



Assessor: M Balmont

Date: 28/01/2022

Title: COVID-19 risk assessment

Reviewed: 22/07/2022

Persons Affected: Staff, visitors, members of the public

Significant hazard(s).	Who might be hurt and how	Severity (S) – 1 to 5	Likelihood (L) – 1 to 5	Risk Level (S x L)	Controls	Severity (S) – 1 to 5	Likelihood (L) – 1 to 5	Risk Level (S x L)
COVID-19 spreading between department members.	If an individual in the department tests positive for the virus, it may potentially spread to others.	4	3	12	<p>UK Government guidance changed as of 1st April 2022. Individuals who test positive for COVID-19 are no longer legally required to self-isolate. However, they are strongly encouraged to do so for a minimum of 5 days. They should consider taking a lateral flow test on days 5 and 6 and only return to their normal business after two consecutive negative test results, taken 24 hours apart.</p> <p>Any person who experiences symptoms of potential COVID-19 infection while at work is still strongly encouraged to contact their line manager/PI and safety@path.cam.ac.uk and admin@path.cam.ac.uk as soon as possible and go home to self-isolate as soon as they can. If they need to wait to be collected, or if they are unable to return home immediately for any other reason, they should self-isolate in a designated isolation room until they can do so.</p> <p>Any person who becomes ill at home with symptoms is encouraged to make the department aware by contacting safety@path.cam.ac.uk and admin@path.cam.ac.uk</p> <p>The latest guidance for those who test positive or</p>	4	1	4



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					<p>suspect they have COVID-19 can be found at the UK Government website and changes are communicated from the Department by email.</p> <p>https://www.nhs.uk/conditions/coronavirus-covid-19/self-isolation-and-treatment/when-to-self-isolate-and-what-to-do/</p>			
Not maintaining social distancing (>2m)	Individuals working in the department and those living in their home. Spending time in close proximity to others may facilitate spread of virus.	4	3	12	<p>There is no longer a mandated minimum social distance required in the department, however people are still encouraged where possible to keep their distance from those they do not live with in order to help prevent the spread of the virus.</p> <p>The requirement for those who could work from home to do so has been rescinded.</p> <p>Use of communal spaces</p> <p>Communal spaces have returned to pre-pandemic capacities, however groups booking rooms for meetings are encouraged to book the largest room available to allow individuals who wish to social distance to do so. Where possible, ventilation should be maximised by keeping doors and windows open.</p> <p>Signage is still posted throughout the department reinforcing personal hygiene and ventilation measures to help prevent the spread of the virus.</p>	4	1	4



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					<p>Face Coverings: The University and Colleges strongly encourages members of the Cambridge community to wear face coverings in any public setting, unless someone has a medical exemption.</p> <p>In University buildings, we strongly encourage staff, students and visitors to wear a face covering in communal spaces. The exceptions are when working in a single-occupancy office or when eating or drinking.</p> <p>You do not need to wear a face covering if you have any of the following:</p> <ul style="list-style-type: none"> ▪ Pre-existing breathing difficulties and/or other respiratory conditions not related to suspected or confirmed COVID-19 infection ▪ Mental-health conditions such as anxiety or panic disorders exacerbated by wearing a face covering ▪ Non-visible disabilities that would be exacerbated by wearing a face covering ▪ Visual impairments, with a restricted field of vision, particularly if any residual vision is at the lower edge of the normal field of view ▪ Impairments that would make it difficult to put on or take off a face covering safely, 			



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					accurately, consistently or without pain.			
Contamination of communal surfaces with virus.	Any persons working in or visiting the department could touch contaminated surfaces and become ill.	4	3	12	<p>Shared equipment is to be thoroughly disinfected between uses. Cleaning kits have been provided where required and signs posted to remind users. A system of regular cleaning of communal surfaces (e.g. push buttons, door handles and stair banisters) has been introduced.</p> <p>Regular handwashing is encouraged upon entry to the department and throughout the day. Hand sanitiser has been provided throughout all department buildings to help reduce possible contamination.</p>	4	1	4
Risk to the health of those with existing medical conditions and in at-risk categories.	Individuals with existing medical conditions or who fit into the 'at-risk' categories for COVID may be put at risk by coming into the department	5	3	15	<p>Individuals who are categorised as clinically extremely vulnerable are able to attend their place of work or study at this time, but should speak to their line manager/supervisor discuss any concerns and to review their personal COVID-19 risk assessment to see if any measures need to be implemented/adapted to enable them to return to work safely.</p> <p>All members of the department are given the opportunity to complete a risk assessment to determine the level of risk to their health based on their current medical status. A new version as of March 2022 is now available and all those who have</p>	5	1	5



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					<p>previously completed a form, or have not yet done so, should consider completing this one. This is to be completed with the individual's line manager. Completion of the risk assessment is not mandatory, but the decision to decline the risk assessment must be recorded. Completed risk assessments and declines must be sent to safety@path.cam.ac.uk. All new starters are given the opportunity to make it known that they would be at increased risk from a respiratory infection as part of the induction process. A risk assessment should be completed for any individual who identifies themselves as at risk.</p> <p>Further advice can be sought from the department Facilities and Safety Office and Occupational Health.</p>			
Negative impact on mental health	<p>Mental health of individuals may be negatively impacted by not being able to go in to work.</p> <p>Individuals with</p>	4	3	12	<p>All members of the department are now able to go into work, so the negative impact of not being able to do so should be removed. However, those who are vulnerable or live with people who are, may be experience anxieties or other mental wellbeing issues as a result of being around others in close proximity.</p> <p>In this instance, individuals are encouraged to get in touch with the department's mental health wellbeing service if needed by contacting support@path.cam.ac.uk, or one of our mental health</p>	4	1	4



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	conditions which placed them in the vulnerable categories and were required to shield may have concerns about returning to work.				first aiders directly (details in the Safety Manual). Communications are handled confidentially and can be anonymous. They can also make use of the University's wellbeing resources at https://www.wellbeing.admin.cam.ac.uk/			
Individuals getting into difficulties when working alone.	Reduced operating capacity may increase risk to individuals when working alone by reducing chance of other people passing by.	4	3	12	Individuals working in the department in an isolated area must follow the lone working policy as normal, making use of the 'buddy system' and inform their PI/supervisor who they can keep in contact with and inform of their plans. This person can raise the alarm if they become concerned about the individual's whereabouts by contacting the Security Control Room out of hours on 01223 331818. If individuals are working alone out of hours and do not make use of the buddy system, they must contact Security, letting them know where they are and when they expect to finish.	4	1	4



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Close contact with members of the public while commuting to and from place of work.	Individuals commuting to and from work may come in to contact with an individual carrying and/or presenting symptoms of COVID-19 virus and become ill.	4	3	12	Individuals travelling to and from work should avoid taking public transport where possible. If use of public transport is necessary, Government-mandated social distancing measures and use of face coverings should help reduce the risk of transmission. Preferably individuals should walk, cycle or drive. Car parking on site is available to all staff. Care should be taken to avoid close contact with others from outside of their household.	4	1	4
Fire	Individuals may be harmed if not sure how to evacuate safely in the event of an emergency	4	3	12	If a fire is discovered, a call point must be activated <u>immediately</u> . In the event of the evacuation signal (a continuous alarm), persons must evacuate safely and report to their local assembly point and await further instruction from the Fire Response Team or University Security. All persons must make themselves familiar with their nearest fire escape route.	4	1	4
COVID transmission from overseas	Persons returning from overseas				Any persons who have travelled overseas and are planning on returning to the country and the department must adhere by the travel restrictions set in place by the UK government and the country they			



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	may bring the virus back with them and transmit it to others.				are travelling from. Current guidance on travel restrictions can be found here: https://www.cam.ac.uk/coronavirus/stay-safe-cambridge-uni/international-travel			
External contractors/visitors unfamiliar with social distancing measures in place	Virus may be spread between department members and external persons.				Contractors or visitors must not attend the department if they are displaying any symptoms of COVID-19. They must report to the Main Building reception if visiting TCR or Level 3 or 5 reception at Addenbrooke's, follow all instructions on social distancing and use hand-washing/sanitising facilities where provided.			
Spread of virus between first aid casualties and first aiders.	First aiders and casualties may contract virus by coming into close contact while receiving/administering first aid				In the event of a medical incident occurring, disposable face masks/full face shields have been provided for first aiders to use. First aid supplies are available if required in a dedicated first aid cabinet in the ground floor First Aid Room, Main Building. Any person attending to a casualty must wash their hands before and afterwards. If dressing a wound, wear gloves. In the event of discovering an unconscious casualty, follow the procedure for CPR but DO NOT give rescue breaths or place your face near to theirs to look for signs of breathing. Call for help and ask them to call 999 and return with an AED (one is situated in the foyer on the Main Building			



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					<p>(TCR). If no one is around to help, call 999 and start CPR.</p> <p>If assistance is needed for any casualty and a first aider is not available for any reason, Downing Site security can be contacted on 31818, or if it is a medical emergency, the emergency services on (9)999 from any internal phone.</p>			

Summary:


(This risk assessment is be reviewed every 12 months or sooner in the event of a change in procedure or adverse incident)

Overall residual risk:

Approved by:

Signed:

Date:

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Risk Status

Green	The risk is under control and represents no immediate threat or impact.
Amber	The risk has the potential to move to red. It needs managing and close monitoring but there is no immediate threat which would have a significant impact.
Red	The risk requires active management. It poses an immediate threat and its impact would be significant.

Risk Status Heatmap						
Impact	5 Very High	5	10	15	20	25
	4 High	4	8	12	16	20
	3 Medium	3	6	9	12	15
	2 Low	2	4	6	8	10
	1 Very Low	1	2	3	4	5
		1 Highly Unlikely	2 Unlikely	3 Possible	4 Probable	5 Extremely Likely
		Likelihood				

*The impact and likelihood scores should be multiplied together to give a score out of 25.
The risk status will then depend on the heatmap shown above.*