Working Safely during COVID-19 – Risk Assessment

01/09/2021 Update:

From 1st September 2021, LSTM will welcome further staff back to its buildings whilst still ensuring that staff are aware of on-going supportive guidance to reduce to potential risk of virus transmission into or within the workplace. LSTM closely follows government guidance and implements this in relation to advice received from its Clinical Reference Group. The risks to employee well-being during this pandemic response has been significant and LSTM continue to ensure that it puts in measures to continue to mitigate these ongoing risks to our staff. LSTM have also started to roll-out the implementation of the agile working framework, which has been created to allow colleagues and their managers the opportunity to agree greater flexibility in when and where work happens on an ad-hoc, temporary and informal basis, while ensuring arrangements also allow them to meet their role objectives and goals, the needs of the organisation, department, and their team.

The ongoing review of this risk assessment should be undertaken at key stages, or when significant external impacts to risk change. Everyone needs to continue to assess and manage their risks from 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.

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 actions support processes and personal protection required to further mitigate the likelihood of passing on 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.

Working Safely during COVID-19

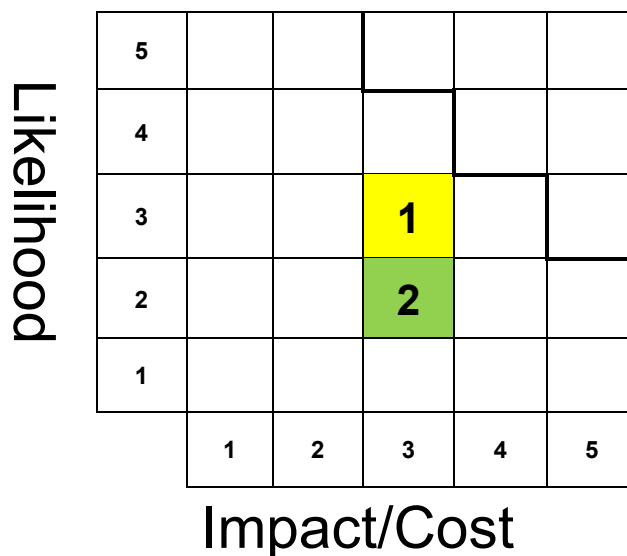| No.	Risk Detail	Level of Gross Risk (Sig/Med /Low)	Level of Net Risk (Sig/Med /Low)	Note
1	<u>Risk of Virus Transmission into or in the Workplace</u> **Lead:** Head of Health and Biological Safety	**SIG (15)**	**MED (9)**	**=**
2	<u>Risk of transmission from residue on surfaces.</u> **Lead**: Head of Estates	**SIG (15)**	**LOW (6)**	**=**
3	<u>Risk to employee well-being during employer response to Covid-19</u> **Lead**: Global Director of HR	**SIG (16)**	**LOW (6)**	⭘

KEY

⭗ - INCREASED RISK FROM LAST REPORTING PERIOD

⭘ - DECREASED RISK FROM LAST REPORTING PERIOD

= - RESIDUAL NET RISK ASSESSMENT HAS NOT CHANGED

REV – REVISED RISK or NEW – NEW RISK

Working Safely during COVID-19 – Risk Heat Map

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:** 01 Sep 2021 **Latest Review Date:** 01 Sep 2021 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Reviewed and amended.	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 variants increase. 5. Increasing rates of community transmission against a background of increased virus prevalence.	I = 5 L = 4 Significant (20) To I = 5 L = 3 Significant (15)	Circulation - Flow systems are implemented where feasible and visual aids, such as floor strips, signage are used for maintaining social distance. **Control Manager:** Facilities Manager . Communications and Training - The government/Public Health England response page is monitored regularly for amendments to 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 testing and monitoring that ensures 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 . Elimination - Contractors / companies who regularly attend LSTM premises must provide their health and safety policy/arrangements / or risk assessment and method statement including their approach to preventing 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:** Estates Manager .			I = 3 L = 3 Medium (9) To 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
				Elimination - Staff onsite meetings should ensure that a >1M Social Distance is adhered to. Mask wearing is recommended for meetings where social distancing is <2m (and >1m). Hybrid meeting set-up will also allow hybrid working attendees to limit risk. **Control Manager:** All Staff .				
				Hygiene - Alcohol hand gel has been placed at high use areas & pinch-points to the workplace and is monitored and refilled. **Control Manager:** Facilities Manager .				
				Hygiene - P.H.E. guidance for staff is provided and referenced in LSTM 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 - 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 .				
				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:** Estates Manager .				

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				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/close contact for well-being and to support any return to work. Where people test positive and are asked to isolate, HR ascertains whether there has been close contact at work to limit further potential transmission.				
				Control Manager: Global Director of HR .				
				Prevention - LSTM have mandated the wearing of face coverings Inside LSTM buildings; face coverings should be worn wherever 2 metres distance from others cannot be maintained.				
				Control Manager: Dean of Clinical Sciences and IPH .				
				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 are unvaccinated and have a person living in the same household or if they've been in close contact with someone displaying COVID-19 symptoms				
				Control Manager: Head of Department .				

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				Prevention - Staff wishing to undertake oversees travel (exceptional reasons) must submit a full risk assessment with prior approval from their line manager. UK travel to sector conferences, meetings, symposium, seminars are supported subject to adequate approval. Online attendance and e-learning platforms remain a supported approach. **Control Manager:** Head of Department .				
				Prevention - Ventilation systems have been adequately maintained and serviced. **Control Manager:** Estates Manager .				
				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:** Facilities Manager .				
				Social Distancing - Staff activities are segregated to promote current social distancing recommendations. **Control Manager:** Head of Department .				
				Social Distancing - Staff are requested not to assume that close personal greetings , hugs and handshaking is mutually agreeable. **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 remains as single occupancy currently and further spaces have been provided across the campus. **Control Manager:** Facilities Manager .				

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278	2. Risk of transmission from residue on surfaces. **LSTM Lead:** Head of Estates . **Last Updated:** 20 Aug 2021 **Latest Review Date:** 01 Sep 2021 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** Reviewed.	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) To I = 5 L = 3 Significant (15)	Cleaning - All high frequency contact points are cleaned on a regular basis throughout the day including, door handles, light switches, furniture, handrails, IT equipment , desks, phones, flush plates, taps and dispensers. **Control Manager:** Facilities Manager . 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:** Facilities Manager . Cleaning - Appropriate cleaning products are provided, so that staff can frequently clean their workspace during the day. **Control Manager:** Facilities Manager . 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:** Facilities Manager . Work Areas - Appropriate cleaning systems are used during daily preventative clean regime of desks/work station. Persons undertaking the cleaning have been trained with safety protocols. **Control Manager:** Facilities Manager .			I = 3 L = 2 Low (6) To I = 3 L = 2 Low (6)	**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
284	3. Risk to employee well-being during employer response to Covid-19 **LSTM Lead:** Global Director of HR . **Last Updated:** 20 Aug 2021 **Latest Review Date:** 20 Aug 2021 **Latest Review By:** Head of Strategic Planning and Governance . **Last Review Comments:** 19/08 Reviewed by HR(EC)	1. Adverse impact from Covid-19 upon mental health and wellbeing of staff. 2. Impact of poor home facilities / equipment on productivity and performance. 3. Increased risk of musculoskeletal injury from home working. Impact to organisation from sickness, absence. 4. Concentration loss and poor motivation from wider impact of Covid -19.	I = 4 L = 4 Significant (16) To I = 4 L = 4 Significant (16)	Prevent - Concerns on workload issues or support needs are escalated to line manager **Control Manager:** All Staff .			I = 3 L = 3 Medium (9) To I = 2 L = 3 Low (6)	**Person Responsible:** **To be implemented by:**
				Prevent - Employee guidance is in place in respond to COVID 19 through updated, documented procedures and process and are disseminated to employees through line managers and HR. **Control Manager:** Director .				
				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 keep in regular touch with all team members and look at ways to manage their wellbeing. **Control Manager:** Head of Department .				
				Prevent - Staff who are in vulnerable groups themselves or caring for others are to discuss their support needs with HR. **Control Manager:** Global Director of HR .				
				Prevent - Where significant adjustments to an employee's working practices have been made, a DSE review is undertaken. **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) .				

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				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) .				