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| 5Ref No | Hazard  & Effect | Who at risk | Existing controls | Risk =  Hazard rate x likelihood | Required Control Measure | Residual risk | Adopted Yes/No Date | Comments |
| 1. | Risk of Covid 19 transmission to those who are identified as being high risk, leading to infection and possibly death | Staff,  Volunteers | Staff & Volunteers identified as vulnerable by HR/VS and Government guidelines/NHS due to medical conditions have been shielding/ working at home/furloughed.  From 01/04/21 shielding has ended. Individual RAs will be done for staff needing to be at work and measures put in place as needed | NO RISK WHILE REMOTE WORKING  Risk will be assessed individually |  |  |  |  |
| 2. | Risk of Covid 19 transmission to all users of the offices leading to infection and possibly death | Staff, Volunteers, | Staff working from home/furloughed as appropriate.  Offices working on skeleton staff and have rotas for on-site working and maintain social distancing when more than one member of staff or volunteer on site.  Warning signs asking persons who suspect they have been in contact with Corvid 19 to refrain from entering the buildings on approaches to entrances.  ‘Authorised staff only’ sign at entrance.  Sign on entrance says ‘Authorised staff only, no visitors’.  LF and PCR testing in place for staff and high uptake of vaccines among staff | 5x1=5  LOW RISK |  |  |  | National threat level is now 3 but still required to follow rules of hands – face – space – fresh air. |
| 3. | Risk of general transmission of Covid19 by surface contact leading to infection and possible death | Staff, Volunteers, Patients, Public | Hand washing instructions placed near hand wash sinks. Hand sanitiser available. Workstations not being shared. Cleaning materials available for staff to clean high contact areas, i.e.; light switches, toilet flush handles, taps, door handles, etc. If a positive case is identified all areas visited by the infected person will be isolated until a ‘fog’ clean has been completed by the contractors. | 5x1=5  LOW RISK |  |  |  | Able to have fog clean done within 24 hours. |
| 4. | Staff working in close proximity leading to transmission of Covid 19 resulting in illness and possible death | Staff | Staff working a combination of home and office as appropriate.  Social distancing when more than one staff member on site. Workstations do not face each other.  Masks to be worn in communal areas and shared offices where more than one staff member is present.  Windows to be kept open to increase ventilation.  Masks available from facilities.  Meeting rooms available on main campus (see main campus RA for details) | 5x1=5  LOW RISK |  |  |  | National threat level now 3 – likelihood of transmission down to 1 due to this and all other measures. |
| 5. | Contamination from mail and package collected from main campus | Staff, volunteers | Regular handwashing and hand sanitisation  Staff and any volunteers wash hands after handling mail. | 5x1=10  LOW RISK |  |  |  |  |
| 6. | Risk of transmission of Covid infection during close contact in case of accident or emergency resulting in infection and possible death | Staff,  Volunteers, | Gloves and strict handwashing protocol to be adhered to.  Self-care encouraged wherever possible.  Masks, aprons and face shields available in the offices for use if close contact with the injured person is required. If staff advised by 999 call handlers to do CPR, no mouth to mouth rescue breaths will be done.  Good uptake of vaccination programme. | 5x1=5  LOW RISK |  |  |  |  |
| 7. | Risk of Covid transmission in fire or security incident resulting in infection and possible death | Staff, volunteers, visitors | Social distancing and strict handwashing to be employed where possible | 5x1=1  LOW RISK |  |  |  |  |
| 8. | Risk of Covid transmission due to poor ventilation in offices, rooms and communal areas leading to infection and possible death | Staff, volunteers,  visitors | Staff are advised to open doors and windows to increase airflow. | 5x1=1  LOW RISK |  |  |  |  |
| 9. | Risk of isolation leading to mental health issues such as depression for those staff working from home or furloughed | Staff | Regular contact to be made by line supervision and HR to monitor physical and mental wellbeing of staff not on campus.  Policy of kindness, looking after ourselves and each other.  Staff encouraged to take annual leave.  HR/managers aware of staff who have underlying mental health conditions and regularly checking on their welfare. | 3x2=6  MEDIUM RISK |  |  |  | National restrictions are easing, likelihood reduced to 2. |
| 10. | Excessive or demanding workload and/or fear of contact with Covid-19 at work leading to mental health issues such as depression | Staff | Regular discussions and ‘checking in’ with line managers for staff working on site.  Policy of kindness, looking after ourselves and each other.  Staff encouraged to take annual leave.  HR/managers aware of staff who have underlying mental health conditions and regularly checking on their welfare. | 3 x 2 = 6  MEDIUM RISK |  |  |  | National restrictions are easing, likelihood reduced to 2. |
| 11. | Risk of surface contact and close personal exposure in kitchen area to Covid infection and possible death. | Staff | Only 1 person to use kitchen facilities at a time. All persons only making drinks for themselves.  All persons to use antibacterial wipes or sanitiser to sanitise all contact areas. | 5x1= 5  LOW RISK |  |  |  | National threat level now 3 – likelihood of transmission down to 1 due to this and all other measures |
| 12. | Risk of person to person contact through face-to-face meetings leading to Covid infection and possible death | Staff | Staff to avoid using own facilities for face-to-face meetings.  Use of phones or digital meeting platforms in place and will continue to be used. Follow main campus RA for use of meeting rooms | 5 x 1 =5  LOW RISK | . |  |  | National threat level now 3 – likelihood of transmission down to 1 due to this and all other measures |
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