

RISK ASSESSMENT RECORD

Description of activity:	High Level RA for Post-lockdown return to working on site - considering COVID-19 risk	Date: 18/05/2020 (version 1)	Assessor: Executive Board		
Name of those involved :	All UKCEH people (staff, students, visitors) attending sites or fieldwork to carry out critical activities.	Review date: This RA will be reviewed regularly and revised to reflect any change in operation level, Government advice etc.	Reviewer: Executive Board		
In completing this risk assessment have you been finished able to consult with those involved?			Not necessary <input checked="" type="checkbox"/>		
1. What are the Hazards?	2. What harm is most likely to occur?	3. What are the present control measures in place?	4. Risk Ratings for each Hazard With existing control measures		
			Likelihood of harm with this 1-3	Severity of harm 1-3	Risk rating 1-9
Being infected with novel coronavirus (COVID-19) Vulnerable People	Risk of contracting COVID-19 (<i>particularly dangerous for those with compromised immune systems or underlying health issues</i>)	<u>Clinically extremely vulnerable</u> people (as notified by the NHS) must not return to the work on site until risk of COVID-19 has cleared. They should continue to work from home if possible. <u>Clinically vulnerable</u> people should continue to work from home. If this is not possible then they should be offered on-site role where social distancing can be guaranteed. Staff who fall into either of these categories must make themselves known to their line manager. Special consideration must also be given to those individuals who live with a clinically extremely vulnerable person.	1	3	3

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		Regular communication must be made with vulnerable persons not on-site, whether working at home or not, by managers and HR.			
<p>Being infected with novel coronavirus (COVID-19) –</p> <p>All Staff</p>	<p>Risk of contracting or spreading COVID-19 in the workplace</p>	<p>Where possible staff/students must continue to work from home. Those continuing to WAH must refer to the UKCEH Homeworking RA for specific guidance. SHE will continue to review homeworking requirements, making recommendations to the EB as required.</p> <p>UKCEH people returning to work on site must only do so if they have management approval and the work is business critical. Managers will request that staff sign to confirm that they have read and understood the revised RAs for the activities that they are carrying out before resuming work. All RAs and sign-off templates must be stored in the dedicated folder on SharePoint here.</p> <p>UKCEH people can only return to work on-site if they, and members of their household, are free of symptoms of COVID-19 (high temperature or persistent cough or loss of sense of taste and smell) and have completed the full self-isolation period as indicated in the relevant government guidance (currently at least 7 days from the onset of symptoms provided you are symptom free).</p> <p>Travelling to & from work:</p> <p>UKCEH people are encouraged to avoid using public transport where possible. If used, adhere to social distancing where possible and avoid contact with others. Consider wearing a face covering. Wash your hands immediately on arrival at site.</p> <p>UKCEH encourages walking and cycling to work.</p> <p>UKCEH people travelling to site by car should avoid car sharing with persons outside of their household. Where this is not possible please follow government guidance :</p> <ul style="list-style-type: none"> • Maximise distance between occupants • Increase ventilation • Face away from each other 	1	3	3

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		<ul style="list-style-type: none"> • Clean surfaces between journeys <p>On site:</p> <p>Frequent hand washing with soap and water for 20 seconds throughout the day. Posters displayed showing technique and acting as reminder in key areas – e.g. Washrooms, Labs etc. Gloves must not be worn around site due to risk on spreading infection.</p> <p>Handwashing/Hand sanitiser available at designated entrance and exit points to allow staff to clean hands on arrival/exit. Must also be provided at other ‘high touch’ areas such as at keypad locations, lifts etc. Hand sanitiser should only be used if soap and hot water are not available. It should be ≥60% alcohol, hypoallergenic, latex and fragrance free.</p> <p>Whilst only business critical work resumes and sites are operating at greatly reduced capacity, hand sanitizer will be provided as individual bottles to keep on the person at all times –available from Facilities at each site..</p> <p>Moisturising emollient will also be made available from Facilities to promote good skin health.</p> <p>UKCEH people on site must maintain social distancing requirements abiding by the 2m rule, following any site specific arrangements – e.g. floor markings, signage, zoning, routing, rotas, room restrictions in place as detailed in site specific RAs and activity/fieldwork RAs.</p> <p>In the event of a fire alarm evacuation, if mustering prohibits 2m distance, face away from other staff members or stand side by side.</p> <p>All Individuals returning to work on-site (or visitors to site) must have adequate information, instruction and training on the requirements set out by UKCEH on the ways of working being implemented, including reference</p>			
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		<p>materials and communications. E.g. Guidance Documents, Posters, Pre-start project/laboratory meetings, etc.</p> <p>Staff/students returning to carrying out critical work must be consulted during the risk assessment process to ensure that they understand any changes to working practices and have the opportunity to raise any concerns.</p> <p>UKCEH people must abide by UKCEH guidance for safe working. Staff are encouraged to remind each other of the requirements if they see them not being adhered to. Where an individual repeatedly breaches local arrangements, this must be reported to their manager or Head of Site to follow up. Formal sanction could follow in accordance with the Disciplinary procedure.</p> <p>Individuals are reminded not to touch their eyes, nose and mouth with unwashed hands.</p> <p>Individuals must cough / sneeze into crook of arm or cover any coughs or sneezes with a tissue, then dispose of the tissue in a bin and immediately wash their hands.</p> <p>Business travel, domestic or international other than specifically authorized for identified field activities is currently suspended: Executive Board will decide when business travel will resume and what criteria will need to be met to gain approval.</p> <p>Staff must act swiftly if they develop any COVID-19 like symptoms whilst at work.</p> <p>Upon feeling ill, the individual must inform their line manager (by phone /email) and leave site immediately without seeking First Aid attention. Must later inform UKCEH (line manager/HR/Health and Safety advisor /Facilities manager(FM) if they are confirmed to have COVID-19.</p> <p>SHE will then determine if case is RIDDOR reportable to HSE and notify accordingly.</p>			
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		<p>PPE – UKCEH will not ask UKCEH people to wear face masks, face coverings or gloves as there is little evidence of widespread benefit as a means of preventing the spread of COVID-19, with potential for increased touching of mouth and/or nose if adjusted while wearing. However, these must be worn where identified specifically in an activity RA to control other risks, or if made mandatory by the Government. UKCEH will however support individuals who wish to wear face coverings on site. If staff decide to wear a face mask / covering, they should ensure that when taken off, it is stored in a sealed plastic bag and kept with their personal belongings.</p>			
Wellbeing	<p>Increased mental health, work related stress issues as a result of changes in working arrangements on site</p>	<p>Managers, colleagues need to check on staff working in isolation on-site – abiding by any lone working requirements - e.g. Buddy systems for higher risk areas where more than 1 person cannot be present due to social distancing.</p> <p>Use mobile phones or radios for contact where landline phones are unavailable, (provided there is adequate mobile phone signal).</p> <p>Ensure that staff are supported in scheduling breaks and have the opportunity to discuss any concerns or worries that they have with their managers.</p> <p>Staff working on-site should try to get out for fresh air at least once per day, but remain socially distant from others.</p> <p>Staff have access to the UKCEH Employee Assistant Programme and UKCEH Welfare Advisors.</p> <p>The UKCEH website COVID-19 pages contain useful up to date information relating to welfare.</p>			
Corridors and Lifts	<p>Risk of contracting or spreading COVID-19 in the workplace</p>	<p>UKCEH people must follow any local arrangements in place at UKCEH sites relating to communal areas as laid out in the Site/Facilities RAs or communicated via signage or floor markings.</p> <p>Staff must follow site procedures regarding human traffic flows in corridors incl. one way systems, defined entrance and exits and appropriate signage, floor markings and communication of corridor etiquette. No stopping in corridors for talking or other purposes.</p>	1	3	3

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		<p>Individuals should remain in office, labs etc. whilst other are passing in corridors.</p> <p>Limit of the number of people allowed in lifts to one person at a time. Clear signage displayed on lift doors. Hand sanitiser available for use at lift locations. Staff should therefore not use lifts unless there is an absolute requirement for example, mobility or manual handling purposes.</p> <p>Increased cleaning of all communal areas to include all 'high touch' surfaces.</p> <p>Adequate and suitable waste collection points available for safe disposal of potentially contaminated items, such as tissues etc.</p>			
Meeting Rooms / Canteens	Risk of contracting or spreading COVID-19 in the workplace	<p>Encouraging the use of e-meetings, telephones etc. instead of physical meetings on site. If needing to meet face-to-face, consider meeting outdoors, maintaining social distancing measures.</p> <p>Staff are encouraged to eat at their desks or outdoors maintaining social distancing measures.</p> <p>Communal areas have been set up to encourage social distancing by removing tables, chairs etc. as appropriate. Max capacities to be posted on meeting room doors. Floor marking as appropriate. Where necessary, closing certain areas if social distancing cannot be complied with.</p> <p>Removing shared high touch objects from use e.g. meeting room pens</p> <p>Increased natural ventilation of communal areas (open windows) for meetings >30 minutes where possible.</p> <p>Increased cleaning of communal areas by contract cleaners.</p>	1	3	3
Kitchens / Water dispensers	Risk of contracting or spreading COVID-19 in the workplace	<p>Details of controls / rules on occupancy etc. to be displayed on outside of Kitchen doors or alternative high impact location.</p>	1	3	3

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		<p>Consider keeping kitchen doors open if possible (considering any Fire Risk) to avoid having to touch handles on entry and exit. If not possible, make cleaning products available outside so that users can wipe handles before entry.</p> <p>Signage communicating key information to be displayed in the kitchen area in sight, on fridge door, above sink etc.</p> <p>Fridges in communal kitchen to be used to store milk for hot drinks only.</p> <p>Social distancing of 2m – use of appropriate floor markings.</p> <p>Kitchen areas must be kept clear of all personal belongings e.g. Bags, coats etc. Staff to bring in food daily and not store food in the kitchen.</p> <p>Users must wash their hands on entry to the kitchen using soap and hot water.</p> <p>Users should clean/disinfect fridge door handles, microwave, cupboard door touch points after use. Users should clean/disinfect kettle and taps after use.</p> <p>Staff/students encouraged to bring in food to eat that does not need to be refrigerated or warmed.</p> <p>Users can bring in own flasks of hot drinks if they do not wish to use communal kitchen areas.</p> <p>Users to use their own cups, cutlery and plates – wash after use and remove to their office and store appropriately.</p> <p>Bins need to be enclosed where possible, and need to be emptied regularly.</p> <p>Users must wash their hands or use sanitiser (if hand washing not close by) before operating water dispensers. Staff should use their own water bottle for filling. Users should aim to fill a large receptacle to avoid multiple visits to water dispensers.</p>			
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<p>Toilets and Showers</p>	<p>Risk of contracting or spreading COVID-19 in the workplace</p>	<p>Occupancy limits determined (where there are blocks of toilet cubicles) to ensure social distancing. Rules and signage clearly displayed.</p> <p>Must be kept clear of all personal belongings e.g. shower gel, towels etc.,</p> <p>Hand washing before and after use of toilet facilities.</p> <p>Waste bins to be emptied on a regular basis.</p> <p>Increased cleaning of toilets areas.</p> <p>Showering facilities will NOT be available until further notice. This is due to resource limitations impacting on cleaning frequency. Where showering facilities are located within UKCEH buildings (not applicable at university sites) signage will be applied by Facilities indicating that they are out of use. Staff are asked NOT to use university showers as there is a risk of transfer of infection should those areas not be cleaned frequently in-line with Gov guidance.</p> <p>Users to wipe down touch points after use where possible.</p>	<p>1</p>	<p>3</p>	<p>3</p>
<p>Reception</p>	<p>Risk of contracting or spreading COVID-19 in the workplace</p>	<p>Display Government Notice signed by Employer to demonstrate compliance with guidelines and provide assurance to all UKCEH people. Poster should be located in a clearly visible position in Reception areas.</p> <p>Visitor passes to be wiped clean before and after use.</p> <p>Communal pens and other items for visitors to be cleaned before and after use.</p> <p>2m delineating zone in front of reception desk. Display signage to communicate any requirements or local rules.</p>	<p>1</p>	<p>3</p>	<p>3</p>

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		Reception desk cleaned/disinfected at start and end of shift (desk, keyboard, mouse, phones, arm rests, keys, all high touch areas).			
Offices	Risk of contracting or spreading COVID-19 in the workplace	<p>Where possible and tasks allow (all non-critical approved work), staff must be encouraged and supported to work from home.</p> <p>Managers to consider rotating staff between office and home and staggered start and finish times to reduce numbers on site at any one time.</p> <p>Single occupancy where possible. If not possible then must ensure adequate space to maintain 2m distance at all times.</p> <p>Office spaces are for access by the designated individuals only. Meetings should be held online, or in meeting rooms.</p> <p>Staff can clean their own work areas (desk, equipment, chair arms, phones, door handles etc.) using cleaning materials available from Facilities.</p> <p>In multiple occupancy offices personal belonging should be stored out of the way of other office users, either in drawers, under desks or in lockers if available.</p> <p>Hot-desking is not allowed whilst COVID-19 risk exists.</p> <p>Windows should be open whilst office is occupied where possible to allow increased ventilation.</p>	1	3	3
Laboratories & Workshops	Risk of contracting or spreading COVID-19	<p>Laboratory and workshop specific and activity specific RAs must be revised by appropriate managers/process owners to include suitable control measures for COVID-19 using this generic RA for reference only.</p> <p>Staff returning to labs will be given suitable information, instruction and training in the new processes being adopted, e.g. laboratory induction refresher, through a pre-start e-meeting Staff will be given the opportunity to raise any concerns with their manager before starting work.</p>	1	3	3

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		<p>Reduced number of persons in laboratories, based on floor area. Max number of occupants posted on lab doors.</p> <p>Space out equipment and workstations with clear delineation, facing away from traffic routes and other workstations. Where single occupancy is not practicable, Back-to-back working will be preferred over side-to-side working.</p> <p>Suitable signage and floor markings to ensure 2m social distancing taking into account traffic flows – laboratory rules and revised etiquette. Buddy systems for higher risk areas where more than 1 person cannot be present due to social distancing.</p> <p>Individuals may wear their own personal face coverings if they choose, but it must not interfere with PPE and not pose any other safety risk (i.e. must be clean, well-maintained and kept on the person).</p> <p>Hand hygiene – wash and dry hands:</p> <ul style="list-style-type: none"> • When entering the work area • Before donning PPE • After removing all PPE • Before leaving the work area. <p>Dedicated hand-washing sinks in labs where possible.</p> <p>Hand sanitiser will be provided where a handwashing sink is not available.</p> <p>PPE is provided to individuals – no communal PPE. Suitable storage location provided for individuals PPE inside laboratories and workshops, not offices.</p> <p>Suitable and frequent laundering for lab coats / overalls. No PPE to be taken home.</p> <p>Touch points, work surfaces (benches) and the outer surfaces of communal equipment to be cleaned at least twice per day using suitable cleaning products.</p>			
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		<p>Gloves must not be used as a substitute for good hand hygiene – hand washing. If gloves are worn they will only be effective if used correctly. Staff will be informed if the activity they are undertaking requires gloves to be worn. In these circumstances, the type of gloves will be specified and staff trained in their correct use.</p>			
UK based Fieldwork Activities	Risk of contracting or spreading COVID-19	<p>Fieldwork RAs need to be revised by project managers to include suitable control measures for COVID-19 using this generic RA for reference only.</p> <p>Reduce the number of people carrying out fieldwork – lone working is not a default alternative without a suitable and sufficient risk assessment and buddy system.</p> <p>Suitable signage and markings to ensure 2m social distancing taking into account traffic flows – field site rules and etiquette revised.</p> <p>Individuals may wear their own personal face coverings if they choose, but it must not interfere with PPE and not pose any other safety risk (i.e. must be clean, well-maintained, never shared and kept on the person).</p> <p>Hand washing must be the primary method of hand decontamination. Hand hygiene – wash and dry hands:</p> <ul style="list-style-type: none"> • Before leaving • Before and after using PPE • Before eating • Before & after going to the toilet • Before returning to the vehicle • After back at site <p>Hand sanitiser will be provided where handwashing is not available.</p> <p>Frequent cleaning of touch points, surfaces and equipment that are used regularly and/or shared between workers (at work areas, or inside vehicles)</p> <p>All waste, belongings and equipment should be removed from the field site at the end of the working day.</p>	1	3	3

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		<p>Field workers are encouraged to prepare and pack their own food/drink. Where workers are required to purchase food at external outlets they are advised to do so only at outlets that meet social distancing guidelines.</p> <p>No overnight stays – all fieldwork must be in a day trip and meet UKCEH driving and working limits.</p> <p>Travel to field sites should be in individual vehicles unless staff are travelling with other members of their household (see use of CEH Vehicles section)</p>			
Visitors, contractors, deliveries and uplifts	Risk of contracting or spreading COVID-19	<p>Visitors and contractors are discouraged. Only business critical visitors and contractors (e.g. for statutory compliance) allowed on site.</p> <p>Self-declaration form to be completed at reception. Visitors / contractors feeling ill to inform host and leave immediately. Asked to inform UKCEH if COVID-19 confirmed.</p> <p>Contractor Risk assessments to include COVID-19 controls and agreed by both parties before work commences.</p> <p>Number of visitors on site at any one time controlled and kept to a minimum by Facilities. All visitors are recorded. Visitor passes disinfected before and after use. Lanyards not used for 24 hours between visitors.</p> <p>Information on UKCEH COVID-19 control measures provided to all visitors and contractors prior to their visit, outlined UKCEH expectations. Host responsibilities are clearly communicated.</p> <p>Non-contact deliveries where possible. Suitable pick up and drop off locations identified, procedures, signage and markings in place.</p> <p>Drivers permitted access to welfare facilities if requested, with suitable hygiene controls in place.</p> <p>Orders placed in bulk where possible to reduce deliveries.</p>	1	3	3

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		<p>Deliveries quarantined where possible – or suitable cleaning and handling regimes in place.</p> <p>Delivery of personal items is prohibited.</p>			
Use of UKCEH Vehicles	Risk of contracting or spreading COVID-19 in the workplace	<p>UKCEH vehicles to have:</p> <ul style="list-style-type: none"> 1 person only per vehicle unless individuals are from the same household. <p>Users to wash hands before and after using vehicles.</p> <p>Users to wipe down vehicle interior ‘high touch’ surfaces before and after use.</p> <p>Staff may request to use own vehicles for approved fieldwork activities/essential travel as long as have adequate business-use insurance and a road worthy vehicle. When approving, managers need to consider Lone Working Procedure requirements (e.g. recording vehicle registration number).</p>	1	3	3
First Aiders	Risk of contracting or spreading COVID-19 in the workplace	<p>Consideration must be given to availability of trained First Aiders on-site (first aid at work or fieldwork first aid trained acceptable) during recovery period. High risk activities will not be undertaken on site without a registered First Aider present and identified to Site Facilities.</p> <p>Where low risk activities (i.e. desk work) are carried out (as identified by activity RA) it is acceptable for staff to operate without a First Aider on site if the likelihood of any accident occurring is low and the severity is low (e.g. minor cuts). In these circumstances staff can administer their own first aid using contents from a suitably stocked First Aid kit.</p> <p>Managers to make local FM aware of any trained FA staff available. Managers to ensure that staff are aware of the procedure.</p> <p>In the event of a situation requiring first aid, call site facilities in the first instance who will identify if a first aider is on site or look at options to</p>	1	3	3

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		<p>transport injured party to a medical treatment centre if no first aiders are available.</p> <p>UKCEH people on-site must not request FA treatment for COVID-19 symptoms.</p> <p>Before responding, First Aider must try to have a discussion by phone with the individual if possible or the person calling on behalf of injured person, to better understand the situation and determine how best to respond, balancing the urgency of the first aid requirement with the need to maintain social distancing</p> <p>All First Aiders to respond in accordance with the UKCEH COVID-19 FA Guidance issued by SHE.</p> <p>All accidents, incidents and near misses must be reported to the line manager and on the UKCEH AINM system.</p>			
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RISK = SEVERITY X LIKELIHOOD	SEVERITY LOW (1)	SEVERITY MEDIUM (2)	SEVERITY HIGH (3)	
LIKELIHOOD HIGH (3)	3 MEDIUM	6 HIGH	9 HIGH	High Risk Top priority Risk must be reduced to an acceptable level
LIKELIHOOD MEDIUM (2)	2 LOW	4 MEDIUM	6 HIGH	Medium Risk Lesser priority Reduce the risk to a lower level if possible
LIKELIHOOD LOW (1)	1 LOW	2 LOW	3 MEDIUM	Low Risk Lowest priority No action required

Severity

High (score 3) (H):

Medium (score 2) (M):

Low (score 1) (L):

Hazard capable of resulting in death, severe injury, illness or major loss for equipment or buildings

Hazard capable of resulting in injury/ illness requiring absence from work or equipment damage

Hazard resulting in minor injury requiring first aid treatment or Minor consequential loss



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Likelihood

High (score 3) (H):

Likely to occur at any time - hazard exists permanently

Medium (score 2) (M):

Likely to occur in time - hazard exists intermittently or the hazardous operation occurs occasionally

Low (score 1) (L):

May occur in time - hazard exists infrequently and there is a low expectation of occurrence