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Local Risk Assessment Record No.:

*To be completed locally – see separate guidance for numbering- FFF/sss/mmyy/NN/vX/3\_word\_descriptor*

**COVID-19 Task Risk Assessment form**

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| **Follow these steps** | This form records you and your team’s risk assessment discussions on issues and the controls needed to be put in place to reduce the risks and make your workplace COVID-secure. It should sit alongside your other risk assessments for your work tasks.  Please:   1. Read the university’s [Institutional risk assessment](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/july-2021_institutional_covid19_risk-assessment-updated.docx) 2. Read the [procedure for completing this task risk assessment](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/june-2021-covid19-local-risk-assessment-procedure.docx) 3. Discuss with your staff 4. Consult/inform the local staff and Trades Union safety representative 5. Complete/finalise the form, including the Assessment Record number (box top right)) 6. Send to [SHE Department](mailto:SHE@ljmu.ac.uk?subject=COVID%20risk%20assessment%20for%20task%20of) 7. Ensure that individuals have completed a [record sheet (below)](#record_sheet) to confirm that they have been instructed on and understand this risk assessment. |

**General information about the team, its location and activities**

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| **Building(s)** |  | **Date of Risk Assessment** |  |
| **School/Service Department** |  | **Assessment carried out by** | *The person supervising/directing the activity: no further approval is required.* |
| **Location(s)** |  | **Signed** | *Electronic signature is to be added when consultation is complete*. |
| **Activities** *(the tasks/scope that this risk assessment covers):* | *SHE Department cannot advise on suitability of the assessment if the scope is not detailed.* | **Persons consulted during completion of the Risk Assessment** | *Should include relevant trades union(s) that have been included/copied into dialogue/exchange of information and request for feedback from individual teams.* |
| I have consulted a local staff or trade union representative. | Yes/No |
| I have discussed the completed risk assessment with my staff (either collectively or individually) | Yes/No |
| I have or will ensure that individuals have completed a [record sheet (below)](#record_sheet) to confirm that they have been instructed on and understand this risk assessment. | Yes/No |

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| **Reason for a risk assessment specifically for COVID-19** | The COVID-19 pandemic is a hazard that requires additional controls and changes in behaviour to reduce the risk of infections and ongoing transmission. The overarching hazard is:   * Staff/students/visitor/contractor introduces COVID-19 infection to the premises, leading to other premises users become infected (and subsequent transfer of infection onwards). Infection transfer is by:   + Transfer or inhalation of droplets or aerosols that contain the virus when near to someone infected   + Touching contaminated surfaces and then touching their eyes, nose or mouth.   Vulnerable and Clinically Extremely Vulnerable (CEV) people are particularly at risk, due to weakened immune response. **Staff who are vulnerable/CEV or believe they are at greater risk from the COVID virus should have a discussion with their line manager, referring to** [**HR’s FAQ**](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/faqs/faqs-for-staff-returning-to-the-workplace)**, so that possible** [**appropriate additional controls**](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19) **and reasonable adjustments can be agreed and implemented.**  The main standard controls against COVID-19 and variants are:   * Ventilation (let fresh air in) * Good hygiene * Wearing a face covering * Regular COVID testing * Self-isolate if you have COVID-19 symptoms or a positive COVID-19 test result * Self-isolate if you live with someone or are a contact of someone who has COVID-19, unless you're fully vaccinated – this means 14 days have passed since your final dose of a COVID-19 vaccine given by the NHS – or you're not able to get vaccinated for medical reasons. But you should get a PCR test on GOV.UK to check if you have COVID-19 * Double vaccination |

**Details of staff who will be returning to work**

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| **This risk assessment covers the time period (from and to (or next review)):** *e.g. September – December 2021* |

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| The number of team members in work is:  **Number (staff only):** number.  Other categories of people (e.g. contractors, visitors) are detailed in table below. | | Please include details about any rotas that may be implemented below: | **Of this number, please confirm those who are:** | **Number:** |
| ‘Vulnerable’ – [see COVID definition](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable) |  |
| Clinically Extremely Vulnerable – [see COVID definition](https://www.nidirect.gov.uk/articles/coronavirus-covid-19-definitions-clinically-extremely-vulnerable-and-vulnerable) |  |
| Persons with reduced mobility |  |
| Blind/partially sighted/ “touch” dependent |  |
| Other higher risk groups/categories i.e. those with PEEPS, other health issues etc. |  |
| Colleagues who have been provided with equipment resulting from a referral from Occupational Health |  |
| All [other protected characteristics](https://www.ljmu.ac.uk/staff/edi/equality-act-2010) as listed in the Equality Act 2010 should also be considered – you may need to do an [Equality Impact Assessment](https://teams.ljmu.ac.uk/3/POD/EDI%20LJMU%20Only%20Document%20Library/guidance.pdf) | | | At greater risk from the COVID virus and have discussed it with you, HR or their line manager |  |
| Required support/ coverage: | First Aiders*.* Include name(s) and days available.  *If the list is too long and/or is a ‘live’ local document, attach an example of the document/ rota to this risk assessment as a ‘snapshot’ to show local managerial control of arrangements, including hybrid working.*  ***Staff with nominated roles should be subject to rotas by Faculties / Departments and coverage, based on numbers in buildings, will be co-ordinated by the SHE Department.***  ***Stating “institutionally arranged” is not ensuring adequate cover – cover issues should be discussed with SHE Department.*** | | | Include name(s) and days available  If needed an availability list will be held on reception or in the event of an emergency contact security on 0151 231 2222 |
| Fire Warden/Evacuation Coordinator/Evacuation Chair Operators.  *If the list is too long and/or is a ‘live’ local document, attach an example of the document/ rota to this risk assessment as a ‘snapshot’ to show local managerial control of arrangements, including hybrid working.*  ***Staff with nominated roles should be subject to rotas by Faculties / Departments and coverage, based on numbers in buildings, will be co-ordinated by the SHE Department.***  ***Stating “institutionally arranged” is not ensuring adequate cover – cover issues should be discussed with SHE Department.*** | | | Include name(s) and days available  If needed an availability list will be held on reception or in the event of an emergency contact security on 0151 231 2222 |

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| This team’s risk assessment also (i.e. not covered above) covers the following numbers of: *(zero or approximate numbers, if directly applicable)* | | | | | |
| Contractors |  | Visitors |  | Students |  |
| Researchers |  | Other university staff |  | Others (please state) |  |

**Risk assessment (specifically for COVID-19)**

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Infection while entering/exiting building** | Team members  and additionally:  *(Nil or provide detail)*  Exposure to  COVID-19 virus by:   * Being nearby an infectious person * Contact with contaminated surface | Line manager to familiarise themselves with: [LJMU guidance](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff)  Line manager to confirm in the ‘Details of Staff Who Will Be Returning to Work’ section above:   * Who is coming to work * Work times and shift patterns * Any lone worker issues * First Aider/Fire Warden/Evac Chair Operator coverage as necessary (dependent on which staff and total numbers coming into work) – either within the team or LJMU arrangements | Line manager to consult with and to communicate to team members and their representatives | Line manager | Prior to staff returning | *Confirm when completed* |
| * Staff and students must not come to the university if they are COVID positive[, self-isolating](https://www.gov.uk/government/news/self-isolation-removed-for-double-jabbed-close-contacts-from-16-august) or have symptoms * Staff must wear face coverings when in communal spaces, or in offices, classrooms, or lecture theatres (except when seated, although you may be requested to do so on occasion), unless exempt | Line Manager to remind staff of requirements | Line Manager | Regular reminders by combination of supervision, team meetings, email, online etc. | Ongoing |
| * Staff are encouraged to take a twice weekly Lateral Flow tests and upload the results to the government website. The university will not be providing test kits but you can obtain rapid lateral flow tests from local pharmacies or on-line. Please see [Order coronavirus (COVID-19) rapid lateral flow tests](https://www.gov.uk/order-coronavirus-rapid-lateral-flow-tests) for further details.   The recommendation is test twice a week (every 3 or 4 days) or the day before you come into the university if it is just an occasional / one-off (a week) visit. | Line Manager to remind staff of requirements | Staff are encouraged to upload the results to the government website. | Before return to university and twice weekly | Ongoing – prior to each return to university |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
| --- | --- | --- | --- | --- | --- | --- |
| **Infection while working in office/building or workspace** | Team members  and additionally:  *Nil or provide detail*  Exposure to  COVID-19 virus by:   * Being nearby an infectious person * Contact with contaminated surface | Line manager to identify the [specific local building arrangements,](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/the-workplace/our-buildings/building-safety-guidance) and confirm with staff using information on the [COVID microsite](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff) and:   1. The [institutional risk assessment](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/jan2021_institutional_covid19_risk-assessment.docx) 2. [Communal areas risk assessment](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/efm-risk-assessment-covid19-v2-draft-communal-spaces.docx)   Issues the Line Manager should discuss with their staff are:   * [Building and office opening and closing](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/the-workplace/our-buildings/building-opening-times) up arrangements * Arrangements for entry doors and routes to work location * Arrangements for making your way around the building/office area * Use/non-use of communal areas * Desk/seating arrangements *Provide confirmation of agreed arrangements, or seating plan* * Use of meeting rooms/small offices * Working in a lab or communal workspace * Hygiene arrangements, welfare arrangements, including toilets | Line Manager to consult with and to communicate to team members.  *Please detail how the controls are being communicated to the team – team meetings, email, online etc.* | Line manager  *How/when will the assessment be communicated to staff?* | Prior to staff returning  Regular reminders by combination of supervision, team meetings, email, online etc. | *Confirm when completed*  *Ongoing* |
|  |  | Line Manager to consult and confirm with their team on the local issues:   * Kitchen area/catering arrangements * Arrangements for maximizing fresh air flow into work spaces *windows opened how / when?* * Use of multi-user equipment *Provide local arrangements about quarantine, sanitizing of equipment or single use only* * Lone working arrangements * [First Aid arrangements](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/first-aid-guidance-080620.docx) * Arrangements for any local specific response to incidents or emergencies * Arrangements for ongoing review; how any issues arising are to be addressed; how disagreements may be resolved * [Mental health and wellbeing issues](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff/health-and-wellbeing-staff/information-to-support-managers) | Line Manager to consult with and to communicate to team members. *Please detail how the controls are being communicated to the team – team meetings, email, online etc.*  **Fire evacuation (real or false):**   * **Over-rides COVID arrangements** * **General evacuation strategy and the emergency fire action plan now apply – i.e. evacuate quickly and safely; assembly at the building evacuation point** * **Persons with Reduced Mobility (PRM) will utilise their Personal Emergency Evacuation Plan (PEEP) i.e. use Fire Evacuation Chairs, located within dedicated Refuge Areas etc** * Or alternative arrangements are …..… (please complete) | Line manager | Prior to staff returning  Regular reminders by combination of supervision, team meetings, email, online etc. | *Confirm when completed*  Ongoing |
| **Other hazards arising from but not due to COVID-19, from interactions with other hazards** | Team members  and additionally:  *Nil or provide detail* | **Remember: other health and safety risks may also be present. Think about your standard work tasks.**  Items locally ‘owned’ by / responsibility of the team needing additional precautions for re-starting are: (please complete)  Any tasks that uses PPE that may be affected/ interfered with by additional COVID precautionary measures (please complete):  *Or Nil/Not applicable* | Line Manager and team to discuss and identify issues / tasks.  Team to work up procedures and communicate.  *Team to review the other following risk assessments:*   * *X* * *Y* | Line Manager to communicate to team members.  Staff to note | Prior to staff returning to work  Regular reminders by combination of supervision, team meetings, email, online etc. | *Confirm when completed*  Ongoing |

| What are the hazards? | Who might be harmed and how? | What are you already doing to control the risks? | What further action do you need to take to control the risks? | Who needs to carry out the action? | When is the action needed by? | Done |
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| **Infection while**  **interacting with others – students, contractors, delivery drivers and members of the public.** | Team members  and additionally:  *(Nil or detail)*  Exposure to  COVID-19 virus by:   * Being nearby an infectious person * Contact with contaminated surface | Line manager to identify the specific local building arrangements, and confirm with staff using information on the [COVID microsite](https://www.ljmu.ac.uk/microsites/moving-forward/information-for-staff): | Line Manager to consult with and to communicate to team members. | Line Manager. | Prior to staff interacting with others  Regular reminders by combination of supervision, team meetings, email, online etc. | *Confirm when completed.*  Ongoing |
| **Students:** *specify controls or Nil* |
| **Contractors:** *specify controls or Nil* |
| **Delivery drivers:** *specify controls or Nil* |
| **Members of the public:** *specify controls or Nil* |

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| **Risk Assessment Review** | This risk assessment is to be reviewed before *dd/mm/yyyy* ………...  Assessments should also be reviewed in light of local or national changes and reviewed on a continuous basis or as necessitated by required changes to operational procedures. A review of the risk assessment should be undertaken where it is evidenced that the control measures are insufficient i.e. following an incident/accident occurring. |

### RECORD OF INSTRUCTION AND UNDERSTANDING FOR THOSE UNDERTAKING THE TASK COVERED BY THE RISK ASSESSMENT

**Record sheet of confirmation of instruction and understanding of the risk assessment.**

**Risk Assessment Ref:** *FFF/sss/mmyy/NN/vX/3\_word\_descriptor*

Prior to undertaking this task, Team Leaders/Supervisors should ensure that a copy of the risk assessment has been communicated to relevant staff and that the specific controls are explained and understood. Individuals should complete the fields below as a record of instruction and understanding.

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| **Building(s)** |  | **Date of Risk Assessment** |  |
| **School/Service Department** |  | **Assessment carried out by** *the person supervising/directing the activity: no further approval is required.* |  |
| **Location(s)** |  | **Activities** *(the tasks / scope that this risk assessment covers):* |  |

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| --- | --- | --- |
| **Name** | **Signature** | **Date** |
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**Store this signed record sheet locally (there is no requirement to send it to SHE Department, only the completed risk assessment).**

**The SHE Department may check that it has been completed by staff.**