

GENERAL RISK ASSESSMENT FORM

Faculty/Directorate

University General

Title of risk assessment/work activity being assessed

Temporary Homeworking during COVID19 campus closure

Location of assessed activity (Campus/building/room)

N/A

Date of initial assessment

1st April 2020

Brief description of work activity being assessed

Include brief details of stages of the process, numbers of people involved, scale of operation, duration, timing and frequency of work (attach protocol or method if preferred)

Working from home during the COVID19 forced closure of campuses.

It is recognised that the full requirements of all workplace legislation will not apply to most temporary homeworking scenarios, as the University do not have significant control over an individual's home environment. This risk assessment and associated [Temporary Homeworking guidance](#) has therefore been developed to help staff members keep themselves as safe and well as is reasonably practicable during their home working session(s).

NOTE: This risk assessment only relates to the equipment and environment specifically being used in connection with temporary home working on University business (hereafter referred to as 'homeworking environment'). It does not extend to cover the more general aspects of an individual's private accommodation or personal activities therein. If an individual's homeworking environment cannot be made safe in line with this general risk assessment, a separate personal risk assessment may need to be drawn up by the Faculty / directorate.

Things to consider within the assessment – this list may not be exhaustive

- **Personal safety** e.g. Escape from fire; physical/verbal attack; disability or health problems; delayed access to personal or medical assistance; failure of routine or emergency communications; security of accommodation and support; getting lost, or stranded by transport; terrorism/kidnapping/civil unrest; cultural or legal differences.
- List aspects of the work with significant hazards, and give brief details of how foreseeable harm/injuries could occur.
- **Equipment hazards - Storage, handling and use of equipment and materials** e.g. Tools; machinery; vehicles; manual handling; noise; work at height; electricity; fire; vacuum; high pressure; high temperature; ultra violet; laser; vibration - List equipment and materials with significant hazards, and give brief details of how foreseeable harm/injuries could occur.
- **Biological hazards - Storage, handling, use, and disposal of biological agents, intermediates, products and waste, "any micro-organism, cell culture or human endoparasite including any which have been genetically modified, which may cause infection, allergy, toxicity and other hazards to human health". This includes bacteria, viruses, fungi and parasites. Include routes of exposure** e.g. Blood borne infection; skin contact, skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation including e.g. legionella, radiation; safety of local drinking water; food hygiene. List biological agents with significant hazards, and give brief details of hazard classification and foreseeable harm/injuries.
- **Natural physical hazards - Effects of the natural environment, climate, landscape, plants, animals** e.g. Extreme weather, heat/humidity/sun/cold; earthquakes and volcanoes; mountains, cliffs and rock falls; glaciers, snow, crevasses and icefalls; caves, mines and quarries; forests including fire; marshes and quicksand; fresh or seawater floods, tidal surges.



- **Environmental impact** e.g. Pollution and waste, deposition of rubbish, disturbance of eco-systems, trampling, harm to animals or plants.
- **Chemical hazards - Storage, handling, use, and disposal of chemical reagents, intermediates, products and waste** e.g. Toxic by inhalation or ingestion; irritant; corrosive, flammable; explosive; oxidising; radioactive. Include routes of exposure e.g. skin contact; skin sensitisation; sensitisation by inhalation; toxic by ingestion or inhalation. **If the chemical is a group 3 or 4 chemical (see RA guidance sheet) then a separate COSHH assessment MUST be carried out.**

Risk Assessment:

Description of Hazard (only include significant hazards inherent within the task or the activity)	Person(s) at risk e.g. staff, students, visitors, new & expectant mothers, children, unexpected persons, etc.	Current control measures in place	Current risk rating			Further control measures required and by whom and when (usually only necessary where the risk rating is either high or medium)	Final risk rating		
			Likelihood	Severity or impact	Risk Rating		Likelihood	Severity or impact	Risk Rating
Exposure to COVID19	Staff	All staff are advised to follow current government advice to work at home wherever possible, practice social distancing and observe good handwashing / respiratory hygiene.	1	4	4				
Use of electrical devices – shock or electrocution	Staff	Ensure any equipment you use is in good condition – perform a visual inspection of any cables, plugs or casings prior to use. Do not use equipment that is showing signs of damage. Portable electrical equipment provided by the University should display a current PAT sticker. (Do not use equipment that has passed its inspection date) Wherever possible, plug devices directly into a single plug socket. If adaptors are used, ensure they are suitably rated for the devices being connected. Do not connect multiple adaptors or	2	4	8				

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		extension leads (AKA Daisy chain). Principles set out in the student ' Electrical Safety guidance ' can also be applied to temporary homeworking environments. Do not leave equipment switched on overnight							
Falls from height	Staff	Working at height is not expected to be a routine activity during the temporary campus closure. If you are required to use stairs to transport equipment or access your homeworking environment, ensure you are able to see the steps and make use of any handrails that are provided. (See also slips, trips and falls / manual handling below)	1	5	5	Full University work at height guidance can be found at: https://www.gre.ac.uk/about-us/governance/safety/policy/arr/height			
Slip, trips or falls on same level	Staff	Any trailing cables (e.g. power leads or connecting leads) should be positioned so as to minimise trip hazards. Devices that are required to be plugged in should be positioned as close to the socket as possible. Try to keep the space around your homeworking environment clear of other furniture or trip hazards.	1	4	4				

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			Likelihood	Severity or impact	Risk Rating		Likelihood	Severity or impact	Risk Rating
		Clear up any spills as quickly as possible to minimise the slip hazards. Flat / nonslip footwear is recommended.							
Manual Handling (musculoskeletal injury)	Staff	Wherever possible avoid manual handling activities. If handling is required, do not work beyond your personal capabilities; keep any loads to the minimum size/ weight; remove obstructions from your route; adopt a stable position to lift the load, using your whole hand (not fingertips); Keep your head up and move smoothly to maintain a balanced body position whilst travelling; Hold the load as close to your waist as possible, keeping the heaviest part of the load closest to you; Avoid lifting anything above shoulder height.	1	4	4	Full University manual handling guidance can be found at: https://www.gre.ac.uk/about-us/governance/safety/policy/arr/manual-handling			
DSE work (musculoskeletal discomfort, eye strain)	Staff	Wherever possible, your workstation should be set up following standard DSE guidance (Forearms should be approximately horizontal and just above the 'desk' surface; feet should be flat on the floor, or on a foot rest, and the user's eyes should be the same height as the top of the screen.). See Temporary Homeworking guidance for	2	4	8				

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		practical advice on how to achieve this in a homeworking environment.							
Fire	Staff	Position heat sources to prevent contact with combustible material; Where possible, avoid accumulation of easily ignitable rubbish or paper; See also electrical safety advice above. Check any smoke alarms are in good working order. Ensure your exit routes are kept clear at all times.	1	5	5				
Stress / Deterioration in wellbeing		Take regular breaks Keep hydrated Where possible, enjoy healthy snacks and avoid sugary or fatty foods Keep in regular contact with your line manager / work colleagues, during normal working hours. Maintain social connections with your team, family, friends and community. Do not work excessive hours More information about ways to improve your wellbeing whilst at home can be found on our wellbeing hub . If you have any concerns or would like to access our	2	4	8				

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			Likelihood	Severity or impact	Risk Rating		Likelihood	Severity or impact	Risk Rating
		support services, please contact your line manager or Employee Assistance Program for free and confidential help.							

Person(s) completing this assessment:

(Person carrying out or managing/supervising the activity day-to-day)

Name Victoria Wood Title Head of Health & Safety Signature V.Wood (electronic) Date 01/04/2020

Other person(s) commenting on this assessment (where required under Faculty/Directorate arrangements)

(Line Manager or Supervisor responsible for the activity, others involved in the decision-making process, others advising on the activity e.g. Health & Safety Manager, Health & Safety Local Officer)

Name _____ Title _____ Signature _____ Date _____

Person approving this assessment:

(Person with overall responsibility for the activity e.g. PVC/Faculty Operating Officer/Director of Professional Service, Head of Dept./Senior Academic or Manager/Supervisor)

Name _____ Title _____ Signature _____ Date _____

Review of assessment, and revision if necessary

(For continuing work: the assessment must be reviewed for each visit in a series; when there are significant changes to work materials, equipment, methods, location or people involved; and if there are accidents, near misses or complaints associated with the work. If none of these apply, the assessment must be reviewed at least annually)

REVIEW DATE	--/--/----	--/--/----	--/--/----	--/--/----
Name of reviewer				
Signature				
No revisions made				
Changes to activity, hazards, precautions or risks noted in text.				

Appendix 1 – Risk Matrix

The hazards identified within the risk assessment should be assigned a risk rating – this should be assigned for any control measures which are currently in place and any further control measures which will be required.

You should assign a value for the likelihood of an incident occurring based on the hazard from 1 to 5 and a value for the severity / impact of the hazard from 1 to 5. These should then be multiplied together to give a final risk rating e.g. $3 \times 2 = 6$.

SEVERITY or IMPACT	5 CATASTROPHIC	5	10	15	20	25
	4 MAJOR	4	8	12	16	20
	3 SERIOUS	3	6	9	12	15
	2 MODERATE	2	4	6	8	10
	1 MINOR	1	2	3	4	5
		1 RARE	2 UNLIKELY	3 POSSIBLE	4 LIKELY	5 ALMOST CERTAIN
		LIKELIHOOD				

<p>The Risk Score</p> <p>for a hazard causing harm is calculated as follows:</p> <p>Likelihood x Severity or Impact</p>
<p>High - Rating 15 or more</p> <p>Immediate action is required to control and/or lower the level of risk. Exposure to the identified hazard is prohibited or severely restricted</p>
<p>Medium - Rating 8 - 12</p> <p>Urgent review of the equipment, activities, system of work within the workplace with the aim of lowering the risk to the next level.</p>
<p>Low - Rating 1 – 6</p> <p>Usually, no further action will be required except for monitoring to ensure the risk does not change and controls remain in place. However, if it is possible to reduce the risk levels still further, by using controls that are “reasonably practicable”, then this should be done.</p>

Scoring Criteria

Severity or Impact	Criteria
5 Catastrophic	Death
4 Major	Multiple major injuries
3 Serious	Major injury
2 Moderate	Minor injury
1 Minor	Discomfort or minor illness

Likelihood	Criteria
5 Almost Certain	>80% (happens on a regular basis)
4 Likely	51-80% (has happened at least once in last year)
3 Possible	21-50% (has happened at least once in last 2 years)
2 Unlikely	6-20% (has happened once or twice in last 5 years)
1 Rare	0-5% (hasn't happened in last 5 years)