groups.</p> <p>6 - OH service and EAP provided for staff to access / referrals.</p> <p>7 - Homeworking guidance and templates available for all staff and this has been communicated widely.</p> <p>8 - TIS support provided for homeworking / remote working including equipment and software support.</p> <p>9 - HR advice available to support managers through HR Partner Team</p>	<p>3 – Possible</p>	<p>3- Moderate</p>	<p>9 – Medium Risk</p>	<p>1 – Local activity based risk assessments must be reviewed to consider wellbeing</p>	<p>3 – Possible</p>	<p>3 – Moderate</p>	<p>9 – Medium Risk</p>

R11 Safe Person Coronavirus (COVID-19) (CV19) <i>Wellbeing of students</i>	<p>The wellbeing of students may be adversely affected by extended periods of isolation, anxiety related to returning to the campus, existing clinical health conditions and comorbidities.</p>	<p>1 - Student Wellbeing information is detailed on the website for students</p> <p>2 - Student Hub and Student Services support available.</p> <p>3 - Online counselling appointments and mental health appointments available.</p> <p>4 - Drop-in service available.</p> <p>5 – Other services available include: Disability Services, learning development, SUM:UP, care leavers and pastoral and spiritual support</p> <p>6 - UPSU Support and Advice, part of the Students' Union, also provides advice about a whole host of issues including academic, consumer, debt, housing, legal, student funding and welfare benefits.</p> <p>7 – Big White Wall and Listening Post available.</p>	3 – Possible	3- Moderate	9 – Medium Risk	1 – Local activity based risk assessments must be reviewed to consider wellbeing	3 – Possible	3 – Moderate	9 – Medium Risk
SAME MESSAGE									
R12 Same Message Coronavirus (COVID-19) (CV19) <i>Lack of accurate and consistent information / a failure to disseminate information</i>	<p>Staff, students, others (including those considered at increased risk)</p> <p>Staff, students and others may not be aware of the risks from CV19 and become infected or increase transmission due</p>	<p>1 - Regular communications to all staff, students and others regarding the controls in place to reduce the risk from COVID-19</p> <p>2 – Regular consultations with Trades Union Representatives regarding safety and other measures. Health and Safety Union Representatives and Safety Coordinators involved in development and review of local risk assessments – these are developed and communicated locally.</p> <p>3 – Relevant signage is in place to warn and remind all staff, students and others of the risks and requirement for handwashing etc</p>	2 - Unlikely	3 - Moderate	6 - Medium Risk	<p>1 - Review all local and activity based risk assessments</p> <p>2 - Ensure all preventative measures are followed and report any breaches</p>	2 - Unlikely	3 - Moderate	6 - Medium Risk

	to lack of awareness.	<p>4 – Staff, students and others are encouraged to sign up to the UK Gov CV19 immediate updates: https://www.gov.uk/email-signup?link=/government/topical-events/coronavirus-covid-19-uk-government-response</p> <p>5 – Staff and student websites and other social media communications regularly updated and all university emails sent</p> <p>6 – Organisational and local risk assessments communicated to all relevant staff and others.</p> <p>7 – There is a single sign-off procedure for all messaging – through the Head of Media and Communications.</p>							
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ACTION PLAN

This section should be completed by the Risk Assessor and discussed with Manager / Academic Supervisor		This section should be completed by the Manager / Academic Supervisor for monitor and review		
Hazard / Risk Reference	Action required	Action assigned to	Target date	Date Completed
All	Local activity and location based risk assessments must be reviewed in light of changes to controls required to mitigate the risk from COVID-19. These should be communicated to staff.	Local activity leaders (PI's / ADR's / Group Leaders)	Ongoing	Ongoing
All	Ensure all preventative measures are followed and report any breaches	All staff and managers	Ongoing	Ongoing
R4 Fire response	Review Fire Marshal cover within each work area and building Review all staff and student PEEP's Fire evacuation drills to be undertaken	Managers within local areas and buildings Fire and Safety Advisor	Ongoing	Ongoing

R10 and R11 Wellbeing	All local activity based risk assessments to be reviewed to consider wellbeing	All managers	Ongoing	Ongoing
R10 and R11 Wellbeing	Individual risk assessments to be undertaken for those considered to be at higher risk due to health conditions, comorbidities, risk factors etc	All managers	Ongoing	Ongoing

Severity Table

Severity of injury	Examples	Score
Insignificant	None or very insignificant injuries, health effects, damage or disruption to work. Short-term and/or localised environmental harm.	1
Minor	Cuts bruises, mild skin irritations, mild headaches and pains requiring minor first aid treatment. Minor property damage or disruption to work. Notable contributor to environmental harm.	2
Moderate	More serious injuries or ill-health requiring time off work or a hospital visit for example burns sprains, strains, short term musculoskeletal disorders, cut requiring stitches, back injuries, fractures to fingers and toes. Short term absence relating to physical or mental health issues. More serious property damage or disruption. A significant contributor to environmental harm.	3
Major	Broken limbs, amputations, long-term health problems or longer absence. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. A major contributor to significant environmental harm.	4
Fatal	Injury or ill-health which leads to death either at the time, soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses. The major contributor to significant environmental harm.	5

Likelihood Table

Severity of injury	Examples	Score
Very unlikely	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
Unlikely	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity.	2
Possible	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity and situations sometimes arise from this activity.	3
Likely	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / situation often arise from this activity.	4
Almost certain	No controls in place where there should be, exposure to the hazard is expected to occur in most circumstances. The activity is considered such high risk that it will `certainly lead to injuries.	5

