

# Working Safely during COVID-19 – Risk Assessment

Some critical roles cannot be done fully remotely therefore a partial return to campus for employees is required mainly for laboratory-based staff and some other essential staff and students.

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 any Return to Campus.

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)	C
2	Risk of transmission from residue on surfaces. <b>Lead</b> : Head of Estates	SIG (15)	LOW (5)	II
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)	II
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	MED (9)	LOW (6)	II

### **KEY**

- O INCREASED RISK FROM LAST REPORTING PERIOD
- **U** 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

5 4 3 1 2 3 4 5

Impact/Cost



Work	ing Safely During CO\	/ID-19						
Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
277	Risk of Virus     Transmission into or in     the Workplace	2. Staff attending the workplace when		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.			I = 4 L = 3 Medium (12)	Person Responsible: To be implemented by:
	<b>LSTM Lead:</b> Head of Health and Biological	symptomatic. 3. Introduction and spread of virus by		Control Manager: Head of Estates .				
	Safety .	others in the workplace.		Communications and Training - briefing arrangements have been developed including induction/refresher				
	Last Updated: 07 Oct 2020 Latest Review Date:			sessions to ensure staff returning to building occupancy have been briefed on all working safely procedures before returning to work.				
	07 Oct 2020  Latest Review By:			Control Manager: Senior HR Manager (OD & Engagement) .				
	Head of Strategic Planning and Governance .			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.				
	Last Review Comments: Reviewed			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.				
				<b>Control Manager:</b> 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.				
				<b>Control Manager:</b> Dean of Clinical Sciences and IPH.				



Working	Safely During COV	/ID-19						
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 .			=	



Working	Safely During COV	/ID-19						
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 .				
				Prevent - 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 .				
				Prevent - 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.			_	
				Control Manager: Global Director of HR.				
				Prevent - Ventilation systems have been adequately maintained and serviced.			_	
				Control Manager: Facilities Manager.				
				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 .			_	



Working	Safely During Co	OVID-19						
Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				Prevention - Staff are asked to continue to work from home where their role allows, 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.			<u>.</u>	
				Control Manager: Head of Department .			_	
				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			_	



Risk	Risk Title	Triggered By	Gross	Risk Control	Control in	Control	Net Risk	Action Required																				
Ref	NISK TILLE	mggered by	Risk Priority	RISK GUILIUI	Place?	Assurance (Assurance)	Priority	Action Required																				
				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.																								
8	2. Risk of transmission from residue on surfaces.	Residue on surfaces leading to viral spread.     Residue on surfaces leading to increased staff sickness or ill health.		Cleaning - All hand contact points are cleaned on a frequent basis throughout the day including, door handles, light switches, furniture, handrails, IT			I = 5 L = 1 Low (5)	Person Responsible: To be implemented b																				
	<b>LSTM Lead:</b> Head of Estates .	increased stail sickness of ill health.		equipment , desks, phones, flush plates, taps and dispensers.																								
	Last Updated: 07 Oct			Control Manager: Facilities Manager.																								
	2020 Latest Review Date: 07 Oct 2020																							Cleaning - •Appropriate cleaning products are provided, so that staff can frequently clean their workspace during the day.				
	Latest Review By:			Control Manager: Head of Estates																								
	Head of Strategic Planning and Governance .			Cleaning - A deep clean of the building communal areas has been carried out before staff return.  Enhanced daily cleaning is undertaken during and			_																					
	Last Review Comments: Updated			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																								



Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
			<u>,                                      </u>	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			_	
				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 .				
79	3. Use of communal spaces leading to spread of COVID-19	not followed.		Cleaning - Increased frequency of cleaning in communal areas e.g. corridors, doors, toilets, shared kitchens, social space.			I = 5 L = 2 Medium (10)	Person Responsible: To be implemented by
	among staff.	2. Accidental transmission of virus within the workplace.		Control Manager: Facilities Manager.				
	<b>LSTM Lead:</b> Head of Estates .	3. Staff attending the workplace when symptomatic.		Communal Areas - Reminders to employees of personal hygiene measures before and after every				
	<b>Last Updated:</b> 05 Aug 2020	4. Introduction and spread of virus by others in the workplace.		visit to the toilet are in place. Printers and other potential communal areas are targeted for key signage				
	Latest Review Date: 07 Oct 2020			and cleaning reminders.  Control Manager: Head of Estates .				
	Latest Review By: Head of Strategic			Control - Signs displayed reviewed and replaced as necessary.			-	
	Planning and Governance .			Control Manager: Head of Estates .			_	
	Last Review Comments: Updated							



Working	Safely During CO\	/ID-19						
Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
				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.				
				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 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.				



### **Working Safely During COVID-19** Risk **Risk Title** Triggered By **Risk Control** Control in Net Risk **Action Required** Gross Control Ref Risk Place? **Assurance Priority Priority** (Assurance) I = 5 L = 4 Prevent - LSTM recognises that Black Asian and 280 4. Risk of infection to 1. Control measure failure. I = 5 L = 1Person Responsible: employees who are 2. Staff not following individual risk Significant Minority Ethnic (BAME) colleagues may be at a higher Low (5) risk, based on evidence of increased death rates for more vulnerable. assessment. To be implemented by: 3. Failure of LSTM to protect Black people who contract COVID-19. All staff are LSTM Lead: Global vulnerable groups of staff. mandated to complete an individual risk assessments Director of HR. before returning to the workplace. Last Updated: 07 Oct Control Manager: Global Director of HR.

Staff who were formally described as "Clinically

Vulnerable " or "Extremely Clinically Vulnerable" will be

supported through a risk assessment of a personal

plan and risk mitigation if they wish to attend the

workplace for essential work purposes.

Control Manager: Head of Department .

2020

07 Oct 2020

Planning and

Governance. **Last Review** Comments: Updated

Latest Review Date:

Latest Review By:

Head of Strategic



Risk Ref	Risk Title	Triggered By	Gross Risk Priority	Risk Control	Control in Place?	Control Assurance (Assurance)	Net Risk Priority	Action Required
81	5. Risk to employees with visual, hearing or mobility impairments from infection.	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		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.			I = 5 L = 1 Low (5)	Person Responsible: To be implemented by:
	<b>LSTM Lead:</b> Global Director of HR.	signage clearly.  2. Those with a P.E.E.P in place may		Control Manager: Facilities Manager .				
	Last Updated: 27 May 2020 Latest Review Date:	need assistance to evacuate a building which breaches social distancing. 3. Staff may need assistance to carry		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.				
	07 Oct 2020	out certain tasks which breaches social distancing.		Control Manager: Global Director of HR .				
	Latest Review By: Head of Strategic Planning and	social distanting.		Communications - Staff communications and instruction consider the individual requirements of staff with visual, hearing or mobility issues.				
	Governance .  Last Review			Control Manager: Global Director of HR.			_	
	Comments: Updated			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.				
32	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:



g Safely During CO\	/ID-19						
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.	Priority	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		(Assurance)		
			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.			-	
	Risk Title  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	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	Risk Title  Triggered By  Gross Risk Priority  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	Risk Title  Triggered By  Gross Risk Priority  Control - LSTM provide some lockers for staff to store personal belongings, extra clothing, safety equipment, towels and tolletries 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 - Manager: 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 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	LSTM Lead: Head of Estates or other restrictions.  Last Updated: 27 May 2020  Latest Review Date: 07 Oct 2020  Latest Review By: Head of Strategic Planning and Governance .  Last Review Comments: updated  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 - 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 - Travel to sector conferences, meetings, symposium, seminars are restricted to business-critical attendance only when permitted.  Control Manager: Head of Department .  Prevent - Tweet a return to work includes travel both within the UK and overseas further risk assessment is conducted with Travel Manager oversight.	LSTM Lead: Head of Estates.  Last Updated: 27 May 2020  Latest Review Date: Or Order Planning and Governance.  Last Review Comments: updated  Comments: updated  Control Manager: Head of Strategic Prevent - Staff are selected 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 sold idistancing measures or mandatory use of face coverings.  Control Manager: Head of Department .  Prevent - Staff are required to follow UK GOV guidance along with measures introduced by transport providers such as increased sold idistancing measures or mandatory use of face coverings.  Control Manager: Head of Department .  Prevent - Staff are required to follow UK GOV guidance along with measures introduced by transport providers such as increased sold idistancing measures or mandatory use of face coverings.  Control Manager: Head of Department .  Prevent - Staff are required to follow UK GOV guidance along with measures introduced by transport providers such as increased sold idistancing measures or mandatory use of face coverings.  Control Manager: Head of Department .  Prevent - Tarvel to sector conferences, meetings, symposium, seminars are restricted to business-critical attendance only when per mitted.  Control Manager: Head of Department .  Prevent - Tarvel to sector conferences, meetings, symposium, seminars are restricted to business-critical attendance only when per mitted with Travel Manager oversight.	Risk Title  Triggered By  Gross Risk Priority  Control In Place?  Control In Place?  Assurance (Assurance)  Control In Place?  Triggered By Priority  Control - LSTM provide some lockers for staff to store personal belongings, extra coloning, safety equipment, towels and toleliteries 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 - Car parking is given over to staff who are unable to work from home with priority.  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 - Car parking is given over to staff who are unable to work from home with priority.  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 - Car parking is given over to staff who are unable to work from home with priority.  Control Manager: Facilities Manager  Prevent - Car parking is given over to staff who are unable to work from home with priority.  Control Manager: Head of Department is unable to work in the work in minimise person contact.  Control Manager: Head of Department is unable to contact with measures introduced by transport providers such as increased social distancing measures or mandatory use of face overings.  Control Manager: All Staff.  Prevent - Where a return to work includes travel both within the UK and overseas further risk assessment is conducted with Travel Manager oversight.



Working	g Safely During COV	/ID-19						
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.				
1				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
83	7. Increased risk of emergency response due to reduced	Increased likelihood and spread of fire because reduced numbers of trained personnel to address it.	I = 5 L = 2 Medium (10)	Prevent - Line managers ensure employees are supervised and that Health & Safety policy and housekeeping is adhered to.			I = 5 L = 1 Low (5)	Person Responsible: To be implemented by:
	occupancy.	Increased lone working arrangement leading to		Control Manager: Head of Department .				
	<b>LSTM Lead:</b> Head of Estates .	Increased risk to respond to medical emergency.		Prevent - Risk assessments are in place to support research activities, which also consider lone working				
	Last Updated: 27 May 2020			considerations.  Control Manager: Head of Department.				
	Latest Review Date: 07 Oct 2020			Prevent - Staff are briefed on fire evacuation and the need to self-evacuate upon hearing the fire alarm in an			•	
	Latest Review By: Head of Strategic			orderly manner whilst preserving life over the need to socially distance.				
	Planning and Governance .			Control Manager: Facilities Manager .			<u>.</u>	
	Last Review Comments: Updated			Prevent - The Responsible Person for LSTM has carried out ongoing checks on buildings in the following areas: -Emergency lighting suitable, sufficient and maintainedSuitable number fire extinguishers available in required locationsDry / wet risers inspected and maintained (if installed)Fire blankets available in required locationFire alarm and detection system for the building tested, inspected and maintainedMeans of escape clearFire doors provided and maintained in good working orderBuilding has suitable lightening conductors / protectionThe fire risk assessment suitable & sufficient / current.				
				Control Manager: Facilities Manager.				
284		Adverse impact from Covid-19 upon mental health and wellbeing of staff.	I = 3 L = 3 Medium (9)				I = 3 L = 2 Low (6)	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			
	8. Risk to employee well-being during employer response to Covid-19  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	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.		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							
				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.



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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				
			'	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) .								