Risk Assessment Template

Risk Matrix and Rating Guidance:

The assessor shall assign values for the hazard severity **(a)** and likelihood of occurrence **(b)** (taking into account the frequency and duration of exposure) on a scale of 1 to 5, then multiply them together to give the rating band:

|  |  |
| --- | --- |
| Hazard Severity (a) | Likelihood of Occurrence (b) |
|
| 1 – Trivial (e.g. discomfort, slight bruising, self-help recovery) **2 – Minor** (e.g. small cut, abrasion, basic first aid need)  **3 – Moderate** (e.g. strain, sprain, incapacitation > 3 days)  **4 – Serious** (e.g. fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

|  |  |
| --- | --- |
|  |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Risk Assessment Matrix** | | | | | |  | **Risk Rating Bands (A x B)** | | |
| **(B)🡳 (A)🡲** | **Trivial** | **Minor** | **Moderate** | **Serious** | **Fatal** |  | **LOW RISK**  **(1 – 8)** | **MEDIUM RISK**  **(9 - 12)** | **HIGH RISK**  **(15 - 25)** |
| **Remote** | **1** | **2** | **3** | **4** | **5** |  |  |  |  |
| **Unlikely** | **2** | **4** | **6** | **8** | **10** |  | Continue,  but review periodically to ensure controls remain effective | Continue,  but implement additional reasonably practicable controls where possible and monitor regularly | **STOP THE ACTIVITY**  Identify new controls. Activity must not proceed until risks are reduced to a low or medium level |
| **Possible** | **3** | **6** | **9** | **12** | **15** |  |
| **Likely** | **4** | **8** | **12** | **16** | **20** |  |
| **Very likely** | **5** | **10** | **15** | **20** | **25** |  |

|  |  |  |
| --- | --- | --- |
| Risk Assessment Record | | |
| **Risk Assessment Title**: Access to SU stores; Use and cleaning of shared equipment during COVID-19 | **Date Produced**: 10/09/20 | **Review Date**: 30/10/20 |
| **Overview/Description of Activity**: Guidance for COVID-safe access to SU stores, as well as measures for use, handling and cleaning of equipment and other stored items | **Duration/Frequency of Activity**: Frequent throughout semester | |
| **Location of Activity**: Various venues across campus, including underdeck stores, The Edge, Sports Training Village | **Generic or Specific Assessment**: Generic – to be tailored by owner and read in conjunction with existing task risk assessments | |

| # | Hazard(s) identified | Who might be affected and how | Existing controls & measures | Severity (a) | Likelihood (b) | Risk Rating  (a x b) | Additional control/action required |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 1 | Transmission when accessing stores | All persons accessing stores  Transmission via contact with surfaces or airborne particles | * Stores should only be accessed by **one person maximum, except where two may be necessary for safe manual handling** * Where space permits, social distancing of 2m should be observed in stores * If space is too restricted, a rule of 1m+ may be applied, provided other PPE (face coverings, gloves) are used * Stores should be accessed only when necessary to retrieve items stored, and for the minimum period of time required * Stores to be left tidy with minimal clutter as this provides fewer potential touchpoints for spread of COVID * Where possible, a clear walkway should be present * Any equipment or other items needed in space to be kept out of walkways except when being moved | 4 | 2 | 8 | * If two people are necessary, masks and gloves to be worn |
| 2 | Insufficient hygiene | All persons accessing stores  Transmission via contact with surfaces or airborne particles | * High touch surfaces (eg door handles, keys, light switches) should be sanitised with an appropriate cleaner before and after use. Approved materials to be supplied by SU via Estates * Individuals to wash or sanitise hands before entering a new space or handling items * In restricted spaces, face coverings should be used. Individuals are to use their own personal face coverings, which should never be shared * Equipment to be sanitised before and after it is moved/used | 4 | 2 | 8 | * Cleaning spray to be made available in each store |
| 3 | Transmission through close contact with other persons | All persons accessing stores  Transmission via contact with other persons or airborne particles | * Wherever possible, social distancing of 2m is to be maintained * If this is not possible, 1m+ is acceptable where masks and gloves are worn. This should be restricted to very brief periods and only when necessary to ensure safe manual handling practice * Capacity of the spaces not to be exceeded at any point * Doors to be kept open while stores are in use to allow for adequate ventilation | 4 | 2 | 8 |  |
| 4 | Manual handling by an individual | Individuals handling items/equipment  Transmission via contact with surfaces and injuries from strain | * Where it is safe, equipment should be lifted by a single person * Individuals to wash/sanitise hands before handling equipment * Load to be broken up into smaller loads suitable for an individual to carry if possible (eg where it is a box full of items) * Lifting aids (eg trolley) to be used where possible to allow load to be moved by 1 person * Individual moving item to follow [HSE manual handling guidance](https://www.hse.gov.uk/toolbox/manual.htm) * Manual handling operation planned to ensure there is a clear route maintaining social distancing | 4 | 2 | 8 |  |
| 5 | Manual handling by multiple persons | Individuals handling items/equipment  Transmission via contact with surfaces and injuries from strain | * Heavy loads requiring multiple people to lift should not be moved if at all possible. * Individuals moving item to follow [HSE manual handling guidance](https://www.hse.gov.uk/toolbox/manual.htm) * Manual handling operation planned to ensure there is a clear route maintaining social distancing * Individuals to wash/sanitise hands before handling equipment * Masks and gloves to be worn if 2 people are handling a load * If it is safe to do so, manual handling should be conducted without facing each other | 4 | 3 | 12 |  |
| 6 | Transmission through use and sharing of equipment | Individuals handling items/equipment  Transmission via contact with surfaces | * Where possible, equipment to be retrieved from stores by the person who will use it * If this is not possible (eg where equipment is being retrieved for multiple people) the person accessing the equipment should touch it as little as possible, and it should be sanitised before being used * Sharing of equipment should be avoided wherever possible. Equipment should be assigned to an individual, especially items which will come into contact with the face (eg helmets, microphones) * If equipment needs to be shared, it should be thoroughly sanitised before and after each use * Particular attention should be paid to sanitising any box/case handles * Individuals should wash/sanitise hands before handling shared items/equipment * Items should wherever possible not be passed hand-to hand, but put down and then picked up to ensure social distancing is maintained | 4 | 3 | 12 |  |
| 7 | Non-compliance with measures in place | All persons present  Transmission of COVID-19 via contact with surfaces, other persons or airborne particles | * Any incidents to be fed back to the SU * All persons accessing stores to be made aware of measures in place ahead of room use | 4 | 2 | 8 |  |
| 8 | Transmission from person presenting with COVID-like symptoms | All persons present  Transmission from contact with surfaces or airborne particles | * Any individuals presenting with symptoms to self-isolate * Records of persons accessing stores to be maintained in line with the [SU Test and Trace procedure](https://www.thesubath.com/health-and-safety/) found in “downloadable forms” * Should a person present with symptoms, the SU should be contacted and informed. The SU will contact all attendees to inform them to self-isolate | 4 | 3 | 12 |  |
| 9 | Transmission of COVID-19 virus during cleaning | Any person in the area where the cleaning is taking place.  Transmission from airborne particles | * Maximum occupancy level defined by Estates’ ventilation assessment * If 2m separation not practical,   + Students must apply face coverings during the cleaning process. | 4 | 2 | 8 | * Students must confirm with venue staff of the most appropriate location to clean the equipment. |
| 10 | Transmission of COVID-19 virus from contact with equipment during use or cleaning | Any person using the equipment and cleaning it  Transmission from surface contact with virus | * Individuals to wash hands at nearest washroom before and after a cleaning session or use personal hand sanitiser. * Student groups must only use the cleaning product supplied by the University to clean the equipment. * Cleaning items must be used in accordance with directions given on the product. * Student groups to produce a Normal Operating Procedure (NOP) that demonstrates how equipment will be cleaned appropriately and how items that cannot be cleaned will be kept secure for 72 hours.. * Student groups to check and monitor National Goverming Body (NGB) cleaning processes and apply. * (*insert NGB*) states that (insert equipment) must be cleaned at (insert minutes/hours) intervals during training sessions/matches * Equipment must be cleaned after every session. * Equipment that cannot be cleaned must be left for 72 hours in a secure location before it is used again. * Groups to following additional cleaning procedures as stated by venues they are using. | 4 | 2 | 8 | * SU to provide student groups with cleaning products. * SU to stock an adequate amount of cleaning items for replenishment. * Student groups informed of how cleaning product can be replenished. * SU to provide an NOP template allowing groups to insert specific details related to their equipment and how to clean it. |

|  |  |  |
| --- | --- | --- |
| Assessor signature: | Print name: | **Date:** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Risk Assessment Action Plan | | | | | |
| Hazard No. | Action to be taken | By whom | Target date | Review date | Outcome at review date |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| Responsible manager’s signature:  Print name:  Date: | | | | | Responsible manager’s signature:  Print name:  Date |

Risk Assessment Sign-On Sheet

**Sign on Sheet to acknowledge understanding of Risk Assessment:**

|  |  |  |
| --- | --- | --- |
| **Names and Signatures of other workers/researchers/PG/UG students**  *All others undertaking the process described must signify that they understand the hazards and risks.* | | |
| Print name: | Signature: | Date: |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |