

RISK ASSESSMENT FORM

Risk Assessment For	Assessment Undertaken By	Assessment Review
Dept: Leadership Team	Name Danny Prescott	Date for Review: 01/10/20
Location of Activity: All UCSU campus (though specific campuses may be stated in assessment document)	Signed: DJPrescott	Name of reviewer: Danny Prescott
Activity description: Covid 19 Pandemic – business continuity	Date: 20/08/2020	Date actually reviewed:
	Reviewed by: Trustee Board Covid-19 Committee	Next Review Date (on or before)
	Date: 09/09/2020	

Section One- Use this section to identify all risks that might plausibly cause harm to participants of your activity			
Please note that this risk assessment covers only those locations/procedures that are entirely under UCSU's remit. For the full Covid 19 procedures and regulations, this risk assessment must be taken into consideration IN CONJUNCTION WITH that of the University of Cumbria.			
List significant hazards here:	List groups of people who are at risk:	List existing controls, or refer to safety procedures etc.	Current level of risk
Employees over 70, expectant mothers or employees with chronic or underlying health conditions	Staff and others	<ul style="list-style-type: none"> Staff survey to identify which individuals fall within these categories Identified employees to continue working from home If not possible <ul style="list-style-type: none"> Reduce time on site Find separate office space if possible Shield from meetings etc by remote working or videoconference interactions 	Low

	Slight harm	Harmful	Very harmful
Unlikely	Trivial	Low	Medium
Likely	Low	Medium	High
Very likely	Medium	High	Intolerable

Open Plan Office	Staff and others	<ul style="list-style-type: none"> • Reduce number of people on site through rota staggering • Avoid desk sharing during any one shift – as far as possible each staff member assigned a desk, where not possible (i.e. hot-desking at locations other than primary site of work) hot desks identified and cleaning procedures to be followed at the beginning and end of any shift • Cleaning/Disinfectant items will be provided – one box for each desk. • Identify entry and exit procedures to avoid close contact • Encourage lone breaks • Issue clear guidance on illness with Covid 19 like symptoms • Office access limited to UCSU and other limited U.o.C employees/relevant partners • One-way systems and floor demarcations are in place to maintain social distancing wherever possible • Social gathering amongst employees is discouraged whilst at work • Desk use is scheduled to maintain the 2m social distancing • Staff provided with sole use work materials and storage (i.e. set of stationary, laptop etc) 	Medium
Home working	Staff and students	<ul style="list-style-type: none"> • Implement bi-monthly DHSE checks • Ensure opportunities for all staff to connect (i.e. via remote meetings, informal chats, formal team meetings) • Wellbeing 1-2-1s to be held in addition to 1-2-1s with line manager • Service continuity to cover both face to face and remote access elements • Effective co-ordination to allow blended service across employees and sites 	Low
Communal areas	Staff & students	<ul style="list-style-type: none"> • Additional cleaning measures (users to clean kettles, fridges etc using anti-viral wipes, re-using cups/cutlery and cleaning own-use items thoroughly at the end of each day) in place in staff-use UCSU kitchens. • Student-use kettles & microwaves will not be in use until the risk of infection has been either lifted or risk-management procedures in place. 	Medium

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		<ul style="list-style-type: none"> Staff will be encouraged to bring their own water bottles and abide by UoC rules in using water fountains Staff to be encouraged to use their own thermos flask for hot drinks to reduce risk of transmission 	
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Section One- Continued			
List significant hazards here:	List groups of people who are at risk:	List existing controls, or refer to safety procedures etc.	Current level of risk
First Aiders	Staff & students	<ul style="list-style-type: none"> UCSU will rely on UoC trained First Aider to provide First Response (requests for First Aiders must be in raised immediately with Campus Reception) 	Low
Staff awareness and Wellbeing	Staff	<ul style="list-style-type: none"> Staff will have an input in the Return to Work plans and will be kept informed and provided with adequate training to equip them with full understanding of what is in place and what is expected of them. I-I's to include checks that monitor staff wellbeing so that individual and whole team changes (if any) can be tracked and monitored Effective signposting is in place in every office for key COVID 19 procedures and processes Support mechanisms in place for employees are evidenced in a one-stop document 	Low
Communication	Staff	<ul style="list-style-type: none"> Staff will have central access to a repository of communications and guidelines which they can freely access at all times Weekly briefings should include discussion on changes in practices, concern raising over current practices and any suggestions for adaptations. Key Governmental updates should also be shared here. Signage should be clear and visible in every office All members of staff should be in receipt of the University's Staff Global, whether sent directly to them or shared internally 	Low

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		<ul style="list-style-type: none"> All meetings should take place virtually unless it is absolutely essential to do otherwise 	
Virus transmission	Staff, students and other relevant stakeholders	<ul style="list-style-type: none"> Employees will be encouraged to keep any face-to-face contact limited to less than 15 minutes, whilst maintaining the 2m social distancing Hygiene guidance will be in place in prominent locations and PPE will be provided as applicable/necessary Training provided to ensure all staff can recognise infection, risk and understand what the procedures are in case of potential infection risk Workers with symptoms advised to quarantine immediately and follow NHS guidance An incident report will be completed and shared immediately with the University and any other relevant parties Employees who worked in the same office or in close proximity to the infected person will also revert to working from home as per NHS guidance Premises will be deep cleaned/decontaminated Staff will not return to work until they have been cleared to do so. Business travel is discouraged or greatly reduced, unless there is a strong business case for doing so Desks should be cleaned before and after use with appropriate products provided. Instructions are provided for safe use of products as is necessary PPE Avoid leaving clothing and other personal equipment in the office overnight 	Medium
Working environment	Staff	<ul style="list-style-type: none"> Extreme temperatures should be avoided and offices maintained not too hot and not too cold. Windows should be opened to allow effective ventilation, when necessary Other ventilation systems are supervised and maintained by the University of Cumbria and are solely their responsibility 	Low

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		<ul style="list-style-type: none"> When collecting deliveries/ post, encourage hand washing or use of sanitiser 	
Face-to-face working	Staff, students and others	<ul style="list-style-type: none"> Whenever possible, face-to-face contact should be avoided Whenever possible, face-to-face working should be by appointment only. Discourage appointment with multiple people at the same time However, employees will be encouraged to keep any face-to-face contact limited to less than 15 minutes, whilst maintaining the 2m social distancing. Staff are encouraged to wear masks if this makes them feel more comfortable or if the 2m distancing cannot be maintained Keep a record of face-to-face contacts Face-to-face meeting areas should be arranged to meet the 2m distancing requirements, wherever possible Signs should be in place to let students what is expected of them 	Medium
Travel between sites	Staff	<ul style="list-style-type: none"> Travel should be avoided unless it is not possible to do so. Where travel is required, employees are encouraged to use their own vehicle. Car sharing is not allowed, unless this is with a member of the same household. 	Low
Site guidelines	Staff	<ul style="list-style-type: none"> UCSU will ensure that all staff are adequately briefed on site guidelines in place by U.o.C Staff will support U.o.C Colleagues in maintaining such guidelines at all times 	Low
Student awareness	Students	<ul style="list-style-type: none"> Advise all student of procedures in place for getting in touch with UCSU and the services that are available online Advise all students about the procedures necessary to obtain a face-to-face appointment 	Low
Events and Activities	Staff, students and others	<ul style="list-style-type: none"> UCSU to offer digital events/activities as the 'norm' until such a time as the risk from viral infection is considered eliminated/ Where there is a clear student need identified for physical events/activities these are designed to minimise risk of 	Medium

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		<p>transmission and only offered where transmission risks can be minimised</p> <ul style="list-style-type: none"> • Risk Assessment for physical activities/events will require identification and mitigation of Covid-19 risks (such as • Social Distancing of 1+ meters, infection control when handling items, requirements of PPE/cleaning etc) • Participants in physical activities required to give Contact Tracing info to UCSU/partner organisations and in doing so declare that whilst UCSU has undertaken appropriate risk control processes participants engage in the activity at their own risk 	
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Section Two – If any of the hazards are not classed as trivial/low, then consider what you could do to reduce the risk further

Hazard	Further controls required	By Whom?	By when	New Risk level
Spreading of disease	<ul style="list-style-type: none"> • Make sure offices include signage for: <ul style="list-style-type: none"> ○ handwashing ○ ill symptoms ○ expected procedures (i.e cleaning desks at end and start of day) • Staff training on new procedure and expected behaviours • Introduce NHS Track and Trace and encourage appropriate action within employees working culture • Wherever possible introduce fixed partnering to reduce risk of disease spread 	DP/KR/AK	10/09/2020	Low
Office access	<ul style="list-style-type: none"> • Only UCSU, UoC and certain permitted other employees will have access to the offices. Interactions with students will occur in pre-defined areas outside the offices 	All Staff and Officers	10/09/2020	Low

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Activities and Events	<p>Events planned with any physical activities or events must:</p> <ul style="list-style-type: none"> Identify maximum occupancy of space based on (2m exclusion) in which activity being held and put measures into place to limit numbers accordingly (advance sign up's) Require external venues to provide their own RA's and Public Liability Insurance, staff lead to ensure appropriate safety measures in place Events planned must involve activities which abide by social distancing rules; i.e. no close contact, no handling of items/surfaces by multiple-individuals etc. Have appropriate signage to ensure participants are aware of the restrictions necessary to ensure safety Enforce social distancing and wearing of masks indoors whilst operating UCSU events Make attendees aware of symptoms of Covid-19 and that anyone who is experiencing symptoms should not attend and seek advice from NHS UCSU not to provide food/drink for safety reasons Personal details (name, student number, contact number) must be collected from each attendee and recorded by UCSU Team members for Track and Trace purposes and kept securely for 21 days 	All Staff and Officers	10/09/2020	Low
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