**Template wording for inclusion in Departmental general risk assessments.**

**SECTION 2**

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| **Work Task Identification and Evaluation of Associated Risks** |  **Page 2 of 5 Ref No**………………….  |
| **Component Task / Situation** | **Hazards Identified** | **Hazard Ref No.** | **Who Might be Harmed** **and How?** | **Existing Risk Control Measures (RCM**) | **Likelihood** | **Severity** | **Risk Rating** | **Risk****L, M, H, VH** | **RCM’s****Acceptable Y/N** |
| Working in close proximity to a person infected with a respirable virus such as flu or Covid -19. | Direct exposure to flu or Covid-19 virus from infected person(s). |  | All.Exposure to flu or Covid-19 virus from direct exposure to virus from other people, leading to spread of the virus. | * [Covid-19 University Safety Arrangements](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/covidrrdg/Covid_Safety_Arrangements_July_2022_V2.1.pdf) leaflet stipulates how the virus is to be managed and is included as part of induction.
* Face coverings are strongly encouraged within the University where significant numbers of people are present. Where a risk assessment for a specific activity identifies a need for face coverings this must be followed.
* Sunflower lanyards (the University has joined the [Hidden Disabilities Sunflower scheme](https://www.strath.ac.uk/whystrathclyde/sunflowerscheme/)) and face shields are available for those who are exempt from wearing a face covering should they wish.
* For those who wish extra space, the [Distance Aware Scheme](https://www.strath.ac.uk/coronavirus/distanceawarescheme/) badges and Lanyards are available.
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| Transfer of virus such as flu or Covid-19 from surfaces. | Contamination of touch contact points with flu or Covid-19 virus from an infected person. |  | All users.Exposure to flu or Covid-19 virus on surfaces (all touch contact points), leading spread of the virus. | * Provide hand washing facilities and hand sanitiser, at locations around the workplace, including entry and exit points, reception desks, communal areas, workstations and canteens.
* Wash and/or sanitise hands regularly.
* [How to wash your hands - NHS (www.nhs.uk)](https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/)
* Clean work areas, communal areas, canteens and shared equipment frequently between uses.
* Provide cleaning materials to enable users to clean surfaces and objects before and after each use.
* Identify frequently touched surfaces and disinfect these regularly.
* Personal responsibility to keep workspaces clear and dispose of waste.
* Remove all personal belongings from shared work spaces either at the end of the work activity or the day.
* Encourage the storage of personal items and clothing in personal storage spaces, during working hours.
* Reduce the requirement for cleaning by management of work activities e.g. allocating staff a dedicated work area, or working in small teams.
* Refer to - [Covid-19 University Guidance on Cleaning and Hygiene](https://www.strath.ac.uk/media/ps/safetyservices/campusonly/covidrrdg/Covid-19_Guidance_on_cleaning_and_hygiene_on_campus_02.11.2021.pdf)
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| Transfer of virus such as flu or Covid-19 from inadequately ventilated rooms. | Inadequate ventilation leading to a build-up of flu or Covid-19 virus. |  | All users.Exposure to airborne Covid-19 viral particles.  | Refer to:* Scottish Government [Safer Workplace and Public Settings](https://www.gov.scot/publications/coronavirus-covid-19-general-guidance-for-safer-workplaces/pages/overview/) guidance,
* [University Sector](https://www.gov.scot/publications/coronavirus-covid-19-universities-colleges-and-community-learning-and-development-providers/pages/steering-principles/) Guidance
* HSE [ventilation and air conditioning](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/assesssment-of-fresh-air.htm) guidance
* [Assessment of Ventilation](https://www.strath.ac.uk/coronavirus/staff/assessmentofventilationwithtimetabledteachingspaces/) at the University of Strathclyde.

Natural Ventilation:* Maximise the circulation of fresh air on the premises by opening windows where possible.
* If windows have openings at both the top and the bottom using just the top opening will help incoming fresh air warm up as it mixes with room air, reducing cold draughts. In warmer weather, use both the top and bottom openings.
* Open windows and doors at opposite sides of the room will also provide a good flow of fresh air (this is known as cross ventilation).
* If possible, maintain openings throughout the day to allow a constant flow of fresh air into the workplace.
* Desk or ceiling fans and convector heaters should only be used in areas of good ventilation.
* Where there are concerns about ventilation in a room CO2 monitoring can be requested via Estates Services. <https://www.strath.ac.uk/coronavirus/staff/assessmentofventilationwithtimetabledteachingspaces/>

Monitor CO2 levels where required following consultation with Estates Services.  |  |  |  |  |  |