

GENERAL RISK ASSESSMENT FORM

A

LOCATION/DEPARTMENT:	BG FUTURES: CAREERS, EMPLOYABILITY AND ENTERPRISE	Ref. No:	BGF/COVID/04
DATE	07/09/2020		
COVID-19			

B

People/Persons at Risk – Numbers at risk							
General				Specific - Vulnerability			
1. Employees/Staff	x	5. Customers	x	9. New & Expectant Mothers	x	13. Shift/Night Workers	
2. Co-Workers	x	6. Clients	x	10. Young Persons	x	14. Temporary/Volunteer Workers	x
3. Public	x	7. BG Futures Tenants	x	11. Mobile Workers		15. Homeworkers	
4. Pupils/Students	x	8. Service Users/Residents		12. Disabled People	x	16. Visitors	x
Others:							

C

HAZARDS													
Workplace						Work Equipment		Occupational Health				Specific Activities/Situations	
Structure		Access / Egress		Storage		Mechanical		Manual handling		Vibration		Working Alone	
Services		Housekeeping		Glazing		Lifting		Noise		Violence & Aggression		Working at Height	
Security		Welfare		Temperature		Electrical		Chemicals Agents		Stress		Confined Spaces	
Signage		Transport		Lighting		Pressure		Biological Agents		Dusts & Particles		Working near or over Water	
External Conditions		Space		Ventilation		Thermal		Radiation		Temp Extremes		Fieldwork	
		Fire & Explosion						Dangerous Substances		Animals		Hot Work	
OTHERS – SPECIFY: COVID19													

CONTROL SHEETS & FORMS

D

TASK/ACTIVITY	HAZARD		EXISTING CONTROL MEASURES	INITIAL RISK H / M / L	ADEQUATELY CONTROLLED
List significant steps in Job/Task	Describe all hazards identified and their effects for each task	People at Risk	Describe fully all controls applicable for each hazard. All controls must be valid in that they reduce severity, likelihood or both.	Classify risk rating from matrix for each hazard	Yes/No
BG Futures Covid-19 - General Operating Procedures	<p>Transmission of Covid 19 to and between BG Futures Staff, Co-workers, BG Futures tenants and Visitors.</p> <p>Covid-19 is a new illness that can affect the lungs and airways. It is caused by a virus called Coronavirus. Symptoms can be mild, moderate, severe or fatal.</p>	Staff, Co-workers, BG Futures tenants, clients, customers, visitors	These General Operating procedures are to be followed by all BG Futures staff and tenants. All procedures are to be reviewed on a regular basis and amended where necessary.	L	Yes. All staff to be briefed on these procedures.
Hygiene	Ensuring a high standard of personal hygiene	Staff & BG Futures tenants.	<p>Hand washing facilities are available throughout the BGU campus. All staff are to regularly wash their hands for 20 seconds with soap and water and dry them properly with paper disposable towels where available or hand driers.</p> <p>Hand Sanitisation Stations are located at entrances to and exits from all main buildings. All staff are to use these stations when entering or exiting a building.</p> <p>BG Futures tenants have access to hand sanitising stations upon entry and exit to the building.</p>	L	Yes. All staff & BG Futures tenants to be briefed on these procedures

CONTROL SHEETS & FORMS

Social Distancing/Screens	Limiting and preventing the spread of Covid-19	Staff BG Futures tenants	<p>All staff are to keep a 2- metre social distance from any other person. In the government's recent review (03/07/2020) into social distancing measures, 1- metre social distancing is permissible with the correct mitigations in place. The full review, including advice on mitigations, can be viewed here: https://www.gov.uk/government/publications/review-of-two-metre-social-distancing-guidance/review-of-two-metre-social-distancing-guidance</p> <p>Signage / posters are to be displayed within the BG Futures building and associated buildings to remind staff of the importance of social distancing 2- metre rule and regular hand washing.</p> <p>Appropriate clear Plexiglas screens are to be fitted to the Reception Desks in the foyer of the building. These are to be regularly cleaned with appropriate cleaning products.</p> <p>BG Futures tenants are required to keep a 2- metre social distance from any other person in the building, in line with the wider campus policy of 2- metre distancing. BG Futures tenants are responsible for enforcing social distancing measures within their unit and detailing any risks posed and measures taken within their individual business' risk assessment.</p> <p>BG Futures tenants will not be granted access to their office without presenting a completed risk assessment for their business.</p>	L	Yes. All staff & BG Futures tenants to be briefed on these procedures.
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CONTROL SHEETS & FORMS

Working Schedules	Limiting and preventing the spread of Covid-19.	Staff	Management are to review all staff schedules, shift start and finish times and working patterns with a view to reducing the number of BG Futures department staff on site at any one time.	M	Yes. All staff & BG Futures tenants to be briefed on these procedures
Mental Health	Staff feeling affected by Mental Health issues which will require assistance from the University.	Staff	<p>Management, Line Managers and Supervisors are to promote mental health and wellbeing awareness to staff during the Coronavirus outbreak and are to offer whatever support they can to help.</p> <p>All staff are to be encouraged raise any concerns and regular briefings are to be conducted.</p>	M	Yes. All staff have received relevant updates and signposting from HR.

CONTROL SHEETS & FORMS

Symptoms / Covid-19 positive test	Transmission of Covid-19 to and between BG Futures staff, BG Futures tenants, co-workers and visitors.	Staff BG Futures Tenants (Physical & Virtual), Visitors, Clients	<p>Staff, BG Futures tenants, BG Futures Virtual tenants, clients and visitors should not attempt to come onto campus if they, or anyone in their household, is showing signs of Coronavirus</p> <p>If any staff member becomes unwell with a continuous cough or a high temperature they will be sent home and advised to follow the stay at home guidance. Line Managers and Supervisors will maintain regular contact with staff members during this time.</p> <p>If any BG Futures tenant, client, or visitor becomes unwell with a continuous cough or high temperature they will be asked to leave the premises and advised to follow the stay at home guidance.</p> <p>Relevant information on the tenant will be provided to the appropriate person within BGU to advise of contamination.</p> <p>In the event of a BG Futures tenant, one of their visitors or a Virtual tenant testing positive for Covid-19 they must advise Cassie or Sarah as soon as possible</p>	M	Yes. All staff & BG Futures tenants to be briefed on these procedures
Working from Home	Limiting personal contact with BG Futures staff.	Staff	Where possible, staff should be encouraged to work from home as much as possible reducing the number of BG Futures staff being on campus at any one time.	L	Yes. All staff to be briefed on these procedures.

CONTROL SHEETS & FORMS

BG Futures Department Covid-19 – working practices.	Transmission of Covid-19 to and between BG Futures Department Staff, Tenants, Contractors and Visitors.	Staff BG Futures tenants (Physical & Virtual) students, contractors, public, service users and Visitors	<p>Full and regular reviews of the working practises within this area are to be conducted in order to ensure correct social distancing rules are being adhered to at all times.</p> <p>BG Futures physical tenants to provide adequate risk assessment for operating on campus and within the building. When the Business and Enterprise Centre is reopened (scheduled 6th July 2020) no BG Futures tenant is to gain access without providing and adequate risk assessment</p> <p>Risk Assessment and tenant's own procedures should cover the following in relation to clients & visitors:</p> <ul style="list-style-type: none"> Any visitor / client must have a pre-booked appointment with tenant and have confirmed that they are not showing any symptoms of COVID-19 Once on-site visitors / clients should make their way directly to the Business & Enterprise Centre where tenants will meet them Face coverings are to be worn on entry to the Business and Enterprise Centre and can be removed, at the tenant's discretion, once in your own office It may be necessary for the University to trace people should someone test positive for COVID-19 and it is essential that a record of visitors / clients is maintained by tenants for 21 days Tenants are to remind visitors / clients that they have a moral obligation to inform tenants should they test positive for COVID-19 within 21 days of their visit. In this event tenants are to inform CR or SM immediately. 	M	Yes. Line Managers and Supervisors are to remind all Staff and BG Futures tenants of the importance of these procedures.
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CONTROL SHEETS & FORMS

BG Futures Department Reception	Limiting and preventing the spread of Covid-19.	Staff BG Futures tenants (Physical & Virtual) Visitors, Clients	<p>Entry to the Business and Enterprise Centre will be by contactless key card only.</p> <p>Entry to this area is to be on a one in and one out basis. Visitors are to be instructed to use the hand Sanitisation Station on entering the building.</p> <p>Where possible BG Futures staff should personally book in and out any visitor, complete any required documentation and enter any vehicle registrations in order to minimise any possible cross contamination.</p> <p>All areas and surfaces are to be cleaned with an appropriate cleaning product on a regular basis.</p> <p>No reading materials / magazines/ brochures will be available</p> <p>No refreshments will be served</p> <p>All BG Futures Department visitors are to receive a site induction including a Covid-19 briefing/ instruction. Where possible the Covid-19 briefing / instruction should be sent to all BG Futures Department visitors prior to arrival on campus.</p> <p>All BG Futures department staff are to stay within the main office area and behind the clear plexiglass screens when conducting reception duties or tasks</p>	M	Yes. Line Managers and Supervisors are to remind all Staff of the importance of these procedures
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CONTROL SHEETS & FORMS

IT Equipment and Workstations. Communal Printer	Limiting and preventing the spread of Covid-19.	Staff BG Futures tenants	<p>BG Futures Department staff are to regularly clean and sanitise their own IT equipment and work areas with appropriate provided cleaning products.</p> <p>Hot desking is strictly prohibited.</p> <p>BG Futures tenants are to sanitise the communal printer after use with appropriate provided cleaning products</p>	M	Yes. All staff to be briefed on these procedures
BG Futures Kitchen	Limiting and preventing the spread of Covid-19.	Staff BG Futures tenants	<p>Where possible staff and BG Futures tenants should bring pre-packed meals and refillable drinks bottles from home.</p> <p>All surfaces in the kitchen are to be cleaned with an appropriate product on a regular basis.</p> <p>Staff & tenants to supply their own crockery, cutlery, tea towels & cloths for kitchen.</p> <p>Any crockery, cutlery etc is to be cleaned and stored away immediately after use in tenant's own office</p> <p>Tea / coffee etc to be stored in tenant's own office</p>	M	Yes. All staff & BG Futures tenants to be briefed on these procedures
BG Futures Post Room	Limiting and preventing the spread of Covid-19	Staff BG Futures tenants (Physical & Virtual)	All surfaces in the post room are to be cleaned with an appropriate product and sanitised on a regular basis	M	Yes. All staff & BG Futures tenants to be briefed on these procedures

CONTROL SHEETS & FORMS

Virtual Tenants post collection	Limiting and preventing the spread of Covid-19	Staff BG Futures Virtual Tenants	<p>Virtual tenants to arrange post collection in one of the following ways:</p> <ol style="list-style-type: none"> 1) Contact Cassie (CR) or Sarah (SM) to request a date / time to access campus. 2) In turn CR or SM to contact security team 3) CR or SM to feedback confirmation to Virtual tenant 4) Virtual tenant to park as normal on campus 5) Collect post from post room as normal, using contactless key card and leave campus. 6) All surfaces in the post room are to be cleaned with an appropriate product and sanitised on a regular basis <p>OR</p> <p>On a Tuesday, Wednesday or Thursday, Virtual tenants can contact CR directly on 01522 583900 to arrange post collection.</p> <p>If this is the first time a Virtual tenant is arriving on campus since the Business & Enterprise Centre closure they need to call security on 07850 015713 or CR on 01522 583900 to confirm arrival and update their contactless key card in order to gain access to the Business & Enterprise Centre</p> <p>One of the above procedures (1-6 or CR) must be followed every time a Virtual tenant requires access to campus to enable BGU to keep a record of how many people are on site at any one time.</p>	M	Yes. All staff & BG Futures Virtual tenants to be briefed on these procedures
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CONTROL SHEETS & FORMS

			Once Virtual tenants have collected post, they are to leave campus immediately to mitigate footfall on campus.		
The Business & Enterprise Centre communal areas & tenants offices	Limiting and preventing the spread of Covid-19	Staff, BG Futures tenants	<p>Doors will be propped open, where safe, to reduce touch points and allow for flow of air. Doors in stairwells will remain closed as these are an exit route in the event of a fire.</p> <p>BG Futures staff and tenants, as well as students and clients, must wear a face covering in the communal areas of the BG Futures building, unless they are medically exempt from doing so.</p> <p>Where appropriate tenants may prop open their door and open their window whilst they are in their office to allow a flow of fresh air to the room.</p> <p>Tenants are to be aware that where their office door / window is open, if the fire alarm activates in the building, everybody is to leave the building by the quickest, safest route, ensuring their office door / window is closed on leaving their individual office.</p>	L	Yes. All staff and BG Futures Tenants to be briefed on these procedures.

CONTROL SHEETS & FORMS

Face-to-face appointments for BGU students, alumni and MOVE Project clients	Limiting personal contact with BG Futures staff. Limiting and preventing the spread of Covid-19.	Staff, Clients	<p>BGU students and alumni</p> <p>BG Futures careers advisors will continue to offer remote appointments only on BG Futures Online. These will be carried out via phone or video call at the student's request.</p> <p>Face-to-face appointments will be offered to BGU students and alumni by exception. When arranging and conducting face-to-face appointments with clients, all staff must follow the supplementary Procedure for face-to-face appointments, found on the BG Futures SharePoint area.</p> <p>MOVE Project clients</p> <p>Due to the nature of the support offered to MOVE Project clients, where appropriate, MOVE Project advisors will offer face-to-face appointments to clients.</p> <p>When arranging and conducting face-to-face appointments with clients, all staff must follow the supplementary Procedure for face-to-face appointments, found on the BG Futures SharePoint area.</p>	M	Yes. All staff to be briefed on this procedure.
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RECOMMENDATIONS				
Is a Safe System of Work Required?			IS A DETAILED RISK ASSESSMENT REQUIRED?	
			SPECIFY	
Is a Standard Operating Procedure required?			Workplace	
Is further information required			Work Equipment	

CONTROL SHEETS & FORMS

WILL this activity require a Permit to Work system?			Materials/Substances - COSHH	
Additional Comments/Observations:			Manual Handling	
			Display Screen Equipment	
			Noise	
			Fire	
			Other:	

Risk Assessment Circulation list (tick box)					
Employees	x	Management	x	Clients	
Other – Specify:					
	Allison Webb (Head of Careers, Employability and Enterprise)	Signature:		Date:	09/09/2020
	Sarah Moseley (Enterprise Development Manager)	Signature:		Date:	09/09/2020
	Cassie Rainey (BG Futures Administrator)	Signature:		Date:	09/09/2020

CONTROL SHEETS & FORMS

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PART 1 GUIDANCE ON COMPLETING THE GENERAL RISK ASSESSMENT FORM

Table A

Activity Assessed: Describe the activity that is being assessed e.g. floor cleaning, operation of a machine; maintenance activities etc.

Location: Describe the location of the activity.

Table B

Those affected: Any person who may be affected by the work must be identified. Should there be categories of persons not listed, enter them in the boxes provided.

Table C

Hazards: Identify the hazards inherent to the activity being assessed, by putting crosses in the appropriate boxes. The list provided is not comprehensive. Should there be hazards that are not listed then enter them in the boxes provided.

Note: The definition of a **HAZARD** is:- something with the potential to cause harm.

Table D

Hazards: List the hazards identified in Table C.

Existing Control Measures: Outline the existing measures which will reduce the risk arising from each of the hazards listed. Check that they meet legal requirements, industry standards and represent good practice. Typical control measures include: safe design; preventing access to the hazard e.g. guarding; written procedures and instructions; training; provision of PPE etc.

Risk

Assess the risks arising from the hazards identified, using the criteria set out below. Consideration must be given to what is reasonably foreseeable in relation to the identified hazards and recognition of any existing control measures that reduce the risk. Enter the appropriate letter, L for low, M for medium or H for high. If the overall risk category is low, then the assessment is complete and the form circulated to those affected. However if the overall risk category is medium or high then Additional Control Measures are required (see below).

Note: The definition of a **RISK** is: - the likelihood that harm from a particular hazard will occur and the consequences.

CONTROL SHEETS & FORMS

SEVERITY	LIKELIHOOD				
Probability → X Severity ↓	Unlikely 2	Reasonably Likely 4	Likely 6	Highly Likely 8	Almost Certain 10
Fatality 10	Moderate Risk	Substantial Risk	Intolerable Risk	Intolerable Risk	Intolerable Risk
Major Injury 8	Tolerable Risk	Substantial Risk	Intolerable Risk	Intolerable Risk	Intolerable Risk
7 Days off work 6	Tolerable Risk	Moderate Risk	Substantial Risk	Substantial Risk	Substantial Risk
Minor Injury 4	Trivial Risk	Tolerable Risk	Moderate Risk	Moderate Risk	Moderate Risk
Insignificant Injury 2	Trivial Risk	Trivial Risk	Tolerable Risk	Tolerable Risk	Tolerable Risk
Risk Rating	Requirements for control measures		Actions to be taken		
Intolerable Risk	Activity should be stopped immediately until action is taken to reduce the risk to an acceptable level		Stop Activity		
Substantial Risk	Risk is significantly high where if reasonably practicable activity should be suspended until action is taken to reduce the risk. Where this is not possible, strict deadlines should be agreed for further actions to reduce the risk. High levels of control are required including; Permits to work, Specialist safety equipment, Strict supervision etc.		Alternative methods should be found to reduce or remove the risk wherever possible. The risk must be strictly controlled and only authorised, competent persons allowed in or around the hazard.		
Moderate Risk	Moderate levels of control are required. As above but with engineering and management safety systems in place.		Review to assess whether the risk can be reduced; ensure competence levels for safe working operations.		
Tolerable Risk	Risk level is acceptable providing all reasonable controls are in place.		Review regularly to ensure the risk does not increase.		
Trivial Risk	Risk level is low, no significant action required		Monitor risk to ensure it remains low.		

Low Risk	Low Risk	Medium Risk	High Risk	High Risk
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Table E

Additional Control Measures:

Additional control measures that will reduce the risks further should be noted. For example, elimination of the hazard should be considered first. If this is not possible, then try to reduce the risk e.g. risks from electrical hazards might be reduced by using low voltage electrical appliances. Also consider: safer design; additional guards; additional procedures and instructions; increased supervision; personal protective equipment (PPE). The completion date for the introduction of each additional control measure should be noted.

Residual Risk:

Taking into account the existing and additional control measures enter the appropriate letter, L for low, M for medium or H for high. If the residual risk category is low, then the assessment is complete and the information should be disseminated to those affected. If the overall risk is **medium** then additional control measures should be introduced within the completion date period and the information contained within the assessment disseminated to those affected. If the Residual Risk remains **high**, work **must not** proceed and the risks arising out of the hazards re-assessed to identify further risk reduction measures.

Table F

Identify any further requirements that need to be actioned to further reduce risk!