

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

<b>Assessment Ref. No.</b>	TBC					<b>Activity Assessed</b>	Coronavirus outbreak– Workplace assessment.				
<b>Assessment Date</b>	04/10/2021					<b>Faculty / Directorate</b>	R&I – Cornwall Innovation Centres				
<b>Assessor</b>	Julie Bell					<b>School / Service</b>	n/a				
<b>Version No.</b>	003					<b>Additional individuals involved in developing the RA</b>					
<b>Signature of Assessor</b>						<b>Signature of Academic Supervisor / Approver</b>					
<b>Risk Score Matrix</b>						<b>Risk Score and Description</b>					
<b>Likelihood</b>	<b>Severity</b>						<b>Risk Score</b>	<b>Risk Level</b>	<b>Category</b>	<b>Description</b>	
		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
Exposure from others due to: 1) Living with someone with a confirmed case of COVID-19.  2) Have come into close contact (within 2 metres for 15 minutes or more) with a	Staff, Clients and visitors.  Contractors.	<ul style="list-style-type: none"> <li>Refer to the CIC Coronavirus Policy</li> <li>Management must be informed is staff experience any illness or exposure.</li> <li>Clients should inform Centre management. Of any illness or exposure</li> <li>Any one exposed should follow government action of self-</li> </ul>	2 - Unlikely	4 - Major	8 - Medium Risk				

<p>confirmed case of COVID-19.</p> <p>3) Being advised by a public health agency that contact with a diagnosed case has occurred.</p>		<ul style="list-style-type: none"> <li>Isolation.</li> <li>Working from home when required</li> <li>Any existing individual risk assessments (disability, young persons or new / expectant mothers) should be reviewed</li> <li>Exposed staff or clients should maintain contact with management and HR.</li> <li>They should continue following government guidance</li> <li>Risk Assess any staff who are considered vulnerable (Severe respiratory conditions including all cystic fibrosis, severe asthma and severe COPD; should be Risk assessed.</li> </ul>						
<p>Signs of illness whilst at work</p>		<ul style="list-style-type: none"> <li>If staff display symptoms they should test for Covid ASAP</li> </ul>	<p>3 - Possible</p>	<p>4 - Major</p>	<p>12 - High Risk</p> <ul style="list-style-type: none"> <li>If an employee or Client develops a high temperature or a persistent cough while at work, they should:                     <ol style="list-style-type: none"> <li>Return home immediately</li> <li>Avoid touching anything</li> <li>Cough or sneeze into a tissue and put it in a bin, or if they do not have tissues, cough and sneeze into the crook of their elbow. They must then follow the guidance on self-isolation and not return to work until</li> </ol> </li> </ul>	<p>3 - Possible</p>	<p>4 - Major</p>	<p>5 - Medium Risk</p>

						<p>their period of self-isolation has been completed</p> <ul style="list-style-type: none"> <li>Centre management should be informed immediately.</li> <li>Additional cleaning should be carried out the employees work area and all communal areas</li> </ul>			
Hygiene		<ul style="list-style-type: none"> <li>Staff and Clients should wash hands thoroughly and regularly. Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available</li> </ul>	2 - Unlikely	4 - Major	8 - Medium Risk	<ul style="list-style-type: none"> <li>Staff and clients should avoid touching their face/eyes/nose/mouth with unwashed hands and cover their mouth to cough or sneeze with a tissue then throw it in the bin.</li> <li>We should provide additional hand soap and sanitiser</li> <li>Put up additional signage for hand washing.</li> <li>Increase cleaning of touch points and shared work areas</li> <li>Gloves and masks provided to staff</li> <li>Sanitizer provided through out building</li> </ul>	2 - Unlikely	4 - Major	8 - Medium Risk
Communal areas, to include, seating areas,		<ul style="list-style-type: none"> <li>Masks should be worn</li> </ul>	3 - Possible	4 - Major	12 - High Risk	<ul style="list-style-type: none"> <li>Hand cleaning facilities or hand sanitiser should be available</li> </ul>	2 - Unlikely	4 - Major	8 - Medium Risk

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Kitchens, Café shop, toilets and showers		<ul style="list-style-type: none"> <li>All shared areas must be thoroughly cleaned regularly to include chairs, door handles, vending machines and payment devices.</li> <li>Request that all staff, clients and visitors wear masks in shared spaces</li> </ul>							
Contractors		<ul style="list-style-type: none"> <li>Request that Masks are worn.</li> </ul>	2 - Unlikely	4 - Major	8 - Medium Risk	<ul style="list-style-type: none"> <li>Make contractors aware of our Policy.</li> <li>Request their policy</li> <li>Ensure that contractors are not displaying signs of covid.</li> <li>Ensure that areas they work in are ventilated.</li> </ul>	1 - Very Unlikely	4 - Major	4 - Low Risk

**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
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**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			Likelihood Table		
Severity of injury	Examples	Score	Severity of injury	Examples	Score
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

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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

Review Date	Carried out by	Changes made
18/01/2021	Julie Bell	To reflect change of policy relating to staff and clients use of masks in shared areas.
04/10/2021	Julie Bell	To reflect changes in the Governments legislation and recommendations