



RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Document title:	Occupational risk of COVID-19 exposure and related consequences-	Reference no.	RA21.14
Description of activity:	High level assessment of on-site and field activities		
Location:	All work areas		

Date of original assessment:	18 th June 2020	Subsequent reviews	Reviewed by:	CDC	CDC	CDC
			Date:	14 Jan 2021	31 May 2021	20 Dec 2021

	Name	Signature	Date
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Reviewed (H&S Advisor):	NA	NA	NA
Reviewed (others)	NA	NA	NA
Line manager:	NA	NA	NA
Head of Department:	A E J Miller		18 th June 2020
Board approval:	Diana Murray		21 July 2020

Related documents:	<p>Internal guidance and policy</p> <ul style="list-style-type: none"> • Guidance on Using General Workspaces (Non-Laboratory) and Communal Facilities on the SAMS Site After Level 0 Restrictions are Lifted (v005 dated August 2021) • Working Safely in the Labs During Coronavirus (v005 dated August 2021) • Working Safely on Vessels and in the Field Beyond Level 0 (v004 dated August 2021) • First Aider Guidance During Coronavirus Pandemic (v002 dated July 2020) <p>External references</p> <ul style="list-style-type: none"> • Coronavirus (COVID-19): Safer Businesses and Workplaces (Scottish Government. Updated 20th December 2021) • Coronavirus (COVID-19): Universities, Colleges and Community Learning and Development Providers (Scottish Government. Updated 2nd December 2021) • Core COVID-19 Information and Guidance for General (Non-Healthcare) Settings (Health Protection Scotland. Version 4.8 updated 31st December 2020) • Health Protection (Coronavirus) (Requirements) (Scotland) Regulations 2021 • Health Protection (Coronavirus) (International Travel and Operator Liability) (Scotland) Regulations 2021
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RISK ASSESSMENT

Task step	Hazard	Who might be harmed and how	Existing control measures	Residual risk (see matrix*)			Further action necessary Y/N
				C.	L.	Rating C. x L.	
1	Contact with virus on site through general circulation, including Malin House.	Staff, postgraduate students and visitors may be exposed to virus through direct contact on site while using circulation spaces	Guidance note issued on building use and staff are provided with induction training and very regular communications are given by senior management. On site working restrictions will maintain a low worker density on site by continuing working from home where possible. Compulsory use of face coverings when in circulations areas. Hand hygiene measures (hot running water, soap and disposable hand towels) maintained. Hand sanitiser made available in public areas.	2	1	2	No

			<p>Visitors (including contractors) will be limited to those considered important.</p> <p>Continued use of remote technology for meetings. Face-to-face meetings avoided as far as reasonably practicable.</p> <p>Enhanced cleaning schedule of 'touchpoints' (corridor doors, lift buttons) to be maintained through contractors.</p> <p>Available seating restricted in café with appropriate distancing. Multiple drinks prep areas have been added to the site to keep the café worker density low.</p> <p>Hard surface sanitisers have been made available in the café, in meeting rooms, in Stores to wipe trolley handles, at photocopiers to wipe touchscreens and at Reception to clean screen.</p> <p>Occupation densities established and sign posted where necessary (eg lifts, café area)</p> <p>Toilets have all been made single occupancy.</p> <p>Artificial ventilation increased and fresh air where possible. See separate risk assessment for ventilation.</p> <p>All staff and students who regularly attend site are encouraged to take an asymptomatic test. Home test kit collection is implemented through SAMS.</p> <p>Vaccination uptake is encouraged through senior managers.</p> <p>Regular monitoring of the implementation of controls through the SHE Advisor.</p>				
2	Front of house / regular contact with visitors	Potential increased risk of exposure to Reception and other front of house staff and those in direct contact with visitors such as maintenance staff.	<p>Hand sanitiser products made available in key public areas. Adequate welfare facilities maintained throughout site.</p> <p>Visitors (including contractors) will be limited to those considered necessary.</p> <p>Perspex screen added to Reception desk in JMB.</p> <p>'Distancing' signs displayed.</p>	2	1	2	No

			Compulsory use of face coverings in circulation spaces for visitors. Reception activities such as greeting visitors and issuing badges are generally managed remotely from Reception staff where possible.				
3	Use of shared office spaces, including Malin House	Staff and postgraduate students may be at greater risk of contacting the virus through the use of shared office spaces	As Task 1 and 4 above and below. Physical distancing in place of at least 1m Only staff who need to attend site may do so.	2	1	2	No
4	Vulnerable workers	Staff and postgraduate students who may be at higher risk from exposure to the virus, or who may have vulnerable, dependant contacts	Pregnant workers complete a separate risk assessment. Staff are directed towards using the individual COVID risk assessment government tool. SAMS will follow any further advice provided by medical professionals etc that may extend precautions beyond those detailed in this risk assessment.	3	1	3	No
5	Laboratory work	Staff and postgraduate students may be at higher risk of contacting the virus through the use of shared laboratories and associated equipment.	Reference to 'Coronavirus (COVID-19): Guidance for Laboratories and Research Facilities' As tasks 1 and 4 above. Worker density will be managed and >1m distance between workstations will be maintained Key equipment, notably certain laminar flow cabinets, have robust screen added to shield users between adjacent equipment Key touchpoints (eg pipettes, workstation surfaces) will be disinfected by the user using 70% alcohol spray or equivalent. Where alcohol disinfection is not possible, cross contamination will be controlled through the use of disposable gloves or temporal separation (>72hrs). Restriction to one person in Aquarium Constant Temperature Rooms, otherwise face covering worn. Hand sanitiser made available in Aquarium.	2	1	2	No

			Increased cleaning of common touch points in the Aquarium through the Aquarium Manager and users.				
6	Continued remote working	Staff and postgraduate students may experience ergonomic issues through unsuitable workstations and poor working practices. Isolated working may increase the risk of mental wellbeing issues.	<p>All workers were provided with remote working guidance prior to and during first 'lockdown', during the Phase 3 RTW and during the second 'lockdown'. All workers supported by IT department as required to ensure suitable connectivity etc.</p> <p>Workers allowed to temporarily relocate office equipment to home, including chairs and desk top IT equipment.</p> <p>Guidance issued to remote workers on workstation set up and maintaining mental wellbeing, including links to mental health support groups. Included the importance of reporting issues. Dedicated internet site set up to support staff and students wrt mental health and abuse.</p> <p>Managers advised to keep in regular contact with staff.</p> <p>Remote DSE assessment/survey issued in December 2020 and 2021 and all issues raised are addressed by the DSE Advisor</p>	2	2	4	No
7	Site maintenance	Staff and postgraduate systems may be harmed through failure of safety critical systems, including fire safety systems, water hygiene, pressure and lifting systems. Possible breach of legislation.	<p>Fire safety systems, including alarm maintenance and testing, and emergency lighting testing maintained during throughout pandemic</p> <p>Statutory testing and regular maintenance of pressure and lifting systems completed.</p> <p>Water hygiene maintenance includes temperature testing of sentinel points, LUO flushing, maintenance of system temperatures including disinfection cycles during the night. Bacterial testing has been completed as required with negative results</p> <p>Maintenance team are present on site during normal working hours.</p> <p>Normal security duties are being maintained 24/7.</p>	3	1	3	No

8	Maintenance of routine h&s standards	Staff and students may be harmed through the breakdown of normal safety protocols (eg fire evacuation, provision of first aid). Possible breach of legislation.	Core maintenance team are present on site during normal working hours. Fire system is being run on 24/7 remote monitoring by external party. Fire alarm activation does not therefore rely on full call challenge. Worker to assess the potential increased risk from lone working Procedure developed to establish which first aiders are on site. Fire risk assessments are under review.	3	1	3	No
9	Site deliveries	Facilities staff may be at higher risk of virus transmission from repeated exposure to delivery drivers	Deliveries made with no face-to-face contact. No signatures are required. Stores area marked to ensure collections etc by staff etc are made with social distancing in place.	2	1	2	No
10	First aid	First aiders may be at higher risk of virus transmission through close contact with injured person.	Guidance issued and briefing for first aiders in line with external guidance. PPE issued, including type II face coverings and disposable gloves and apron	2	1	2	No
11	Fieldwork	Staff and postgraduate students may be at higher risk of virus transmission while working in close proximity to colleagues and members of the public.	Fieldworker are required to review and amend risk assessment for activity wrt COVID-19. To include availability of hygiene facilities and measures for social distancing. Guidance on working in fieldwork issued, including on the use of vehicles and accommodation. Alcohol based hard surface wipes disinfectant wipes and hand sanitiser made available in SAMS' vehicle	2	1	2	No
12	Overseas travel	Staff and students may be at higher risk from higher international rates of transmission. Sudden changes in Government guidance may leave the traveller stranded overseas or requiring isolation on return to Scotland.	Travel is in line with SHE Policy Statements 20.6 and 19.1 and Scottish Government guidance. Suitable travel insurance is in place to cover illness and quarantine overseas, subject to conditions. Generally, the amount of travel has been limited to that considered 'important'	2	1	2	No

13	Vessel work	Staff and postgraduate students may be at higher risk of virus transmission while working in close proximity to colleague	Social distancing to be maintained with maximum numbers established for Seol Mara. PPE to be issued under exceptional circumstances and on a case by case basis. Worker to review and amend risk assessment for activity wrt COVID-19 Hand sanister and face coverings are available on Seol Mara. Guidance on working on vessels issued. Work on third party vessels subject to owner's protocols which must be equivalent to SAMS'	2	1	2	No
14	Malin House	Staff in Malin house may be at risk from virus transmission through use of shared office spaces and general circulation	Protocol issued by OES for the use of the circulation spaces. Use of office and circulation spaces will be in line with guidance issued by SAMS, as per Task 3 above.	2	1	2	No
15	Skin conditions	Staff and postgraduate students may experience skin conditions through increased handwashing and use of hand sanitising gels	Awareness of issue raised through posters displayed in toilets and through communication issued by the Deputy Director Hand moisturising cream made available in toilets.	1	1	1	No
16	Circulation in the library	Staff and students may be exposed to the virus through general use	Mandatory use of face coverings, in line with Scottish Government guidance to universities. Supported with signage and disposable face coverings provided. Hand sanitiser available Maximum numbers established Surface disinfectant available Very limited use of library Librarian has separate office. Instructed to shut door if the library is being used (face coverings will not be required in this instance)	2	1	2	No
17	Test and Protect	SAMS practices may not support the Government's Test and Protect system	All persons on site, including visitors, are asked to sign in. Supported by SAMS general guidance document.	1	1	1	No

		leading to poor management of cases					
18	Use of on-site accommodation	Residents may be at higher risk through virus transmission within the accommodation. Visitors may increase the risk or may be exposed themselves through contact with infected residents.	Reference to Coronavirus (COVID-19): Universities, Colleges and Student Accommodation Providers Guidance issued to residents. Hand sanitiser available at the entrance. Residents form 'household'. Details of maintenance staff recorded who enter the property.	2	1	2	No
19	Return to work	Staff and students may experience anxiety over a return to work following a prolonged period of working from home.	Weekly communications from senior management, including the current national guidance, SAMS' position and early encouragement of discussions between staff and line managers. Staff and PG student survey issued May 2021 to understand wishes and concerns Full consultative structures have been available throughout the pandemic, including through the SHE and Whitley Committees. Phased return to work planned.	2	2	4	No
		Staff and students returning to work en masse may increase the potential for viral transmission	All actions will be taken in line with Scottish Government guidance including information on local transmission rates. A phased return is planned. RTW planning has considered physical distancing and occupancy requirements based on 1m and 2m. All staff and students who regularly attend site are encouraged to take an asymptomatic test through on-site facilities. Home test kit collection is to be implemented through SAMS. Vaccination uptake is encouraged through senior managers. Regular monitoring of implementation of controls will be implemented.	3	1	3	No
20	Waste	Increased environmental impact through the	Shift from the use of on-site testing to home testing has reduced the amount of plastic waste.	1	3	3	No

		increased disposal of plastic wastes, particularly COVID test kits and face coverings	Staff and students are encouraged to use reusable face coverings. Dedicated facilities are available to safely recycle disposable face coverings.				
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Action plan				
Task step	Further action required	By who	By when	Completed (date)
	None			

***RISK RATING MATRIX**

Consequence			
3. Death. Severe injury / illness. Major loss.	3	6	9
2. Significant injury / illness. Significant damage	2	4	6
1. Minor injury requiring first aid treatment. Minor damage	1	2	3
	1. May occur in time. Hazard exists infrequently. Low expectation of occurrence	2. Likely to occur in time. Hazard exists intermittently. Hazardous operation occurs occasionally.	3. Likely to occur imminently. Hazard exists permanently.
	Likelihood		

Score	Rating	Description
6 / 9	High	Priority. Must be reduced to an acceptable level prior to commencing task.
3 / 4	Med	Lesser priority. Agree action plan for implementing further controls where needed.
1 / 2	Low	Contingency procedures may apply. Monitor task and review as necessary