

All staff undertaking risk assessments or checking risk assessments for student projects must be competent and have undertaken the University's Risk Assessment training.

Assessment Ref. No.	CIC.		Activity Assessed	Clients Safely returning to work during the Covid 19 Pandemic – Communal Areas							
Assessment Date	01/6/19		Faculty / Directorate	R&I – Cornwall Innovation Centres							
Assessor	Julie Bell		School / Service	n/a							
Version No.	001		Additional individuals involved in developing the RA								
Signature of Assessor							Signature of Academic Supervisor / Approver				
Risk Score Matrix						Risk Score and Description					
Likelihood	Severity					Risk Score	Risk Level	Category	Description		
		Insignificant	Minor	Moderate	Major					Fatal	
	Very Unlikely	1 Green	2 Green	3 Green	4 Green	5 Amber	1 – 4	Low	Acceptable	No further actions needed	
	Unlikely	2 Green	4 Green	6 Amber	8 Amber	10 Red	5 – 9	Medium	Tolerable/Adequate	Should be reviewed to ensure that there is nothing else which could be done	
	Possible	3 Green	6 Amber	9 Amber	12 Red	15 Red	10 – 15	High	Undesirable	Immediately review current control measures, and where appropriate decide on further actions	
	Likely	4 Green	8 Amber	12 Red	16 Red	20 Red	16 - 25	Very High	Unacceptable	Stop activity and make immediate improvements	
Almost Certain	5 Amber	10 Red	15 Red	20 Red	25 Red	<i>Likelihood (L) x Severity (S) = Risk Score (RS)</i>					

What is/are the hazard(s) involved with the activity being undertaken?	Who might be harmed and how?	What are you already doing to control the risk?	Risk Score with current controls in place			What further action is necessary? (Add these actions to the action plan below).	Target Risk Score Likelihood x Severity = Risk Score		
			L	S	RS		L	S	RS
Clients Exposure - Ingress /exit	Clients, Visitors and contractors	<ul style="list-style-type: none"> Redistricted access 	2 - Unlikely	4 - Major	8 - Medium Risk	<ul style="list-style-type: none"> Introduce social distancing signage Make people aware of our safe distancing Policy Reduce entrances where possible. Put doors onto automatic where possible to reduce contact. 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - Communal Spaces: Reception	Clients, Visitors and contractors	<ul style="list-style-type: none"> Put up plastic Screening. 	2 - Unlikely	4 - Major	8 - Medium Risk	<ul style="list-style-type: none"> Introduce direction floor signage Introduce visible floor spacing's Clearly display our guidelines. Space out or remove visitor seating 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - Post and deliveries	Clients	<ul style="list-style-type: none"> Put up plastic Screening. 	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Staff will wear gloves when handling Post and deliveries. The front of the pigeonholes will be wiped daily Clients should bring their own 	2 - Unlikely	4 - Major	8 - Medium Risk

						<ul style="list-style-type: none"> pen to sign for deliveries. The Reception pen will be wiped after every use. Clients are requested to wear gloves when handling outgoing post 			
Clients Exposure - Handling swipe & Access cards	Clients, Visitors and contractors	<ul style="list-style-type: none"> Swipes to be wiped before handing them out 	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Staff will wear gloves when handling swipe cards. Swipe cards will be wiped upon being returned to reception 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - Paying for parking (If applicable)	Clients	<ul style="list-style-type: none"> Not currently Applicable 	1 - Very Unlikely	4 - Major	4 - Low Risk	<ul style="list-style-type: none"> Staff will wear gloves when handling The payment machine Staff will wear gloves when handing over receipts. 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - Communal Spaces: Atrium	Clients, Visitors and contractors	<ul style="list-style-type: none"> Wall mounted hand sanitiser has been provided. Communal seating areas have be re- 	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Introduce social distancing signage Introduce floor markings 	1 - Very Unlikely	4 - Major	4 - Low Risk

		configured to allow for safe distancing.				<ul style="list-style-type: none"> We request that gloves and masks be worn when possible in all public shared spaces. Door handles wiped down daily Increase hand Sanitisers 			
Clients Exposure - Communal Spaces: Photocopier	Clients		3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Floor marking will be introduced. Wipes will be provided, so that the screen can be wiped before and after use. Introduce safe distancing signage 	2 - Unlikely	4 - Major	8 - Medium Risk
Clients Exposure - Communal Spaces: Water fountain	Clients, Visitors and contractors		3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Floor marking will be introduced. Signage asking people to social distance 	2 - Unlikely	4 - Major	8 - Medium Risk
Clients Exposure - Communal Spaces: Kitchens	Clients		3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Provide antibacterial wipes. Stay 2m away from other people. This may require using the STOP, LOOK and WAIT System. 	2 - Unlikely	4 - Major	8 - Medium Risk

						<ul style="list-style-type: none"> Request that gloves and masks be worn when possible in all public shared spaces. Introduce social distancing signage 			
Clients Exposure - Cafe	Clients, Visitors and contractors	Cafe is closed.	1 - Very Unlikely	4 - Major	4 - Low Risk	<ul style="list-style-type: none"> To remain closed until further notice 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - Corridors	Clients, Visitors and contractors	Hand sanitiser has been provided	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Introduce walk on the left policy for corridors. Introduce a STOP , LOOK and WAIT System, to allow one user at a time. Wear masks whenever possible in communal spaces We will open doors where possible. 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - Stairs	Clients, Visitors and contractors	Hand sanitiser has been provided	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Introduce walk on the left policy Introduce a STOP, LOOK and WAIT System. One user at a time. 	1 - Very Unlikely	4 - Major	4 - Low Risk

						<ul style="list-style-type: none"> Wear masks whenever possible. Introduce social distancing signage 			
Clients Exposure - <i>Using lifts</i>	Clients, Visitors and contractors	Introduced reduce usage signage.	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Introduce updated Policy Signage A one at a time policy Request that users wear gloves for any contact of buttons 	1 - Very Unlikely	4 - Major	4 - Low Risk
Clients Exposure - <i>Toilets</i>	Clients, Visitors and contractors	<ul style="list-style-type: none"> Informational Signage 	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> Block off Urinals, leaving just one, as a distancing measure. Increase cleaning regime One in one out system of use. Introduce hand towels. Wear masks whenever possible in communal spaces 	2 - Unlikely	4 - Major	8 - Medium Risk
Clients Exposure - <i>Shower rooms</i>	Clients	Not currently in use.	1 - Very Unlikely	4 - Major	4 - Low Risk	<ul style="list-style-type: none"> Introduce signage Increase cleaning regime 	2 - Unlikely	4 - Major	8 - Medium Risk

<p>Clients Exposure - Interaction with Centre Staff</p>	<p>Clients, Visitors and contractors</p>	<p>All queries to be sent by Email.</p>	<p>3 - Possible</p>	<p>4 - Major</p>	<p>12 - High Risk</p>	<ul style="list-style-type: none"> Keep the activity time as short as possible. Stay 2m away from other people Where possible, wear a mask and gloves. 	<p>1 - Very Unlikely</p>	<p>4 - Major</p>	<p>4 - Low Risk</p>
<p>Clients Exposure - Contractors on site</p>	<p>Clients</p>	<ul style="list-style-type: none"> Covid 19 Safety Policy has been provided, stating our expectations when contractors on site. 	<p>2 - Unlikely</p>	<p>4 - Major</p>	<p>12 - High Risk</p>	<ul style="list-style-type: none"> Inforce and Glove and Mask policy for all contractors on site. Contractors will only allowed on site by arrangement. Contractors will only allowed on site, when CIC have received and approved their COVID 19 Safety Policy. 	<p>1 - Very Unlikely</p>	<p>4 - Major</p>	<p>4 - Low Risk</p>
<p>Exposure - Events and Meetings</p>	<p>Clients</p>	<ul style="list-style-type: none"> All meetings and events have been suspended. Reconfigure meeting room tables to provide safe distancing. 	<p>1 - Very Unlikely</p>	<p>4 - Major</p>	<p>4 - Low Risk</p>	<ul style="list-style-type: none"> Introduce social distancing signage Reduce or cancel all events where possible Try to reduce requirement for face to face 	<p>1 - Very Unlikely</p>	<p>4 - Major</p>	<p>4 - Low Risk</p>

						<p>meetings, if possible, arrange for meetings to be carried out via video conferencing</p> <ul style="list-style-type: none"> • Cleaning regime to be implemented • Wear masks whenever possible in communal spaces • Provide hand sanitiser in all meeting room. 			
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Action Plan and Monitoring

This section should be completed by the Risk Assessor and discussed with Manager / Academic Supervisor		This section should be completed by the Manager / Academic Supervisor for monitor and review		
Hazard	Action required	Action assigned to	Target date	Date Completed
<i>Ingress /exit</i>	<ul style="list-style-type: none"> • Introduce social distancing signage • Make people aware of our safe distancing Policy • Reduce entrances where possible. • Put doors onto automatic where possible to reduce contact • Signage asking people to social distance 	JB	29/06/2020	

Reception	<ul style="list-style-type: none"> • Introduce direction floor signage • Introduce visible floor spacing's • Clearly display our guidelines. • Space out or remove visitor seating 	JB	29/06/2020	
Post and deliveries	<ul style="list-style-type: none"> • The front of the pigeonholes will be wiped daily • The Reception pen will be wiped after every use. 	JB	29/06/2020	
Atrium	<ul style="list-style-type: none"> • Introduce social distancing signage • Introduce floor markings • Door handles wiped down daily • Increase hand Sanitisers 	JB	29/06/2020	
Photocopier	<ul style="list-style-type: none"> • Floor marking will be introduced. • Wipes will be provided at the photocopier, so that the screen can be wiped before and after use. • Introduce safe distancing signage 	JB	29/06/2020	
Water fountain	<ul style="list-style-type: none"> • Floor marking will be introduced. • Signage asking people to social distance 	JB	29/06/2020	
Kitchens	<ul style="list-style-type: none"> • In Kitchens provide antibacterial wipes. • Introduce social distancing signage 	JB	29/06/2020	
Corridors	<ul style="list-style-type: none"> • We will open doors where possible. 	JB	29/06/2020	
Stairs	<ul style="list-style-type: none"> • Introduce walk on the left policy • Introduce a STOP, LOOK & WAIT System so that its one user at a time. • Wear masks whenever possible. 	JB	29/06/2020	

	<ul style="list-style-type: none"> • Introduce social distancing signage 			
<i>Lifts</i>	<ul style="list-style-type: none"> • Introduce updated Policy Signage 	JB	29/06/2020	
<i>Toilets</i>	<ul style="list-style-type: none"> • Block off Urinals, leaving just one, as a distancing measure. • Increase cleaning regime • Introduce hand towels. 	JB	29/06/2020	
<i>Shower rooms</i>	<ul style="list-style-type: none"> • Introduce signage • Increase cleaning regime 	JB	29/06/2020	
<i>Events and Meetings</i>	<ul style="list-style-type: none"> • Introduce social distancing signage • Cleaning regime to be implemented • Provide hand sanitiser in all meeting room. 	JB	29/06/2020	

Review

When reviewing this risk assessment remember to move completed actions into the 'what are you already doing.' column, as these actions should be in place by the time you review the risk assessment. You should review your risk assessment if you think it might no longer be valid (e.g. following an incident in the workplace or if there are any significant changes to hazards, such as new work equipment, work activities, personnel etc.)

Severity Table

Severity of injury	Examples	Score
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Likelihood Table

Severity of injury	Examples	Score
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Insignificant	None or very insignificant injuries, health effects, damage or disruption to work. Short-term and/or localised environmental harm.	1	Very unlikely	Good control measures are in place. Controls do not rely on a person using them (i.e. personal compliance with safety rules). Controls are very unlikely to break down. People are very rarely in this area or very rarely engage in this activity.	1
Minor	Cuts bruises, mild skin irritations, mild headaches and pains requiring minor first aid treatment. Minor property damage or disruption to work. Notable contributor to environmental harm.	2	Unlikely	Reasonable control measures are in place but they do rely on a person using them (some room for human error). Controls unlikely to breakdown. People are not often in this area / do not often engage in this activity.	2
Moderate	More serious injuries or ill-health requiring time off work or a hospital visit for example burns sprains, strains, short term musculoskeletal disorders, cut requiring stitches, back injuries, fractures to fingers and toes. Short term absence relating to physical or mental health issues. More serious property damage or disruption. A significant contributor to environmental harm.	3	Possible	Inadequate controls are in place, or likely to breakdown if not maintained. Controls rely on personal compliance. People are sometimes in this area or sometimes engage in this activity and situations sometimes arise from this activity.	3
Major	Broken limbs, amputations, long-term health problems or longer absence. Acute illness requiring medical treatment. Loss of consciousness, serious electric shock, loss of sight. Major property damage, major disruption to work. A major contributor to significant environmental harm.	4	Likely	Poor controls in place. Heavy reliance on personal compliance (lots of room for human error). People are often in this area / engage in this activity on a regular basis / situation often arise from this activity.	4
Fatal	Injury or ill-health which leads to death either at the time, soon after the incident, or eventually, as in the case of certain occupational diseases, such as asbestos-related cancers. Catastrophic business losses. The major contributor to significant environmental harm.	5	Almost certain	No controls in place where there should be, exposure to the hazard is expected to occur in most circumstances. The activity is considered such high risk that it will `certainly lead to injuries.	5