



RISK ASSESSMENT AND SAFE SYSTEMS OF WORK

Document title:	Occupational risk of COVID-19 exposure and related consequences-High level assessment of a return to work (Phase 2 as defined by the Scottish Government)	Reference no.	NA
Description of activity:	NA		
Location:	All work sites		

Date of original assessment:	18 th June 2020	Subsequent reviews	Reviewed by:			
			Date:			

	Name	Signature	Date
Author:	C Clay		18 th June 2020
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

Related documents:	<p>Guidance on Using General Workspaces (Non-Laboratory) and Communal Facilities on the SAMS Site (v001 dated June 2020)</p> <p>Working Safely in the Labs During Coronavirus (v001 dated June 2020)</p> <p>Working Safely on Vessels and in the Field During Coronavirus (v001 dated June 2020)</p> <p>First Aider Guidance During Coronavirus Pandemic (v001 dated June 2020)</p>
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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
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1	Contact with virus on site through general circulation	Staff, postgraduate students and visitors may be exposed to virus through direct contact on site while using circulation spaces	<p>Guidance note issued on building use.</p> <p>Current government guidance on isolation for workers with symptoms to be maintained.</p> <p>Phase 2 RTW will maintain a low worker density on site by continuing working from home where possible.</p> <p>Hand hygiene measures (hot running water, soap and disposable hand towels) maintained.</p> <p>Hand sanitiser made available in public areas.</p> <p>Visitors (including contractors) will be limited to those considered essential. All visitors to be issued with guidance letter.</p> <p>Continued use of remote technology for meetings.</p> <p>Minimisation of face-to-face meetings (guidance to be issued on restricting contact time and distance where these still are necessary).</p> <p>Enhanced cleaning schedule of 'touchpoints' (corridor doors, lift buttons) to be maintained through contractors.</p> <p>Use of café generally restricted to drinks preparation only.</p>	2	1	2	No
2	Front of house / regular contact with visitors	Potential increased risk of exposure to Reception and other front of house staff	Hand sanitiser products made available in key public areas. Adequate welfare facilities maintained throughout site.	2	1	2	Yes

		and those in direct contact with visitors such as maintenance staff.	Visitors (including contractors) will be limited to those considered essential. All visitors to be issued with guidance letter.				
3	Use of shared office spaces	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. Worker density will be reduced through managing working patters of occupants and the temporary relocation of some office desks to maintain a working distance >2m	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	'Clinically extremely vulnerable' workers will continue to be supported to work from home, or will remain on furlough. 'Clinically vulnerable' workers will be encouraged to remain at home where possible. Where this is not possible, their RTW will be in line with this guidance and further advice from the Deputy Director/HR sought. Person to seek the guidance of their GP.	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.	Due reference to 'Working Safely During COVID19 in Labs and Research Facilities' (11 May 2020. HM Government) As tasks 1 and 4 above. Key tasks only will be permitted through application to the Deputy Director or Head of Graduate School Worker density will be managed and >2m distance between workstations will be maintained through: <ul style="list-style-type: none"> • Identification of maximum numbers permitted for each space; • Identification of workstations with floor markings where deemed necessary; • Implementing a booking system for these workstations Access to shared resources (eg autoclaves, DI water) will be through arrangement only. Key touchpoints (eg pipettes, workstation surfaces) will be disinfected by the user using 70% alcohol spray or equivalent.	2	1	2	No

			Where alcohol disinfection is not possible, cross contamination will be controlled through the use of disposable gloves or temporal separation (>72hrs).				
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.	All workers were provided with remote working guidance prior to and during 'lockdown' All workers supported by IT department as required to ensure suitable connectivity etc. Workers allowed to temporarily relocate office equipment to home, including chairs and desk top IT equipment. 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. Managers advised to keep in regular contact with staff.	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.	Fire safety systems, including alarm maintenance and testing, and emergency lighting testing maintained during 'lockdown'. Statutory testing and regular maintenance of pressure and lifting systems completed. Water hygiene maintenance includes temperature testing of sentinel points, LUO flushing, maintenance of system temperatures including disinfection cycles during the night. Core maintenance team are present on site during normal working hours. Normal security duties are being maintained 24/7.	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	Core maintenance team are present on site during normal working hours. Both maintenance team members are First Aid at Work trained. Fire system is being run on 24/7 remote monitoring by external party. Fire alarm activation does not therefore rely on full call challenge.	3	1	3	No

		first aid). Possible breach of legislation.	Worker to assess the potential increased risk from lone working Procedure developed to establish which first aiders are on site.				
9	Safety critical supplies	Staff and postgraduate students working on essential tasks may be harmed through the failure to provide safety critical supplies, especially PPE and hand sanitiser	Stocks of PPE including laboratory coats, disposable and reusable gloves, eye protection maintained prior to 'lockdown'. Most RPE issued is reusable and not therefore immediately dependant on stocks. Limited lines of disposable RPE held in stock. Stocks of hand sanitiser are currently being managed. Outstanding orders are in place.	2	1	2	No
10	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
11	First aid	First aiders may be at higher risk of virus transmission through close contact with injured person.	Guidance issued for first aiders in line with external guidance. PPE to be issued, including face-fitted RPE to at least FFP2 and disposable gloves and apron	2	1	2	No
12	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. Adverse public perception of fieldworker may, at its extreme, lead to verbal or physical abuse.	Application for fieldwork to resume to be through Deputy Director or Head of Graduate School. No vehicle sharing Fieldworker to review and amend risk assessment for activity wrt COVID-19. To include availability of hygiene facilities and measures for social distancing. Letter to be available to fieldworker to make available to interested parties. Guidance on working in fieldwork issued.	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	Application for vessel work to resume to be through Deputy Director or Head of Graduate School. Social distancing to be maintained with maximum numbers established for Seol Mara. Fitted RPE to be	2	1	2	No

			<p>issued under exceptional circumstances and on a case by case basis.</p> <p>Worker to review and amend risk assessment for activity wrt COVID-19</p> <p>Hand sanister available on Seol Mara.</p> <p>Letter to be available to fieldworker to make available to interested parties.</p> <p>Guidance on working on vessels issued.</p> <p>Work on third party vessels subject to owner's protocols which must be equivalent to SAMS'</p>				
14	Malin House	Staff in Malin house may be at risk from virus transmission through use of shared office spaces and general circulation	<p>Protocol issued by OES for the use of the circulation spaces.</p> <p>Use of office space will be in line with guidance issued by SAMS, as per Task 3 above.</p>	2	1	2	No

Action plan				
Task step	Further action required	By who	By when	Completed (date)
3	Protocol for Reception management to be established.	Head of HR	Within one month	