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| Activity Risk Assessment (RA)*An ‘activity’ is any process, method or work undertaken by staff/students/visitors and can be office-, laboratory- or field-based.* | Ref: RA256  |
| Version: 19.0 |
| **Section 1: Summary of Activity** |
| Name of Assessor: | Rachael Beale / Lee Merchant |
| Valid From: | Thursday 6th January 2021 |
| Title of Activity: | Working in the PML building during COVID-19 restrictions. |
| Summary of the Activity: | This risk assessment details the controls which have been implemented to protect staff, students and visitors accessing the PML buildings during the Covid-19 pandemic. All actions and activities are in-line with current Government restrictions. Controls are implemented to reduce the risk of contracting/ transmitting Covid-19 whilst undertaking critical science delivery.This risk assessment is applicable to the Amber Phase of PML’s Traffic Light Plan.Information outlined in this risk assessment covers entry and exit to the PML building, corridors, stairwells, laboratories, communal areas, offices and welfare facilities. A PML-community effort is required to ensure the information in this document is effective. Any inability to carry out the instructions documented in this risk assessment should be reported immediately to the Buildings and Facilities Manager (Lee Merchant) and referred to either PML Director of Science (Steve Widdicombe) or PML Director of Operations (Beverly Tremain).Observed breaches in these procedures should be reported to Buildings and Facilities Manager (Lee Merchant) and reported using the online incident/accident form as a near miss.NB. All recent changes or additions are in blue writing and larger font. |
| Associated project *if applicable*: | N/A |
| Location of Activity: | PML building (including; entrance/exit, corridors, stairwells, laboratories, offices, communal areas, toilets and other welfare facilities) and grounds. |
| People likely to be affected: | Staff / students / contractors  |
| Major residual risks of RA (risk rating >10 after controls, see section 2) | None |
| **Section 2: Activity Risk Assessment (RA)**The RA should consider all the issues which present significant hazards in an activity.A checklist of potential hazards can be used to assist thinking during the assessment process but other hazards specific to the activity should also be included. Checklist of suggested possible hazards can be found in **Appendix 1**.A checklist of possible controls to reduce severity and likelihood of a hazard occurring can be found in **Appendix 2**. A **guide** to completing this table is given below. |
| Hazard and/or potential effect | Initial risk rating | Control Measures | Residual risk rating |
| S | L | R | S | L | **R** |
| **Accessing the building** *– inability to maintain social distancing due to maximum number of staff threshold being exceeded in specific areas.*Normal opening hours:Monday - Friday opening 07:00 - 22:00 Saturday opening 09:00 - 17:00 Sunday closed**5 mandatory steps to entering the building:***1. Put on your face covering before entering reception vestibule**2. Sanitise your hands**3. Swipe in (no tailgating)**4. Take your temperature* *5. Assuming temperature is ok, scan QR code (if possible)*Face Cover Required - Floor Sign | incom-manufacturing | *3* | *3* | *9* | *National lockdown in force from 06/01/2021. All staff/students who can effectively work from home should do so.* *- Staff requiring access to deliver operational services, to access laboratories/specialist equipment, to maintain experiments/cultures, to deliver commercial contracts or to participate in local fieldwork should continue to request access via DoS, DOps or CEO.**- Staff requiring access to the PML building to support their mental health and wellbeing should now contact HR (Lizzi or Julia) in the first instance.**- All staff authorised to access the building will be issued with a PML letter to present to the police if you are stopped and questioned during lockdown.**- All access to the PML building must be authorised prior to arrival (see SWP).**- This risk assessment should be read, understood and signed prior to arrival.**- Rota system employed to ensure no area is overcrowded and for purposes of track and trace if a case of covid19 should be reported**- Maximum occupancy of the PML building has been capped at 90 to maintain social distancing.**- The main entrance is the only route into and out of the building (except in the event of a fire emergency).**- Face covering now mandatory in all communal areas of PML. Face coverings do not need to be worn when at your workstation.**- Put face covering on before entering the building.**- Sanitise your hands on entry and exit to the building.**- Do not hold the door open for people as this compromises social distancing rules.**- Notify the PML receptionist of your arrival and departure.**- ‘Face Covering Exempt’ lanyards available at reception if required.**- Your PML swipe card will be used as an accurate electronic record of building access which will be used in the event of a positive Covid-19 case. All staff/students must swipe in and out when entering and leaving the building. Do not tailgate another member of staff. Please notify reception if you have forgotten / lost your swipe card.**- There is a thermal temperature scanner in reception and it is now mandatory to take your temperature on arrival. Put your face near the scanner and view result. If temperature is >38oC sit at back of reception for 5 minutes and retake temperature. If second reading is >38oC leave the building immediately and return home. Take a Covid-19 test. Do not enter the building.**- If temperature is normal, scan the QR code in reception vestibule if you have the NHS Test & Trace app.**- Perspex screen in reception as well as a 2m social distance marker.**- Do not block the access routes through reception.**- No access to stationary cupboard. Please ask PML receptionist / guard to fetch required stationary.**- Post should be collected from the receptionist and not by access to the pigeon holes in the stationary room**- No socialising in reception* | *3* | *1* | ***3*** |
| **Travel to and from PML building –** *risk of**contracting/transmitting Covid-19* | *3* | *3* | *9* | *Travel to and from the PML building should be on foot, bicycle or by private car where possible.**PML does not encourage the use of public transport if it can be avoided. If public transport is used, follow all current Government guidelines (e.g. use of face coverings).* *- PML carpark is open to staff and students.**- Do not leave cars in the PML carpark overnight.* | *3* | *1* | ***3*** |
| **Communal Areas – Corridors, Stairs, Lift, Printers -** *contracting /**transmitting Covid-19*Face Cover Required - Floor Sign | incom-manufacturing | *3* | *3* | *9* | *- Face covering mandatory whilst moving around the building and in all communal areas of PML including stairs, corridors, coffee room and Breakwater Lounge.****Corridors & Stairs:****- One way system adopted through the building, staff must follow arrows and signs.**- The front staircase is for ascending and the back staircase is for descending the building only.**- No socialising in corridors**- High use doors with access readers have been disabled to reduce contact points**- Corridor past the showers on the ground floor is 2-way (no access through Teaching Lab when staff are using flexible desks)****Lift:****- Only 1 person in the lift at any one time**- Sanitise hands before pressing the call button****Printers (3 available):****- 2nd floor and 3rd floor printers available**- Printer from reception has been moved to inside the MMC**- Use hand sanitiser provided before and after use* | *3* | *1* | ***3*** |
| **Food & Drink -** *contracting /**transmitting Covid-19*Face Cover Required - Floor Sign | incom-manufacturing | *3* | *3* | *9* | *- Face covering now mandatory in all communal areas of PML including coffee room and Breakwater Lounge.**- Coffee room closed apart from access to hot and cold water, 2 microwaves and the sink for rinsing cups only. Sanitise your hands before and after use.**- Access to area outside MMC (11 tables) for coffee breaks and eating lunch. Only 1 person per table. Use the hand sanitiser provided and use the wipes to clean the table before and after use. Do not re-position these tables. 30 minute time limit at these tables.* *- Outside seating available when weather permits, adhere to social distancing.**- Use of microwaves: Please sanitise your hands before and after use. It is the responsibility of the user to ensure the microwave is cleaned (inside and out) before and after use using the cleaning wipes provided. Deep cleans will be conducted at least twice a day by PML cleaners.* *- Breakwater Lounge: Total capacity = 5 (4 seated, 1 in kitchen area):**Maximum of 4 people, socially distanced, at separate tables for impromptu meetings (not for lunch / food).* *1 additional person permitted to make a hot drink.**- There is no access to communal food and drink, cutlery, crockery, fridges or vending machines as these are considered high contact points and are therefore considered a high transmission risk.* *- If you need to chill your food / drinks please consider using a coolbag / ice packs.**- Washing your hands before and after eating is mandatory.**- Staff permitted to eat lunch at their desk. Staggering lunch with other staff may be required.**- Cleaning material available for staff to clean desk spaces after eating. See TSG.**- Use of office fridges and microwaves is not permitted.* | *3* | *1* | ***3*** |
| **Welfare provisions -** *contracting /**transmitting Covid-19**New procedure for toilet access*Face Cover Required - Floor Sign | incom-manufacturing | *3* | *3* | *9* | *Toilets:**- Access now permitted for 2 people* *- Wearing of masks in toilets is mandatory.**- Disabled, single toilet on the ground floor does not require user to wear a mask and should be used by those staff exempt from mask wearing.**- No access to air hand dryers, paper towels will be provided**- If you enter the toilet and find both toilets are engaged / 2 people are already present, please exit and form a queue.**- In addition to washing your hands with soap and water after you have been to the toilet, sanitise your hands with hand gel after putting on your mask/before entering the toilet and on exit after removing your mask.**Showers:**- Showers are open. Please use the cleaning equipment provided to clean them after use.* | *3* | *1* | ***3*** |
| **First Aid –** *ensuring staff know who to contact in case of a first aid emergency* | *3* | *3* | *9* | *- First aider(s) always on site* *- White board in reception shows details of first aiders on site.**- In the event of a minor accident, a first aider may offer advice/guidance whilst maintaining social distancing so that the casualty can treat themselves.**- In the event of a serious medical emergency a first aider will attend to the casualty using a mask and gloves provided in all first aid boxes.*  | *3* | *1* | ***3*** |
| **Fire –** *ensure staff know the procedure to follow in case of fire emergency* | *5* | *2* | *10* | *- Fire alarm is tested at 09:15 every Monday morning as per usual routine.**- All fire alarms (other than the test above) should be treated as an emergency situation.**- Social distancing applies to the muster station but not to exiting the building. If the fire alarm is activated the priority is to exit the building as quickly and as calmly as possible.**- Fire wardens will still operate and are detailed on the white board in reception.*  | *4* | *1* | ***4*** |
| **Route round the building –** *maintaining social distancing, reducing transmission of Covid-19, reducing risk of contracting Covid-19.* | *3* | *3* | *9* | *Normal routes may not be possible.**Routes may take longer.****Basement****: Access basement via the lift. Use the basement stairs to go UP to the ground floor (unless you need to transport equipment using the lift).****Access to 1st Floor Laboratories & offices:****- The first floor operates a 2-way system. Priority to staff walking in direction of large arrows. Please give way. Give way system as above.* *- Access the first floor from the main ‘UP’ staircase* *- Exit to back ‘DOWN’ staircase through MBF (no swipe access required – be mindful of scientists in the area).* ***Formalin Facility:****- Use TSG Workshop door to access the back yard and formalin facility. One-way system is not possible so stay alert for other staff in the vicinity.****Roof Space:****- Access via either staircase* | *3* | *1* | ***3*** |
| **Working in laboratories –** *maintaining social distancing****From 6th January 2021: Nationwide lockdown in operation. All staff who can work effectively from home should do so. Please ensure you justify your requirement to work in the building when applying for access and inform us of all access changes.******NB. Face coverings are not mandatory whilst working in the laboratory unless your risk assessment specifies them.****Authorisation to work in laboratories does not permit staff to spend extended time working at their desks. Staff should use their desks to store personal belongings (including lunch and coffee etc.) and to eat lunch if weather prevents eating outdoors but all office work should be carried out at home (unless authorisation has been given).* | *3* | *3* | *9* | *-All science activities to be authorised by Director of Science (for PML staff), Steve Widdicombe or Chief Executive (for PML Applications staff).**- Maximum occupancies of labs signed on all doors, do not exceed.**- All work must be covered by an approved risk and/or COSHH assessment as per normal working requirements.**- Declutter spaces where possible to aid cleaning.**- Laboratories will have unique rules to enable social distancing so please take notice of all signs and floor markings.**- If staff/students need to use fume cabinets please clean the shield in front of your face after use (with ethanol or isopropanol).**- Avoid sharing equipment where possible, eg. microscopes. Where this is not possible, clean work station before and after use.**- Use your own PPE (safety glasses, lab coat, safety boots, gloves), do not share.****Communal PPE*** *(eg. for dispensing liquid nitrogen):**- Sanitise hands before and after use**- A new pair of disposable gloves to be used under thermal gloves.* *- Antibacterial wipes in the box. Please clean the face visor before and after use.****Chemical Store:****- Only one person allowed in the chemical store at any time. Sign out the key at reception as per normal procedure.* | *3* | *1* | ***3*** |
| **Working in offices -** *maintaining social distancing and safely using flexible desk spaces****From 6th January 2021: Nationwide lockdown in operation. All staff who can work effectively from home should do so. Please ensure you justify your requirement to work in the building when applying for access and inform us of all access changes.******NB. Face coverings are not mandatory whilst working at your desk unless your risk assessment specifies them.*** | *3* | *3* | *9* | *- All staff/students who can work effectively from home should do so.* *- Business critical office work and office workers requiring access to support their wellbeing permitted/considered.**- All office work must be authorised by appropriate member of senior management and be submitted with justification as to why work cannot be carried out at home.**- Rota system employed for office workers to ensure maximum occupancies for offices are not exceeded**- This risk assessment to be signed and returned before authorisation is given.**- It is now mandatory to open at least one window whilst working in offices and for all staff to vacate the office once an hour with all windows and doors open to thoroughly ventilate the space.**- No hot desking: this means no impromptu use of someone else’s desk / pc. Do not offer your desk space to other staff/students. Specific flexible desk spaces allocated (see below).**- Declutter desks and work spaces to aid cleaning**- Staff are responsible for keeping their work stations clean and tidy on a daily basis.**- Cleaning materials will be placed in occupied offices so staff can frequently clean high risk areas (door handles, phones, window latches) in addition to PML cleaner.**- TSG and IT staff available to assist with the movement of office furniture and equipment back into the building****Office reconfiguration & flexible desks****- Office reconfiguration taking place to enable more office workers to return in covid-secure conditions.**- Maximum building capacity will not be exceeded.**- Flexible desks are those that have been allocated as bookable desk spaces.**- Pre-booking a flexible desk space is essential and should be added to weekly access requests**- Mix of standing and sitting desks available for booking.**- Flexible desks will be clearly labelled as such. Cleaning materials provided on each flexible desk to clean desk space before and after use. It is the responsibility of staff/students to ensure desks are cleaned thoroughly.* *- Sharing of keyboards/mice/laptops is not permitted. Plug your own keyboard and mouse into a shared monitor or use your laptop on flexible desks.****Oceansgate****Offices at Oceansgate remain closed.* | *3* | *1* | ***3*** |
| **Fieldwork –** *maintaining social distancing* | *3* | *3* | *9* | *- Only local fieldwork permitted**- All fieldwork to be authorised by relevant member of SMT.* | *3* | *1* | ***3*** |
| **Plymouth Quest & Explorer –** *maintaining social distancing* | *3* | *3* | *9* | *- Only business critical access to the Quest permitted.**- Social distancing to be maintained**- Social grouping/bubble where practical (eg Plymouth Quest).* | *3* | *1* | ***3*** |
| **Meetings –** *maintaining social distancing* | *3* | *3* | *9* | *All meeting rooms are currently closed.**- 11 socially distanced tables available for small impromptu meetings outside MMC. If using this area for meetings please avoid lunchtimes.* *- Breakwater lounge available for impromptu meetings for up to 4 people, socially distanced, time limit of 30 minutes.**- 2 people may meet on the sofas at the back of reception.* *- All possible windows to be kept open for maximum ventilation* | *3* | *1* | ***3*** |
| **Travel for work –** *maintaining social distancing* | *3* | *3* | *9* | *- Essential local business travel only* *- All travel must be organised and booked through the PML Science Support Office and includes completion of the travel risk assessment (RA288).**- All work-related travel to be authorised by relevant member of senior management.**- Avoid public transport where possible in favour of hire cars. Avoid car sharing.**- If public transport is required, adhere to public transport guidance including use of face coverings.* | *3* | *2* | ***6*** |
| **Use of PML vehicles –** *contamination and transmission of covid-19.* | *3* | *3* | *9* | *- Essential local business travel only* *- Avoid car sharing.**- Follow normal procedure to book a PML vehicle.**- Hand sanitiser in all PML vehicles for use before and after your journey**- Wipes provided to wipe down steering wheel, gear stick, indicators and door handles. All used wipes should be removed from the vehicle and disposed of appropriately. Do not leave used wipes in the vehicle.**- Ensure all journeys are recorded in the vehicle log.* | *3* | *1* | ***3*** |
| **Cleaning –** *reducing transmission of Covid-19* | *3* | *3* | *9* | *- Cleaning prioritised to those areas in use (including offices and laboratories).**- Reception, toilets, handrails, door handles are considered high risk and are cleaned several times daily.**- Coffee Room and Breakwater Lounge cleaned daily**- Staff to take responsibility for cleaning their desk spaces**- Staff to clean showers after use* | *3* | *1* | ***3*** |
| **Lack of social distancing experienced by staff or students** *– increased risk of contracting Covid-19* | *3* | *3* | *9* | *- Staff / students should report an inability to socially distance in any area immediately to Director of Science / Buildings and facilities manager.**- Report all instances of staff/students breaching these rules to Lee Merchant (Buildings & Facilities Manager) and online using the incident/accident report form.* | *3* | *1* | ***3*** |
| **Contractors –** *contamination and transmission of covid-19.* | *3* | *3* | *9* | *- Defer all non-essential work if possible.**- All contractor visits to PML premises must be authorised by the Director of Operations.**- Contractors are required to adhere to the same rules and rota system as PML staff (ie, RA, SWP required with authorisation form and face coverings in the building).* | *3* | *1* | ***3*** |
| **Ventilation –** *transmission of Covid-19* | *3* | *3* | *9* | *- Laboratories have 5 air changes an hour**- 11 air purification units purchased to increase ventilation in large offices and poorly ventilated areas throughout the building**- It is mandatory to open at least one window whilst working in offices and for all staff to vacate the office once an hour with all windows and doors open to thoroughly ventilate the space.* | *3* | *1* | ***3*** |
| **Social activities –** *maintaining social distancing* | *3* | *3* | *9* | *No socialising on PML grounds.**- 1 person may meet, socially distanced, with 1 other person outside.* | *3* | *1* | ***3*** |
| **Vulnerable staff / students in the building** *– increased risk of contracting the virus, personal ill-health, serious ill-health, possibility of fatalities.****From 6th January 2021: Nationwide lockdown in operation. All clinically extremely vulnerable staff/students are advised not to go to work.*** | *3* | *3* | *9* | *- Access to the building will not be permitted for those staff/students classed as clinically extremely vulnerable.**- Line managers / HoS / HoG continue to support these staff/students working from home.* | *3* | *1* | ***3*** |
| **Mental health awareness –** *raised anxiety/stress levels caused by returning to work* | *3* | *3* | *9* | *- PML Volunteer Network reinstated. If you require assistance with deliveries or collection of medication if you are ill, shielding or isolating please call Rachael (07495092790) or Lizzi (07495092818).**- PML welfare advisors available* *- 24/7 helpline available for all staff and students experiencing stress, anxiety or difficulties.* [*CareFirst.*](https://mypml.pml.ac.uk/Portals/HSEW/Wellbeing-Documents/Care-First-s-Professional-Promise-Confidentialit.aspx)[*https://mypml.pml.ac.uk/Portals/HSEW/Wellbeing-Documents/Care-First-s-Professional-Promise-Confidentialit.aspx*](https://mypml.pml.ac.uk/Portals/HSEW/Wellbeing-Documents/Care-First-s-Professional-Promise-Confidentialit.aspx)*- Option for staff to be shown the new procedures in place around the building on first visit if required. Please contact one of PML’s H&S advisors.* | *3* | *1* | ***3*** |
| *Add additional rows as required**Identified chemical hazards in this activity?* There is no need to list all Hazard statements associated with a chemical in an RA – refer to an associated COSHH assessment. |
| ***Guidance****:*a) List the hazard and its potential effect (see **Appendix 1 and 2**)b) Use the scoring system below to give an indication of the severity (S; 1-5)) and likelihood (L; (1-5)) of the hazard occurring. c) Calculate R: Risk Rating (R) = Severity (S) x Likelihood (L)d) Consider the existing control measures in place and rescore S and L then recalculate R.e) Use the residual risk rating score (after control implementation) to assess whether further action is required using the table below.

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|  |  |  |  |  |  |  | **SEVERITY (S)** |
|  | 1 | 2 | 3 | 4 | 5 | **1** | **Nil – very minor** |
|  | 2 | 4 | 6 | 8 | 10 | **2** | **Slight – first aid treatment** |
|  | 3 | 6 | 9 | 12 | 15 | **3** | **Moderate – Report to RIDDOR (over 7 days personnel absence)** |
|  | 4 | 8 | 12 | 16 | 20 | **4** | **High – death, serious injury, permanent disability** |
|  | 5 | 10 | 15 | 20 | 25 | **5** | **Very High –multiple deaths** |
|  | **1** | **2** | **3** | **4** | **5** |  |  |
| **LIKELIHOOD (L)** | **Very Unlikely** | **Unlikely** | **Possible** | **Highly Likely** | **Inevitable** |  | **Risk Rating (R)** | **Action** |
| 1 to 3 – Low risk | No action required |
| 4 to 9 – Medium risk | Reduce risks if reasonably practicable |
| 10 to 15 – High risk | Priority action to be undertaken |
| **16 to 25 – Unacceptable**  | **Action must be taken IMMEDIATELY** |

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| **Section 3. Safe Working Practice (SWP)***Safe working practices describe the working procedure to be followed in order to carry out the activity safely, taking into account all of the hazards identified above.*» Study the planned work activity and the identified hazards.» Consider the risks and hazards associated with the work including any COSHH, BIOCOSHH or specific risk assessments.» List the safety measures and methods that should be applied including correct PPE, safe use of equipment etc. ***NB. THIS IS NOT A REPEAT OF A STANDARD OPERATING PROCEDURE (which is a detailed statement of methodological procedure)*** |
| Existing & generic guidance: | PML Traffic Light Plan (including business Risk Register)PML COP: Lone Working |
| Associated COSHH / BIOCOSHH forms: | N/A |
| Associated specific risk assessments: | RA228: General Manual HandlingRA245: Science activities during COVID19 outbreakT44: TSG deliveries during COVID19RA243: Laboratory checking during PML shutdownRA288: UK and Overseas Travel RARA244: Volunteer Network |
| Safety equipment required: | Eye protection must be worn [ ]  http://www.labelsource.co.uk/content/images/customisedlabel/thumb/67a3bce2-2084-48d4-8074-8e3ba1e25d17.jpg Protective clothing must be worn [ ]  Safety gloves must be worn [ ]  Protective footwear must be worn [ ]  See the source image [ ]  **Other:** Use of Fume Hood |
| Working Procedure:*Should include reference to hazards identified in above RA:* | This document is in line with Government advice and restrictions. Therefore this information will be revised regularly.A PML Business Risk Register has been added to the start of the traffic light plan. Risks will be discussed at each Business Continuity Meeting (BCT) and information on local infection rates and the R value updated weekly.**- National lockdown in force from Wednesday 6th January 2021. All staff/students who can work effectively from home should do so.**- Do not come to the PML building if you feel unwell or if anyone living with you has the following: a temperature, new continuous cough or a loss or a change to your/their sense of smell or taste.- If you feel unwell whilst in the building you should leave immediately and inform PML Chief Executive who can suspend all relevant activities to prevent potential transmission of covid19.- Employees / students should follow the NHS test and trace service guidance - Information on how to access the building can be found using this link: <https://mypml.pml.ac.uk/Portals/HSEW/Documents/COVID-19-How-do-I-get-access-to-the-PML-building.aspx>Diagram  Description automatically generated**When and how to contact PML:**- Staff to inform Human Resources (HR) immediately if they are affected by one of the following covid-19 scenarios:(i) Onset of covid-19 symptoms(ii) Contacted by NHS Test & Trace(iii) A positive covid-19 test result (iv) If your ability to work is compromised due to a family member being told to self-isolate / becoming ill- Covid-19 flowchart developed to inform staff of how to proceed in various covid-19 scenarios. Flowchart published on PML intranet: <https://mypml.pml.ac.uk/Portals/HSEW/Documents/COVID-flowchart-and-interactions-form.aspx>- Accompanying “Access & Interactions” form (also accessed via the above link) should be completed and submitted simultaneously to HR to provide PML with relevant information required to minimise risk of further transmission.**Applying for access to the PML building:**- All staff and students need to apply for authorisation to access the building and include a justification for their request (this could be requiring access to deliver operational services, to access laboratories/specialist equipment, to maintain experiments/cultures, to deliver commercial contracts or to participate in local fieldwork);* **PML** **Science, Students and Centre for Geospatial Application (CGA) Group** requests should be sent to Director of Science, Steve Widdicombe (please cc Lee Merchant / Rachael Beale)
* PML **Operations** and **Contractors** requests should be sent to Director of Operations, Beverly Tremain (please cc Lee Merchant / Rachael Beale)
* **PML Applications and POGO** requests should be sent to the Chief Executive, Icarus Allen (please cc Lee Merchant / Rachael Beale)

- All staff and students applying for access to the building to support their mental health and wellbeing should apply directly to Human Resources (Julia or Lizzi) in the first instance.- A rota is employed to ensure that maximum occupancy of all areas is not exceeded. Lee Merchant (Buildings & Facilities Manager / Operations H&S Advisor) has overall responsibility for compiling the rota.- Access will be dependent on valid H&S documentation for the proposed activities, including the reading and signing of this document. Rachael Beale (Science H&S Advisor) has responsibility for ensuring relevant documentation is in place.- Application for office work needs to be accompanied by a valid case for support. Business critical office work, work that requires specific IT equipment / programme or cases in support of an individual’s welfare will be considered. PML supports the Government restrictions that state that where possible, staff should work from home.- Access will be confirmed via inclusion on the rota and staff/students are required to check the rota prior to attempting to enter the PML building.- Any changes to the proposed access requirements should be communicated quickly to all parties.- Those accessing the building are encouraged to provide feedback on their experience to ensure problems are highlighted quickly and to aid continuous improvement to the system.- Book a flexible desk space by requesting it at the same time as requesting building access. The following of currently available:Flexible desk space 1: Teaching Lab (G12) (seated desk)Flexible desk space 2: Teaching Lab (G12) (standing desk with stool available)Flexible desk space 3: Teaching Lab (G12) (seated desk)Flexible desk space 4: Teaching Lab (G12) (standing desk with stool available)Flexible desk space 5: Single Occupancy Office 316 (seated desk)**Important reminders:**- Please continue to consider your colleagues at all times and maintain social distancing.- Please wash your hands frequently with soap and water for at least 20 seconds- Avoid touching your face- If social distancing is not possible in any area please report it immediately to Steve Widdicombe / Lee Merchant.- Disciplinary action may be taken where there has been a deliberate breach of these protocols. - Please report staff/students who do not follow these instructions as a ‘Near Miss’ on the online accident/incident report form and to the PML Buildings and Facilities Manager, Lee Merchant.**Definitions of hot desking v flexible desks:***Hot desking:* Impromptu use of someone else’s desk including the use of someone else’s pc (including keyboard and mouse).*Use of a flexible desk:* Planned use of a desk space that has adequate cleaning materials provided and written guidelines to allow the space to be used safely. No shared IT equipment. User brings their own keyboard / mouse or laptop.Optical Society Mourns Passing of Nobel Laureate Arthur ... |
| Emergency Procedure: | - In an emergency call 999- If a first aider is required call reception.- A list of emergency numbers can be found at reception (including Chief Executive, Director of Science, Director of Operations and Buildings & Facilities Manager) |
| Environmental considerations: | N/A |
| **Section 4: Approval & Review** |
| Has the risk associated with this activity been controlled? | [x]  Yes | [ ]  No | Comments: |
| Assessor name & Signature: | Rachael Beale | Date: | 06/01/2021 |
| Approver name and signature: | Lee Merchant | Date:  | 06/01/2021 |
| Director of Science name & signature: | Stephen Widdicombe | Date: | 06/01/2021 |
| Review Date: | 06/01/2023 | Review after 2 years, if activity changes, if government or Public Health England advice changes or after near-miss/ incident/accident |

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| **Section 5: User Signatures** (add more lines as necessary)*I have read and understood the risks and control measures outlined in this RA / SWP. I agree to abide with all the safety measures to ensure risk to myself and others is minimised when undertaking this activity.* *If my circumstances change I will review this risk assessment.* |
| *Signing this document is a declaration to confirm the following factors;*1. *That you are not experiencing covid19 symptoms (*<https://www.nhs.uk/conditions/coronavirus-covid-19/symptoms/>)
2. *That you are not sharing a house with someone who has symptoms*
3. *That you have not been contacted by the NHS contact tracer and told to self-isolate*
4. *That you have not recently been in a UK region of enhanced lockdown restrictions.*

*Whilst you may sign this risk assessment in advance, this declaration is also your confirmation that all the above factors are correct ON THE DAY YOU ACCESS THE BUILDING AND EVERY TIME YOU ACCESS THE BUILDING.**From January 6th 2021 those staff classified as ‘clinically extremely vulnerable’ are advised not to come to work:* <https://www.gov.uk/guidance/national-lockdown-stay-at-home?priority-taxon=774cee22-d896-44c1-a611-e3109cce8eae#summary-what-you-can-and-cannot-do-during-the-national-lockdown> |
| Name | Signature | Activity risk assessment reference number and title for the activity (activities) you intend to carry out | Date |
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| **APPENDIX 1: Hazard Identification – checklist of possible hazards*****Hazard* =** a potential source of harm or adverse health effect on a person or personsChecklist of possible hazards for this activity (not exhaustive): |
| Environment: | Transport: | Equipment: | Substances / Radiation: |
| Access / EgressConfined SpaceExplosionFireAdverse weatherExtremes of temperatureHousekeepingHot/Cold SurfacesLightingManual HandlingNoiseSlips/trips/fallsBump ContactVibrationVentilationSharpsLone working | Loading / unloadingDrivingTrafficForklift TrucksFatigue | ElectricalOvensHotplatesAutoclavesAnalytical InstrumentationStoragePressurised SystemsSudden ReleaseLeaksCuttingRotating PartsEntrapmentFlying Particles | DustElectricityHazardous substancesCompressed GasSpillsIonisingNon-ionisingUltra-violetInfra-redLasersMicrowavesContamination |
| Ergonomics: |
| Repetitive MovementsStatic postureDisplay Screen Equipment |
| **APPENDIX 2: Hazard Controls – checklist of possible controls*****Hazard Control* =** A control should reduce the likelihood and the severity of a hazard occurringChecklist of possible controls that may be employed (not exhaustive): |
| Activity: | PPE: | Equipment: | Training: |
| Elimination of hazardSubstitution of the hazardCOSHH assessmentAdditional Specific RA’s Personal Emergency Evacuation Plan (PEEP) | Safety glassesLab coatProtective footwearGlovesDust masks / respiratorEar plugs / defenders | First aid kitEye wash stationsEmergency showerSpill kitFume cupboardLocal exhaust system | Good laboratory practiceLab inductionEmergency preparednessSpecific equipmentSupervisionInternal training coursesExternal training courses |