Risk Assessment Summary

Facility:	HTRC
Department/	All
Location	HTRC
Assessment	HTRC-G-RA-087
Review Date	Live - Ongoing

Activity/Area Assessed:	All areas
No. of Staff	50-100
No. of other	50: Associates, Visitors,
Assessment Date:	16/03/2020, 07/04/20, 13/05/20, 01/07/20, 06/01/21

Risk Assessor	V. Barnsley
Assessment Team	T. Halford N. Green

Additional specialist techniques or assessments required:	

Initial Risk

LIKELIHOOD	VL	L	M	H	VH	UNASSESSED RISK ->
VH	0	0	0	0	0	0
H	0	0	0	0	0	
M	0	0	0	0	0	
L	0	1	3	0	0	
VL	0	3	2	0	0	
SEVERITY	VL	L	M	H	VH	

Key Risks	0
Significant Risks	5
Minor Risks	4

Residual Risk

LIKELIHOOD	VL	L	M	H	VH	UNASSESSED RISK ->
VH	0	0	0	0	0	0
H	0	0	0	0	0	
M	0	0	0	0	0	
L	0	1	3	0	0	
VL	0	3	2	0	0	
SEVERITY	VL	L	M	H	VH	

Key Risks	0
Significant Risks	5
Minor Risks	4

Current Risk

LIKELIHOOD	VL	L	M	H	VH	UNASSESSED RISK ->
VH	0	0	0	0	0	0
H	0	0	0	0	0	
M	0	0	0	0	0	
L	0	1	3	0	0	
VL	0	3	2	0	0	
SEVERITY	VL	L	M	H	VH	

Key Risks	0
Significant Risks	5
Minor Risks	4

HTRC

Risk Assessment (Part 1)

Item No	Activity Description	Hazard Category	What are the Hazards?	Who may be Harmed & How?	What Controls are Already in Place?	Comment: Reliability of Controls	Likelihood	Severity	Initial Risk	What Additional Controls are Required?	Likelihood	Severity	Residual Risk	Action Owner	Action Due	Action Completion Date	Current Risk
1	All activities at HTRC requiring site attendance and person interaction	Workplace	Presence of pathogens	All persons who attend site and have person interaction have the potential to contract Covid-19 (or other contagious diseases) during work related activities. Through inhaling other persons bodily fluids (Cough) Through inhaling other persons bodily fluids (Sneeze) Through contact of contaminated surfaces Through touching work surfaces, tooling, components or fixtures that have been contaminated COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors.	**Communication:** Posters and communications regards to hand washing and hygiene requirements and self-isolation requirements- from gov.uk & employer organisations & HTRC Covid Brief. Daily leadership & management reviews & wider communications where deemed necessary Town Hall, Wellbeing Club and HTRC H&S Committee **Hygiene:** all staff are encouraged to follow government guidelines regarding cover your cough, wash your hands frequently and practice good personal and workplace hygiene (washing hands regularly with soap and water for at least 20 seconds and to use hand sanitiser where this is not possible). Poster guidance should be displayed and briefed to all employees. **Cleaning:** Everyone is encouraged to keep personal items clean, wash spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during shifts. Sharing of equipment / tools / work stations should be restricted/ limited where possible (additional hand tools may need to be purchased), clean / disinfect before and after use. All storage trays and boxes to be cleaned at the start of shift. Cleaning of specific equipment detailed in operational risk assessments. There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use. Cleaning regime reviewed, enhanced and focused on "touch points" Cleaning Stations: Hand sanitiser, sanitiser spray and wipes provided with MSDS information available. **Minimal Numbers onsite:** Homeworking rotations to be implemented where practicable with majority of persons to remote work where possible. Limited and restricted access for associates & visitors/contractors. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. Maximum numbers on site restricted and managed.	Can only control within HTRC and not external interaction	L	M	13		L	M	13				13
2	All activities at HTRC requiring site attendance and person interaction	Workplace	Presence of pathogens	All persons who attend site and have person interaction have the potential to contract Covid-19 (or other contagious diseases) during work related activities. Through inhaling other persons bodily fluids (Cough) Through inhaling other persons bodily fluids (Sneeze) Through contact of contaminated surfaces Through touching work surfaces, tooling, components or fixtures that have been contaminated COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors.	**Social Distancing:** Review of facility and activities carried out. Building checklist has been completed to identify and verify the control measures to consider reducing the risk of workplace infections. All persons must comply with 2M social distancing guidelines wherever practicable. Persons are allowed to pass within 1-2m where there is a mitigation of this being for a very short time period i.e. passing behind or to the side of someone. 2M distance markings and defined walkways in place around facility 1 way system implemented around facility with line markings and signage. Apart from stairwells (strictly one way), the remainder of the centre gives priority to those following the arrows but you can move contrary to markings within the walkways. Maximum occupancy limits implemented in areas, rooms, welfare and toilets with signage in place. Work stations moved and / or put out of use to ensure social distancing is maintained. Office layouts adapted to enable effective social distancing. All operational risk assessments reviewed and Covid-19 specific risks identified with controls in place. Any deviations to 2m distances identified in risk assessments and controls put in place. Any temporary deviations to maximum occupany or 2m distancing to be authorsied through HTRC-FOR-226. Meetings to be held virtually at desk / home where possible. Where not possible to adhere to max occupany and minimise time in meeting. Provision of an alternative welfare area / drink facilities and encourage eating at desk / outside. Guidance on deliveries and collections - 2m distance, minimal contact, hygiene, deliveries left for 72 hours before opening. Un-essential trips within buildings and sites discouraged and reduced. **Building:** Increased fresh air into ventilation systems to ensure Centre meets best practice in terms of ventilation.	Can only control within HTRC and not external interaction	L	M	13		L	M	13				13
3	All activities at HTRC requiring site attendance and person interaction	Workplace	Presence of pathogens	All persons who attend site and have person interaction have the potential to contract covid-19 (or other contagious diseases) during work related activities. Through inhaling other persons bodily fluids (Cough) Through inhaling other persons bodily fluids (Sneeze) Through contact of contaminated surfaces Through touching work surfaces, tooling, components or fixtures that have been contaminated COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors.	**PPE:** Guidance on PPE removal and disposal provided. Appropriate PPE as per risk assessment stocked and available. **Review:** "At risk" and vulnerable persons to be reviewed on ongoing basis with instruction to self-isolate in line with goverment guidelines where applicable. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs. Specific individual worker risk assessment undertaken for those who have a self-declared health condition which could increase their risk profile. Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Daily review of HMG guidance and compliance with recommendations Temporary closure of centre when required. Managers keep track of when staff can return to work after the symptom free period.	Can only control within HTRC and not external interaction	L	M	13		L	M	13				13

Item No	Activity Description	Hazard Category	What are the Hazards?	Who may be Harmed & How?	What Controls are Already in Place?	Comment: Reliability of Controls	Likelihood	Severity	Initial Risk	What Additional Controls are Required?	Likelihood	Severity	Residual Risk	Action Owner	Action Due	Action Completion Date	Current Risk
4	Emergency Scenario / Suspected Cases	Workplace	Presence of pathogens	All persons who attend site and have person interaction have the potential to contract covid-19 (or other contagious diseases) during work related activities. Through inhaling other persons bodily fluids (Cough) Through inhaling other persons bodily fluids (Sneeze) Through contact of contaminated surfaces Through touching work surfaces, tooling, components or fixtures that have been contaminated COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors.	In an emergency evacuation scenario, the 2m rule is to be followed as far as reasonably practicable but the focus should be on evacuating to a place of safety. In emergency scenario the one way system can be deviated from and nearest Fire exit must be used. The reduced numbers onsite and location of Assembly Point should allow 2m distancing to be maintained if evacuated. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage. Guidance and additional PPE provided to First Aiders. Take steps if a person becomes unwell in the workplace with suspected COVID-19, they must be sent home. Employees must tell their Manager if they develop symptoms. Enhanced cleaning or quarantine of areas to be implemented where necessary. Absence recorded through Covid Tracker. Team members are to self-isolate in line with govenment guidance where applicable.	Can only control within HTRC and not external interaction	VL	M	11		VL	M	11				11
5	Continuing activities with lean team or loss of key personnel	Work Pattern/Organisation	Unfamiliar work circumstances	Persons who continue working onsite could be impacted adversely by excessive demands, lack of supervision, lack of key H&S roles and persons working from home may experience anxiety, stress and disconnection	Daily reviews and updates to ensure supervision & key H&S roles are in place - Safe to Operate Checklist HTRC-FOR-225. Supervision should also ensure control measures identified from COVID-19 risk assessments are adhered to with disciplinary action taken if necessary Those working from home to be available via phone. Planning to take into account availability of personnel. Compliance with standard protocols on competent persons only policy on process equipment. Regular communication is in place (individual and group) via team meeting, one to one meetings, health and safety committees/forums to ensure staff and students are not ill-informed about returning to work safely. Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the Centre's lines of communications (i,e line managers, Internal Comms) and shared with staff via team meeting, one to one meetings, health and safety committees/forums, town halls and inductions. Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees' mental health and wellbeing. Remote working team members have access to HTRC IT equipment, systems and virtual video conferencing applications. Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager. Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and employer resources.	Situation is evolving continuously which requires diligence by leadership & management	VL	M	11		VL	M	11				11
6	Persons working from home	Body	Poor Posture (inc DSE)	Persons who have been encouraged to work from home could suffer with DSE related issues as working from laptops rather than larger screens and in set-ups not supplied by employer	Persons to be encouraged to carry out DSE self-assessments and to take regular breaks. Persons to report any issues to Line Manager ASAP. Working from home is likely to be on an interim period (currently unknown). Team members allowed to take equipment i.e. monitors home where agreed & asset recorded. Work from home guidance generated and communicated.	Reliant on team members awareness	VL	L	6		VL	L	6				6
7	Persons working from home	Work Pattern/Organisation	Working alone	Persons who have been encouraged to work from home are likely to be working alone.	Work activities being carried out at home are low risk computer work that should not introduce new hazards. Personnel are encouraged to check in with line manager on regular basis. Work from home guidance generated and communicated. Wellbeing Club carrying out communications & Wellbeing mailbox set-up. Partner wellbeing resources shared with team members.	Reliant on management awareness	VL	L	6		VL	L	6				6
8	Closure of site	Work Pattern/Organisation	Unfamiliar work circumstances	All team members cannot access site and working routine is disrupted which may cause anxiety	Regular management communications with team members Work from home guidance generated and communicated. Wellbeing Club carrying out communications & new Wellbeing mailbox set-up Partner wellbeing resources shared with team members.	Reliant on management awareness	VL	L	6		VL	L	6				6
9	Closure of site	Work Pattern/Organisation	Working alone	Key personnel may have to access site on regular basis for short visits to carry out certain activities i.e. shell slurry checks and server room checks where they maybe onsite alone apart from security	Use out of hours forms to cover access for personnel and to ensure there are adequate controls in place. Review as part of daily management / leadership reviews	Reliant on security awareness of out of hours form requirements	L	L	8		L	L	8				8