Working Safely during COVID-19 – Risk Assessment

06/01/2021 Update: **Community COVID transmission is rising very rapidly in the Liverpool City Region with current rates of over 600/100,000. The increased transmissibility of the new variant is playing a major role in this and cases are highly likely to rise further. Staff must only come into LSTM buildings if it is ABSOLUTELY NECESSARY to do so. The time spent on campus should be the minimum time necessary to complete work.**

The ongoing review of this risk assessment should be undertaken at key stages, or when further additional staff or students return to work which may reflect Government advice and decrease in the prevalence of Covid-19 within the UK population. Everyone needs to assess and manage the risks of COVID-19. LSTM has a legal responsibility to protect workers and others from a risk to their health and safety. It is our objective that everything reasonably practicable to minimise risks to employees and others has been considered and mitigated where possible.

Employers have a duty to consult their employees and this is being managed through a series of staff briefings which collate and inform the risk assessment. The Risk Assessment is a live document that is subject to review at key stages as the response to Covid-19 develops.

The risk hierarchy is applicable to determining measures to control all risks. For the purposes of assessing the risks from infection with Covid-19 the measures of Elimination and Reduction will reflect people following government advice to identify symptoms and self-isolate according to guidelines. The additional identified action support processes and personal protection required to further mitigate the likelihood of infection.

LSTM recognise that the people who work within the buildings are the best people to understand the risks in the workplace and we welcome your views on an ongoing basis to address any concerns you may have. If you need to raise a concern please contact your Line Manager or Head of Department in the first instance and then it may be important for the Head of Estates , Head of Health and Biological Safety or HR to address this matter for you.

There are a number of additional training events, documents and contact points to support staff in relation to Campus Attenance.

The MS Teams site LSTM Connects contains copies and links to all LSTM Working Safely During Covid-19 documents and the Return to Campus guide. Please contact HR for copies of all relevant documentation.

Working Safely during COVID-19

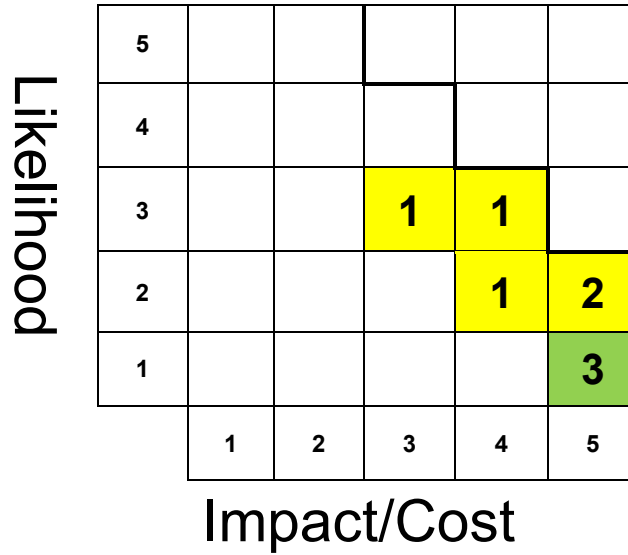| No.	Risk Detail	Level of Gross Risk (Sig/Med /Low)	Level of Net Risk (Sig/Med /Low)	Note
1	Risk of Virus Transmission into or in the Workplace **Lead:** Head of Health and Biological Safety	SIG (20)	MED (12)	=
2	Risk of transmission from residue on surfaces. **Lead**: Head of Estates	SIG (15)	MED (8)	⌒
3	Use of communal spaces leading to spread of COVID-19 among staff **Lead:** Head of Estates	SIG (15)	MED (10)	=
4	Risk of infection to employees who are 'Clinically Vulnerable' or 'Extremely Clinically Vulnerable'. **Lead**: Global Director of HR	SIG (20)	LOW (5)	=
5	Risk to employees with visual, hearing or mobility impairments from infection **Lead:** Global Director of HR	SIG (15)	LOW (5)	=
6	Increased risk of staff infection from travel **Lead:** Head of Estates	SIG (15)	MED (10)	=
7	Increased risk of emergency response due to reduced occupancy **Lead**: Head of Estates	MED (10)	LOW (5)	=
8	Risk to employee well-being during employer response to Covid-19 **Lead**: Global Director of HR	SIG (16)	MED (9)	⌒

KEY

⌒ - INCREASED RISK FROM LAST REPORTING PERIOD

⌄ - DECREASED RISK FROM LAST REPORTING PERIOD

= - RESIDUAL NET RISK ASSESSMENT HAS NOT CHANGED

REV – REVISED RISK

NEW – NEW RISK

Working Safely during COVID-19 – Risk Heat Map

<table>
<tr><td rowspan="5">Likelihood</td><td>5</td><td></td><td></td><td></td><td></td><td></td></tr>
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Impact/Cost

Working Safely During COVID-19

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
277	1. Risk of Virus Transmission into or in the Workplace **LSTM Lead:** Head of Health and Biological Safety . **Last Updated:** 08 Jan 2021 **Latest Review Date:** 06 Jan 2021 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** reviewed	1. Accidental transmission of virus within the workplace. 2. Staff attending the workplace when symptomatic. 3. Introduction and spread of virus by others in the workplace. 4. Transmissibility of Covid-19 variant increases.	I = 5 L = 4 Significant (20)	Circulation - A one-way flow system is implemented where feasible and visual aids, such as floor strips, signage are used for maintaining two metres distance. **Control Manager:** Head of Estates . Communications and Training - briefing arrangements have been developed including induction/refresher sessions to ensure staff returning to building occupancy have been briefed on all working safely procedures before returning to work. **Control Manager:** Senior HR Manager (OD & Engagement) . Communications and Training - The government/Public Health England response page is monitored regularly for latest details on guidance and safety advice and staff are briefed in relation to this. **Control Manager:** Dean of Clinical Sciences and IPH . Control Checks - A process is in place and clearly understood for the proactive monitoring and checking that preventative and protective control measures are implemented in line with current health and safety general duties. **Control Manager:** Dean of Clinical Sciences and IPH . Control Checks - An inspection checklist has been undertaken prior to a return to campus in order to identify the control measures in place and which may be additionally required. **Control Manager:** Dean of Clinical Sciences and IPH .			I = 4 L = 3 Medium (12)	**Person Responsible:** **To be implemented by:**

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Elimination - All non-essential meetings have been changed to remote meetings and essential face to face meetings follow government social distancing guidelines. Staff are instructed to "keep in touch" through remote meeting technology such as phone, internet, web meeting and social media. **Control Manager:** All Staff .				
				Elimination - Contractors / companies who regularly attend LSTM premises must provide their health and safety policy/arrangements / or risk assessment and method statement regarding COVID-19. **Control Manager:** Head of Estates .				
				Elimination - P.P.E. is mandated for COVID related clinical or lab safety processes. Adequate training and briefings have been delivered on PPE requirements. **Control Manager:** Containment Lab Manager				
				Elimination - Perspex screening has been installed in all public facing and reception and service areas on LSTM's estate to minimise potential expose from close contact. **Control Manager:** Facilities Manager .				
				Hygiene - Alcohol hand gel has been placed at high use areas & pinch-points to the workplace and is monitored and refilled. **Control Manager:** Head of Estates .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Hygiene - P.H.E. guidance for staff is provided and reference in training events to ensure that staff know to clean their hands frequently, to wash their hands with soap and water for at least 20 seconds followed by the use of an alcohol-based hand sanitiser that contains at least 60-95% alcohol. Staff are briefed on this requirement and adequate supplies are monitored and are available. **Control Manager:** Director .				
				Prevention - Heating, Ventilation and Air Conditioning systems provide controls for air circulation, humidity, heat and cooling systems. Natural ventilation is used for suitable air exchange. Mechanical ventilation ensures a consistent flow of fresh air. Air exchange rates of the air handling systems meet standard requirements for the occupants/activities in the building without increasing the risk of viral spread. **Control Manager:** Head of Estates .				
				Prevention - Information and posters are displayed that request staff isolate if they are experiencing Covid-19 symptoms. If these develop whilst in work staff are asked to leave immediately and return directly to their homes. **Control Manager:** Head of Estates .				
				Prevention - LSTM (HR & Line Manager) monitor those employee's self-isolating with Covid symptoms for well-being and to support any return to work after the symptom free period. Where people test positively and are asked to isolate, HR ascertains whether there has been close contact at work and if so, makes contact with relevant people for testing and self-isolation to limit further transmission. **Control Manager:** Global Director of HR .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Prevention - LSTM have mandated the wearing of face coverings in all areas at LSTM other than single occupancy rooms to help limit transmission of virus / variants. **Control Manager:** Dean of Clinical Sciences and IPH .				
				Prevention - Staff are asked to continue to work from home and to only attend when absolutely necessary, otherwise attendance on site is permitted subject to completion of RA and attendance at site briefing. **Control Manager:** Global Director of HR .				
				Prevention - Staff are not encouraged to invite guests/visitors onto site unless deemed necessary. **Control Manager:** Head of Estates .				
				Prevention - Staff entering site are informed that they are not to enter if they are experiencing COVID-19 symptoms and will be advised to self-isolate in line with government recommendations. Staff are also informed to self-isolate if they have a person living in the same household or if they've been in contact with someone displaying COVID-19 symptoms **Control Manager:** Head of Department .				
				Prevention - Travel to sector conferences, meetings, symposium, seminars are restricted to business-critical attendance only. Online attendance and e-learning platforms are preferred alternatives for all staff. **Control Manager:** Head of Department .				
				Prevention - Ventilation systems have been adequately maintained and serviced. **Control Manager:** Facilities Manager .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Social Distancing - Facilities and equipment have been arranged so that staff are able to maintain the government guidelines for social distancing based on the latest Guidance.				
				Control Manager: Head of Estates .				
				Social Distancing - Staff activities are segregated to promote 2 metres distance.				
				Control Manager: Head of Department .				
				Social Distancing - Staff are requested not to hand shake colleagues and give close personal greetings.				
				Control Manager: All Staff .				
				Social distancing - while at work SD is maintained by continuing to limit social interactions and staggering start/finish times where appropriate. Social gathering among employees are discouraged , social areas have had seating areas rearranged or removed.				
				Control Manager: Head of Department .				
				Support - Access to the prayer room is single occupancy during Covid-19 and further spaces have been provided in the student social space for use.				
				Control Manager: Facilities Manager .				
				Support - HR review individual risk assessments of anyone who subsequently tests positive to ensure that effective support is in place.				
				Control Manager: Global Director of HR .				
278	2. Risk of transmission from residue on surfaces. **LSTM Lead:** Head of Estates . **Last Updated:** 06 Jan 2021	1. Residue on surfaces leading to viral spread. 2. Residue on surfaces leading to increased staff sickness or ill health. 3. Variant characteristics increase residual risk.	I = 5 L = 3 Significant (15)	Cleaning - All hand contact points are cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment , desks, phones, flush plates, taps and dispensers. **Control Manager:** Facilities Manager .			I = 4 L = 2 Medium (8)	**Person Responsible:** **To be implemented by:**

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Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
	Latest Review Date: 06 Jan 2021 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** rev			Cleaning - •Appropriate cleaning products are provided, so that staff can frequently clean their workspace during the day. **Control Manager:** Head of Estates .				
				Cleaning - A deep clean of the building communal areas has been carried out before staff return. Enhanced daily cleaning is undertaken during and outside of building occupation. An enhanced cleaning protocol for toilets, changing areas and showers is in place. **Control Manager:** Head of Estates .				
				Cleaning - Staff are provided with waste bins which are regularly emptied by cleaning staff. Cleaning staff are instructed that the emptying of bins and wastepaper baskets should be followed by hand washing. **Control Manager:** Facilities Manager .				
				Cleaning - The relevant Safety Data Sheet and COSHH assessment is provided for cleaning substances in use. **Control Manager:** Head of Estates .				
				Control - Access and exit from buildings are enabled without the need for physical touching where possible. **Control Manager:** Facilities Manager .				
				Shared Equipment - Shared pieces of equipment such as lab equipment printers/scanners/faxes are disinfected after use. **Control Manager:** All Staff .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Work Areas - Appropriate cleaning products are used during daily preventative clean regime of desks/work stations following completion of work. Persons undertaking the cleaning have been instructed with clear safe usage instructions. **Control Manager:** Head of Estates .				
279	3. Use of communal spaces leading to spread of COVID-19 among staff. **LSTM Lead:** Head of Estates . **Last Updated:** 08 Jan 2021 **Latest Review Date:** 07 Oct 2020 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Updated	1. Communal areas pose a greater risk to viral transmission if guidance is not followed. 2. Accidental transmission of virus within the workplace. 3. Staff attending the workplace when symptomatic. 4. Introduction and spread of virus by others in the workplace.	I = 5 L = 3 Significant (15)	Cleaning - Increased frequency of cleaning in communal areas e.g. corridors, doors, toilets, shared kitchens, social space. **Control Manager:** Facilities Manager . Communal Areas - Reminders to employees of personal hygiene measures before and after every visit to the toilet are in place. Printers and other potential communal areas are targeted for key signage and cleaning reminders. **Control Manager:** Head of Estates . Control - Signs displayed reviewed and replaced as necessary. **Control Manager:** Head of Estates . Prevent - Face coverings/masks are required to be worn at all times in social/communal areas. **Control Manager:** All Staff . Prevent - Reminders for employees to stay home if symptomatic are displayed in public entrances, circulation and communal areas. **Control Manager:** Head of Estates . Prevent - Where fire-safety requirements permit, doors have been left open to reduce need to touch doors after washing hands. **Control Manager:** Facilities Manager .			I = 5 L = 2 Medium (10)	**Person Responsible:** **To be implemented by:**

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Social Distancing - Separate entrance and exit points to buildings have been identified and are limited to the minimum number of points required. **Control Manager:** Head of Estates .				
				Social Distancing - Communal area use is discouraged and enhanced cleaning regimes in operation. Staff are not encouraged to freely circulate across buildings. **Control Manager:** Head of Department .				
				Social Distancing - Reduced attendance and general circulation instructions are in place for staff, limiting contact. Clear pathways around communal areas are in place - demarcated using signage and barriers with adequate space. **Control Manager:** All Staff .				
280	4. Risk of infection to employees who are more vulnerable. **LSTM Lead:** Global Director of HR . **Last Updated:** 06 Jan 2021 **Latest Review Date:** 07 Oct 2020 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Updated	1. Control measure failure. 2. Staff not following individual risk assessment. 3. Failure of LSTM to protect vulnerable groups of staff.	I = 5 L = 4 Significant (20)	Prevent - LSTM recognises that Black Asian and Minority Ethnic (BAME) colleagues may be at a higher risk, based on evidence of increased death rates for Black people who contract COVID-19. All staff are mandated to complete an individual risk assessments before returning to the workplace. **Control Manager:** Global Director of HR .			I = 5 L = 1 Low (5)	**Person Responsible:** **To be implemented by:**
				Staff who were formally described as "Clinically Vulnerable " or "Extremely Clinically Vulnerable" are asked to shield and isolate from contact from other staff and are not permitted access to LSTM's estate. **Control Manager:** Head of Department .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
281	5. Risk to employees with visual, hearing or mobility impairments from infection. **LSTM Lead:** Global Director of HR . **Last Updated:** 27 May 2020 **Latest Review Date:** 07 Oct 2020 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Updated	1. Employee may be less adept at moving quickly; may not see or hear clearly; to help them avoid other people and be unable to read or see signage clearly. 2. Those with a P.E.E.P in place may need assistance to evacuate a building which breaches social distancing. 3. Staff may need assistance to carry out certain tasks which breaches social distancing.	I = 5 L = 3 Significant (15)	Assess need - All Personal Evacuation Plans have been reviewed in light of guidance. Suitable access and egress points have been considered for all staff with PEEPs in place. **Control Manager:** Facilities Manager . Assess Need - Where staff with visual, hearing or mobility issues attend site, risk assessments are conducted to reduce risks to the employee by considering their additional needs. **Control Manager:** Global Director of HR . Communications - Staff communications and instruction consider the individual requirements of staff with visual, hearing or mobility issues. **Control Manager:** Global Director of HR . Prevent - Access points, pathways, one way systems are wide enough to allow for wheelchairs **Control Manager:** Head of Estates . Prevent - All lifts have been assessed for occupancy limit and signage is displayed to inform lift users with priority for disabled and mobility impaired employees. **Control Manager:** Facilities Manager . Prevent - Disabled toilets are clearly signposted, regularly cleaned and maintained and available for disabled staff members use. **Control Manager:** Facilities Manager . Prevent - Staff with visual, hearing or mobility impairments are enabled to continue to work from home. **Control Manager:** Global Director of HR .			I = 5 L = 1 Low (5)	**Person Responsible:** **To be implemented by:**
282	6. Increased risk of staff infection from travel.	1. Staff not following government / travel provider guidance in place, including; occupancy, face coverings,	I = 5 L = 3 Significant (15)				I = 5 L = 2 Medium (10)	**Person Responsible:** **To be implemented by:**

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
	LSTM Lead: Head of Estates . **Last Updated:** 27 May 2020 **Latest Review Date:** 07 Oct 2020 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** updated	or other restrictions.	🟥 ▬▬ ▬▬	Control - LSTM provide some lockers for staff to store personal belongings, extra clothing, safety equipment, towels and toiletries for personal use. **Control Manager:** Facilities Manager .			🟨 ▬▬ ▬▬	
				Prevent - Car parking is given over to staff who are unable to work from home with priority. **Control Manager:** Facilities Manager .				
				Prevent - Increased demand upon staff change, wash and showering areas is supported through increased cleaning regimes. **Control Manager:** Head of Estates .				
				Prevent - Managers support and schedule staff working to ensure travel is out of peak times, staggering arrival and departure times to avoid crowding. **Control Manager:** Head of Department .				
				Prevent - Staff are asked to cycle, walk or drive to work to minimise person contact. **Control Manager:** All Staff .				
				Prevent - Staff are required to follow UK.GOV guidance along with measures introduced by transport providers such as increased social distancing measures or mandatory use of face coverings. **Control Manager:** All Staff .				
				Prevent - Travel to sector conferences, meetings, symposium, seminars are restricted to business-critical attendance only when permitted. **Control Manager:** Head of Department .				
				Prevent - Where a return to work includes travel both within the UK and overseas further risk assessment is conducted with Travel Manager oversight. **Control Manager:** Overseas Travel & Risk Manager .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Support - LSTM support a cycle to work scheme to support the purchase of equipment and bicycles for use to attend work.				
				Control Manager: Global Director of HR .				

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
283	7. Increased risk of emergency response due to reduced occupancy. **LSTM Lead:** Head of Estates . **Last Updated:** 27 May 2020 **Latest Review Date:** 07 Oct 2020 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Updated	1. Increased likelihood and spread of fire because reduced numbers of trained personnel to address it. 2. Increased lone working arrangement leading to Increased risk to respond to medical emergency.	I = 5 L = 2 Medium (10)	Prevent - Line managers ensure employees are supervised and that Health & Safety policy and housekeeping is adhered to. **Control Manager:** Head of Department . Prevent - Risk assessments are in place to support research activities, which also consider lone working considerations. **Control Manager:** Head of Department . Prevent - Staff are briefed on fire evacuation and the need to self-evacuate upon hearing the fire alarm in an orderly manner whilst preserving life over the need to socially distance. **Control Manager:** Facilities Manager . Prevent - The Responsible Person for LSTM has carried out ongoing checks on buildings in the following areas: -Emergency lighting suitable, sufficient and maintained. -Suitable number fire extinguishers available in required locations. -Dry / wet risers inspected and maintained (if installed). -Fire blankets available in required location. -Fire alarm and detection system for the building tested, inspected and maintained. -Means of escape clear. -Fire doors provided and maintained in good working order. -Building has suitable lightening conductors / protection. -The fire risk assessment suitable & sufficient / current. **Control Manager:** Facilities Manager .			I = 5 L = 1 Low (5)	**Person Responsible:** **To be implemented by:**
284		1. Adverse impact from Covid-19 upon mental health and wellbeing of staff.	I = 4 L = 4 Significant (16)				I = 3 L = 3 Medium (9)	**Person Responsible:** **To be implemented by:**

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
	8. Risk to employee well-being during employer response to Covid-19 **LSTM Lead:** Global Director of HR . **Last Updated:** 06 Jan 2021 **Latest Review Date:** 07 Oct 2020 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Updated	2. Contribution to mental health and well-being issues by increased remote working. 3. Impact of poor home facilities / equipment on productivity and performance. 4. Increased risk of musculoskeletal injury from home working. Impact to organisation from sickness, absence. 5. Concentration loss and poor motivation from wider impact of Covid-19. 6. Ongoing iterations of public lockdowns contributing to feelings of isolation and loneliness.	▣ (red)	Prevent - Concerns on workload issues or support needs are escalated to line manager **Control Manager:** All Staff . Prevent - Employees are signposted to supportive mechanisms available to them (e.g. counselling, Occupational Health, etc) through line managers and HR. **Control Manager:** Line Managers . Prevent - Managers are trained to recognise signs and symptoms that a person is working beyond their capacity to cope and deal sensitively with employees experiencing problems outside of work. **Control Manager:** Global Director of HR . Prevent - Managers keep in regular touch with all team members and look at ways to manage their wellbeing. **Control Manager:** Head of Department . Prevent - New workplace controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and process and disseminated to employees through line managers and HR. **Control Manager:** Director . Prevent - Regular communication is in place (individual and group) to ensure staff are informed about returning to work safely. **Control Manager:** Global Director of HR . Prevent - Staff who are in vulnerable groups themselves or caring for others are contacted by HR to discuss their support needs **Control Manager:** Global Director of HR .			▣ (yellow)	

Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Prevent - Where significant adjustments to an employee's working practices have been made, a DSE review is undertaken. **Control Manager:** All Staff .				
				Support - First Aid provision is ensured alongside out of hours support. Staff are briefed to call for emergency assistance if required. **Control Manager:** All Staff .				
				Support - LSTM Connects on MS Teams provides ongoing support to all staff in areas of Covid-19 advice, Director updates, learning and growing, Fundraising, Support and Guidance and Wellbeing resources. **Control Manager:** Senior HR Manager (OD & Engagement) .				
				Support - LSTM provides its "1 You Well-being Hub" to signpost staff to advice and support staff on mental, physical and financial well-being. HR also provide support advice. **Control Manager:** Senior HR Manager (OD & Engagement) .				