****

F2F Research Activity RA 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 – In-person Research Activities**

|  |  |
| --- | --- |
| **Follow these steps** | Compete this form to conduct face-to-face human studies either inside or outside of the University. When answering question, please refer to [institutional risk assessments](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working) (e.g. related to specific buildings). There is no need to duplicate information from previously approved risk assessments. As each study presents its own unique circumstances, the risks specific to individual projects must be considered, documented and appropriately mitigated.  **NOTE**. PPE must not be used as an alternative to social distancing, except where there is no other practical solution (e.g. taking blood samples). Individuals must be excluded from participation if they are currently diagnosed with COVID-19 or demonstrate COVID-19 symptoms.  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/microsites/moving-forward/on-campus/working) and other relevant risk assessments 2. Discuss with your supervisor / investigators / School Director and consult/inform relevant individuals 3. Complete/finalise the form, including the Assessment Record number (box top right)) 4. Ensure this form is signed/authorized as required by supervisor and School Director |

**Study Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name of Principle investigator (PI):** |  | | |
| **If the PI is a student, name of supervisor** |  | | |
| **Study title** |  | | |
| **School** |  | | |
| **Declarations** | | | |
| **Guidelines**  Investigators are (and will remain) familiarised with up-to-date guidance from selected bodies. Indicate all that apply | | Government (<https://www.gov.uk/coronavirus>) | Yes / No / NA |
| University (<https://www.ljmu.ac.uk/microsites/moving-forward>) | Yes / No / NA |
| NHS (where relevant) <https://www.england.nhs.uk/coronavirus>) | Yes / No / NA |
| Other (where relevant, please specify) | Yes / No / NA |
| **Training**  Investigators have completed the required training to ensure the health and safety of participants and investigators during the COVID-19 pandemic. Indicate all that apply | | School/faculty-specific training | Yes / No / NA |
| Other (please specify) | Yes / No / NA |

**General information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of building or location where the study will be conducted** |  | | **Date of Risk Assessment** |  |
| **Location(s)**  (please select) | University premises | Yes / No / NA |  |  |
| Hospital premises | Yes / No / NA |
| Other (specify) |  |
| **The location where the study will be conducted has implemented health and safety procedures and is open** | Yes / No / NA  Explain if NA. | | **Assessment carried out by** |  |
| **Do you have access and permission to use the research facilities?** | Yes / No / NA  Please provide any relevant additional details. | | **Signed** *Electronic signature is to be added when consultation is complete*. |  |
| **Describe the face-to-face research activities** |  | | **Persons consulted during completion of the Risk Assessment** |  |

|  |  |
| --- | --- |
| **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. Vulnerable and Clinically Extremely Vulnerable (CEV) people are particularly at risk, due to weakened immune response. 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.   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 or 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 |

**COVID-19 Vulnerability Concerns (investigators and participants)**

|  |  |  |
| --- | --- | --- |
| **This risk assessment covers the time period (from and to (or next review)):** *e.g. September – December 2021* | | |
| Do any of the **INVESTIGATORS** involved in face-to-face research activities have a specific vulnerability? (please select): | **Yes / No** |  |
| If yes, Investigators (s) are in a [high risk group](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/). | **Yes / No** |
| If investigators are in a high risk group, what steps are in place to ensure their health and safety? | |
| The **PARTICIPANTS** recruited for the study are (please select): | Individuals with specific vulnerability? | **Yes / No** |
| If yes, in a [high risk](https://www.nhs.uk/conditions/coronavirus-covid-19/people-at-higher-risk/who-is-at-high-risk-from-coronavirus/) group? | **Yes / No** |
| If any **PARTICIPANTS** are in a high risk group, what steps are in place to ensure their health and safety? | |
| Please provide any additional measure or exclusion criteria relevant to risk mitigation you will introduce (e.g., age range, pregnancy). | |

|  |  |
| --- | --- |
| Standard measures for mitigating COVID-19 risks and to ensure the health and safety of participants and investigators. Select all that apply and provide information where required. | |
| Prior to their participation in the study, **participants** will be provided with a [participant information sheet](https://www.ljmu.ac.uk/ris/research-ethics-and-governance/research-ethics/university-research-ethics-committee-urec/ethics-application-form-and-templates) describing the guidelines being followed and procedures taken to ensure the safety of the study being undertaken. | Yes / No / NA |
| Prior to their participation in the study, **participants** will be provided with instructions with which they need to comply | Yes / No / NA |
| On the day of participation and prior to participating, **participants** will complete a [pre-visit screening questionnaire](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/ljmu-guidance-on-covid19-practices-for-research.pdf) | Yes / No / NA |
| When meeting with the investigator, social distancing will be maintained or a protective barrier will be used.  **If selected, provide details below** of how participants will be instructed to meet with the investigators | Yes / No / NA |
|  | |
| Participants will be able to maintain social distance when meeting the investigators and while waiting for the study to commence.  **If selected, provide details below** of how participants will wait for the start of the study session | Yes / No / NA |
|  | |
| For the purposes of contact tracing, a record of participation (name and visit date), together with investigator’s details will be maintained  **If selected, provide details below** of how/ where the log book records will be stored and who will be responsible for them (e.g. receptionist or research team) | Yes / No / NA |
|  | |
| Investigators commit to informing their supervisor/head of department/designated individual if they develop symptoms of COVID-19 within 48 hours of the face-to-face research activity | Yes / No / NA |
| Participants will be instructed to inform the investigator or a designated individual if they have tested positive for COVID-19 within 48 hours of their participation | Yes / No / NA |
| All surfaces of equipment and materials with which the participant has to interact will be disinfected before each participant arrives | Yes / No / NA |
| Investigators and participants will wear face coverings, and/or masks, and/or gloves, and/or face shields, as appropriate for the specific study procedures | Yes / No / NA |

|  |  |
| --- | --- |
| Mitigating COVID-19 risks associated with specific study procedures **NOTE**. The assessment of risk of any single research procedure with a participant or researcher that might be infected must consider 1) the procedure itself; 2) the distance from the infection source; and 3) the duration of exposure. These will affect the likely viral load received that must be prevented or minimised. Open spaces are associated with a reduced risk of infection, however the same recommendations (distancing, PPE, disinfection) apply | |
| ***Please select which best describes the SPECIFIC PROCEDURES of the study:*** | |
| Can be carried out with social distancing which adequately mitigate against the COVID-19 risks associated with the procedure. | Yes / No / NA |
| Cannot be carried out with social distancing, but will follow [LJMU Guidance on Coronavirus (Covid-19) Practices related to Research Activities](https://www.ljmu.ac.uk/~/media/files/ljmu/microsites/moving-forward/ljmu-guidance-on-covid19-practices-for-research.pdf), which adequately mitigate against the COVID-19 risks associated with the procedure.  (if yes, please specify): | Yes / No / NA |
| Cannot be carried out with social distancing, but will follow [Institutional Risk Assessments](https://www.ljmu.ac.uk/microsites/moving-forward/on-campus/working), which adequately mitigate against the COVID-19 risks associated with the procedure.  (if yes, please specify): | Yes / No / NA |
| Cannot be carried out with social distancing, but will follow guidelines from appropriate authorities in the research area, which mitigate against the COVID-19 risks associated with the procedure.  (if yes, please specify and attach link or document as appropriate): | Yes / No / NA |
| The study requires implementing bespoke measures to ensure the health and safety of participants and investigators. | Yes / No / NA |
| ***For studies requiring bespoke measures, please specify:*** | |
| What Personal Protective Equipment (PPE) will investigators wear?  (face shield / mask / covering, gloves, etc.) | |
| What PPE will participants wear? | |
| How (and when) will PPE be provided and disposed of? | |
| What other measures will be put in place to prevent contamination of investigator and/or participant?  e.g. disposable equipment, use of appropriate filters as necessary on all equipment that carries a risk of cross infection, additional cleaning regimes, screens, special arrangements made for participants and/or investigators travelling to the venue, COVID-19 testing, treat anything worn as “infected” and dispose of it carefully before washing hands.  You may refer to documents (and attach a link or copy). | |

**Declaration from supervisor if the PI is a student or PI if the PI is a member of staff:** I confirm that all investigators working on this study are aware of the measures detailed in this risk assessment and will adhere to the procedures outlined above

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Declaration from the investigator’s Head of Department:** I confirm that I have reviewed the above measures with full consideration having been given to Safety, Estates, HR and IT support, I am satisfied that the study may involve face-to-face research activity.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

**Declaration from authority at external facility (if relevant: i.e. research takes place outside the University):** I confirm that I have reviewed the above measures with full consideration having been given to Safety, Estates, HR and IT support, I am satisfied that the study may involve face-to-face research activity.

|  |  |
| --- | --- |
| **Name** |  |
| **Signature** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **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. |