



### COVID-19 BACK TO WORK RISK ASSESSMENT

ASPECT	AREA	RISK	Risk Score	MEASURES OF MITIGATION	Residual Risk Score
Pre Start	Training	New procedures not understood/adhered to	4	All staff and students to have opportunity to consider the RA and ask questions before returning to work. Develop training materials for new procedures. See here for Government advice. <a href="https://shorturl.at/npHZ4">shorturl.at/npHZ4</a>	2

ASPECT	AREA	RISK	Risk Score	MEASURES OF MITIGATION	Residual Risk Score
Pre Start	Training	New procedures not understood/adhered to	High	All staff to have opportunity to consider the RA and ask questions before return to work. Develop training materials for new procedures.	1
		New procedures not understood/adhered to	High	Engage with workers/union reps/ worker representatives to explain and agree changes.	1
	Cleaning	No hot water for hand washing	High	Check boilers/ventilation systems.	1
		Water has been in system undisturbed	High	Legionnaires testing up to date?	1
		Social distancing not adhered to	High	Install screens/floor markings.	1
		Social distancing not adhered to	High	Install signage/one way systems.	1
		Cleaning supplies not adequate	High	Order PPE/Sanitiser/Soap/Paper towels/antibac sprays/increased amount of cleaning products.	1
Covid-19 virus may be on surfaces in premises	High	Consider deep clean.	1		
Welfare Facilities	Kitchen	Cross contamination person to person use of shared crockery	High	Kitchen facilities to be <u>restricted</u> . All staff advised in advance and told to bring own mugs, drinks, food and cutlery etc..	3
		Cross contamination person to person touching surfaces	High	Antibac spray and wipe to be installed in all shared areas with kitchen rolls. Antibac gel dispensers to be installed.	3
		Cross contamination person to person congregation in kitchen	High	Waiting area outside of kitchen to have 1m tape on floor.	3
		Cross contamination person to person congregation in kitchen	High	Rota system for kitchen use, no more than 3 people in this area at one time.	3
		Cross contamination canteen server to customer	High	Canteen facility to be take away Fridge/kettle provided staff to bring own food.	3
	Toilets	Cross contamination person to person congregation in toilet area	High	Only 3 persons to be in toilet facilities at a time, provision of antibac & wipe with wipe down after use policy in place.	3
		Cross contamination from waste bins	High	Waste bin with automatic lid in place to replace open bin.	2
		Cross contamination person to person congregation in toilet area	High	Waiting area outside of toilet must be in the corridor with social distancing markings.	3
		Cross contamination person to person	High	Good stocks of soap, disposable hand towels and antibac hand gel upon leaving facility.	1

Explanation of risk	
Score based on people exposed	
1	Works alone/no contact with other workers within 2m
2	Small numbers of people <5 with clear 2m spacing
3	Larger numbers of people >5 with clear 2 m spacing
4	Only 1m spacing can be achieved <5 people
5	Only 1m spacing can be achieved >5 people

	Sinks	Cross contamination person to person	High	Disinfectant spray to be used before and after each use. All towels/toiletries to be removed after each use. Extraction fan to be operational and open windows where possible.	1
	Corridor /Changing	Cross contamination person to person	High	Use of lockers to be added where possible.	2
		Cross contamination person to person	High	One way system in place through corridor. Entry from Goldfinger Avenue entrance exit from Covered Way . Uniform - change areas at work. Washing facilities. Plastic bags provided. Minimum temperature/use of in-wash disinfectant.	2
Office /Admin/Meetings	Work areas	Cross contamination person to person	Medium	1m mark around working areas/use of screens.	1
	Work areas	Cross contamination person to person	Medium	Working from home where practicable. Staggered working hours for those who must attend office.	1
	Staff room	Cross contamination person to person	Medium	Hot desking to be avoided. When absolutely necessary, a full clean of the facility using antibac cleaner, disposable wipe and PPE to be provided. No more than 2 staff in staff room at a time.	4
	Work areas	Cross contamination person to person	Medium	Antibac gel dispensers prominently displayed around work areas	1
	Work areas	Cross contamination person to person	Medium	Homeworkers to complete DSE assessments.	1
	Meeting rooms	Cross contamination person to person	Medium	Meetings to be conducted via web/phone. No unnecessary travel to other departments/sites.	1
	Meeting rooms	Cross contamination person to person	Medium	All rooms to be marked with maximum capacity (persons).	3
	Corridor/ floor plan	Cross contamination person to person	Medium	One way system in place throughout office/factory/warehouse.	3
	Ventilation	Cross contamination person to person	Medium	Where possible, open windows/doors, ensure ventilation system is operational.	3
Pastoral Care	Staff support	Mental well being	Medium	Weekly catch up/ buddy systems.	1
	Staff support	Mental well being	Medium	Increased/regular breaks.	1
	Engagement	Mental well being	Medium	Celebration/graduation/birthday cakes , drinks replaced by email congrats. Birthday cards with multiple signatures replaced with email pictures/messages.	1
	Engagement	Communication and over seas students	High	Consider communication methods such as signage to communicate changes to proecedures. Ensure non-English speakers and overseas students are kept up to date with travel regulations and procedures.	1
	Engagement	Feedback	Low	Encourage feedback on how measures are going. Ask for ideas/suggestions.	1
	Engagement	Communication	Medium	Communiacte with suppliers, models,students,tutos and trade bodies to ensure they understand procedures and share best practice.	1

Studios	Students, Tutors , Visitors	Infected person arrives at office	Medium	Clear Signage at entry points with Covid-19 symptoms and request to leave if displaying any of these. As technology improves possible temperature checks upon entering office/studios. Screens/ 1m floor marking. Queue system in place, including marking outside of office. Maximum number of visitors in Academy depending on space. Hand gel. Pedal bins. Where possible, open windows/doors.	3
		Cross contamination person to person	Medium	Make up and hair products being used must only be used on the owner of the kit. Each cubicle will be for 1 person using their own personal kit. AN HMUA working in that cubical will be in full PPE. Mask, eye protections and apron. Students to stay within their allocated "bubbles" ( bubbles = group of students who work souly with oneanother) Studio stock/equipment sterilized between each use. Sterilizing cabinets to be installed in every room.	4
		Cross contamination person to person	Medium	Admin staff to hold sign in/out book and log visitor in/out.	2
		Cross contamination person to person	Low	No personal deliveries to work (Amazon parcels etc).	1
		Cross contamination person to person	Medium	Visitor passes - current paper ones ones/method of sanitising passes and lanyards.	1
		Cross contamination person to person touching surfaces	High	Barriers/Screens to be wiped down frequently with antibac by HMUA using the area. Hand sanitiser close by.	3
		Cross contamination equipment	High	All equipmnet to be wiped down or Sterilized with UV ,Barbicide or sterilising cabinet between each use.. If Mak-up kit taken home this must be sterilized before it re entres IMA studios.	5
Transport/Exterior Facilities /Travel from home to Academy	Car park	Cross contamination person to person	Low	Walk ways (one way where possible). Staff /students to remain in car until 1 metre distance can be achieved before exiting and walking to premises.	2
	Pinewood Bus	Cross contamination person to person	Medium	Face masks to be worn whilst on the bus. 1m between queuing to use facility. Own hand sanitiser to be used.	4
	Driving	Cross contamination person to person	Low	Pool car use to be restricted. Full stock of antibac spray/wipes in each personal car for pre use cleansing.	4
	On site Café's, shops	Cross contamination person to person	Medium	Face masks/gloves to be worn. Social distancing rules to be observed.	3
	Public transport	Cross contamination person to person	Low	Staff briefing on importance of hand sanitiser, frequent hand washing, social distancing. Follow current guidelines re use of masks/gloves.	5
	Smoking areas	Cross contamination person to person	Medium	Marked circles for smokers to stand 2m apart, queueing system if shelter full.	3
		Cross contamination person to person	Medium	Pinewood shifts to be increased, PPE provided, consider low use times for cleaning staff to work, use of bleach based products (ensure COSHH practices adhered to).	2

Cleaning functions	Cleaning staff	Cross contamination person to person	Medium	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods.	2
Maintenance	Maintenance personnel on site	Cross contamination person to person	High	Request RA/MS before any work starts and ask for specific Covid-19 considerations, including PPE.	2
		Cross contamination person to person	Medium	Consider barriers around maintenance staff.	2
		Cross contamination person to person	Medium	Request sign off sheets completed electronically.	2
		Cross contamination person to person	Medium	Site induction completed.	2
High risk groups	Personal Protection Plans	Cross contamination person to person	High	Does a staff member have a condition that puts them at enhanced risk?	5
		Cross contamination person to person	High	Do they have a family member who is at increased risk? What advice have they been given by their doctor/government advice?	5
		Conditions aggravated by control measures	High	Are any of the control factors problematic for the worker? (Skin conditions made worse by sanitser gels/ Crohn's disease requiring priority access to toilet facility). Known mental health issues.	5
Symptoms of Covid	Students,Tutors, Visitors	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. Admin team will maintain regular contact with staff/student members during this time.  If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. <a href="https://www.publichealth.hscni.net/">https://www.publichealth.hscni.net/</a>	High	Internal communication channels and cascading of messages through admin team will be carried out regularly to reassure and support students and staff in a fast changing situation. Admin team and H and S officers will offer support to staff who are affected by Coronavirus or has a family member affected. Gov.UK advise to be adhered to re self isolation and track and trace.	2
Emergency	Emergency	Cross contamination person to person	High	Do emergency plans require staff to come into close contact? PPE by spill kits/ re-think muster areas. Disabled staff on ground floors only if use of evac chair was a factor in evacuation plans.	4
		Cross contamination person to person	High	First aiders - enhanced PPE/training. Regular handwashing takes place.	4
Confirmation of positive case	Staff support	Communication	Low	Communicate with all interested parties.	2
	Cleaning	Cross contamination surfaces/person to person		Deep clean - refer to government guidance.	2

			Low		
	Incident recording	Record keeping/Reporting/Lessons learned	Low	Implement incident procedure. Consider RIDDOR advice on HSE website. Act upon lessons learned.	2