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|  **Risk Assessment Methodology**   |
| See also [CCOHS COVID-19 Controls Infographic](https://www.ccohs.ca/images/products/infographics/download/hierarchy-covid.png) |
| **Severity Scale**  |
| **1. Slightly Harmful**  | **2. Moderate**  | **3. Severe**  | **4. Extreme**  |
| Superficial injuries  | Lacerations  | Amputation  | Fatal disease  |
| Minor cuts & bruises  | Minor Burns  | Major fractures  | Severely life shortening disease  |
| Eye irritation from dust  | Concussion  | Deafness  | Poisoning  |
| Nuisance & irritation  | Minor fractures  | Head injuries  | Fatal injuries  |
| Temporary discomfort  | Asthma  | Eye injuries  | Occupational cancer  |
|   | Minor disability  | Severe Burns  | Permanent disability  |
| **Likelihood Scale**  |
| **1**  | **2**  | **3**  | **4**  |
| Very Unlikely/Yearly  | Unlikely/During a Semester  | Likely/Weekly  | Very Likely/Daily  |
| **Risk Assessment Matrix**  |
|

|  |  |  |
| --- | --- | --- |
|   |   | Severity  |
|   |   | 1  | 2  | 3  | 4  |
| Likelihood  | 1  |    |    |    |    |
| 2  |    |    |    |    |
| 3  |    |    |    |    |
| 4  |    |    |    |    |

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| Risk Assessment **with** controls (Taken as the highest colour in matrix)  |
| High   | Medium   | Low              |

 |
| **Risk Action**  |
| **Assessment**  | **Priority**  | **Action**  |
| Medium Risk 4-6  | Action needed  | Controls required as soon as possible. Can risks be lowered; costs can be considered.  The measures should be implemented within a defined time period (1 month) Arrangements should be made to ensure that the controls are maintained, particularly if the risk levels are associated with harmful consequences  |
| High Risk 8-9  | Urgent action needed  | Controls are required immediately.Substantial efforts should be made to reduce risk.  Risk reduction measures should be implemented urgently (2weeks) It might be necessary to consider suspending or restricting the activity, or to apply interim risk controls.  |
| Very High Risk 12-16  | Urgent action needed  | Controls are required immediately  These risks are unacceptable.  The work activity should be halted  If it is not possible to reduce risk the work should remain prohibited.  |

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| **Risk Assessment**This is a collective NUI Galway risk assessment to assess the public health hazard of COVID-19 (SARS CoV-2) infection:- 1. Coming onto the University campus/ University buildings.
2. Being spread on the University campus/ University buildings in the event of a case, poor practices, etc.

**Who might be harmed:** * Staff
* Visitors to your premises
* Cleaners
* Contractors
* Drivers
* Vulnerable groups – Elderly, Pregnant workers, those with existing underlying health conditions
* Anyone else who physically comes in contact with the University in relation to our operations

**Severity:**In the case of COVID-19 the percentage of people who become seriously ill currently is low. Arrangement are such that very high risk individuals are not on campus, therefore the severity is reduced. **Contact time:**Regarding the contact time, contact tracers regard someone as a possible “close contact” where they have spent time with someone who has COVID-19 in the following circumstances:* > 15 minutes of face-to-face contact within 2 m indoor or outdoor
* > 2 hour in a closed space

See [HSE Close Contact](https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html) Link |
| ***Hazard(s)***  | ***Likelihood*** *(With Controls in place)*  | ***Severity*** *(With Controls in place)*  | ***RISK RANKING*** ***L x S***  | ***Controls*** *Must be specific and in accordance with the Hierarchy of Controls*  |
| Prevent the Introduction of Infection into the organisation –Prerequisites and Fitness to Work/Attend | 3 | 2 | 6 | Employee/student/Contractor/Visitor/Others **not to** come onto the University campus/ University buildings if they:-1. Are experiencing C-19 symptoms, now or in the past 14 days. 2. Have been advised by a doctor to self-isolate or cocoon. 3. Have been in close contact with a person who is a confirmed or suspected C-19 case All 7 Health Status situations are set out in Part 6 a. of the [COVID-19 Access to Campus Protocol](https://nuigalwayie.sharepoint.com/sites/ReturningtoWorkSafely/Shared%20Documents/COVID-19%20Access%20to%20Campus%20Protocol%20v1.1.pdf?web=1)*Close contact* means either face-to-face contact, spending more than 15 minutes (accumulated) within 2 meters of an infected person, or living in the same house as an infected person. Stay at home, seek medical advice & follow [HSE Guidelines](https://www2.hse.ie/conditions/coronavirus/self-isolation-and-limited-social-interaction.html). **NUI Galway Procedures:** [COVID-19 Access to Campus Protocol](https://nuigalwayie.sharepoint.com/sites/ReturningtoWorkSafely/Shared%20Documents/COVID-19%20Access%20to%20Campus%20Protocol%20v1.1.pdf?web=1) (All)Display COVID-19 signs & information (All) including the [COVID-19 Know Your Role Poster](http://www.nuigalway.ie/media/healthsafety/covid-19/Covid-19-Know-Your-Role-Poster.pdf)Complete [Return to Work Form](https://nuigalwayie.sharepoint.com/sites/ReturningtoWorkSafely). Send to line manager <3 days before return to work (Staff)[Central COVID-19 induction training](https://nuigalwayie.sharepoint.com/sites/COVID-19_NUIG_ReturnToWork_HealthSafety) to be completed (Staff)Student COVID-19 induction training to be completed (students). Provide and record [Unit COVID Briefing](https://nuigalwayie.sharepoint.com/%3Aw%3A/r/sites/COVID-19_NUIG_ReturnToWork_HealthSafety/_layouts/15/Doc.aspx?sourcedoc=%7bb0811a85-fbb6-4150-82f2-333a24bdacd4%7d&action=view&wdAccPdf=0) on local controls for workplace (Staff)  |
| Poor Hand Hygiene | 3 | 2 | 6 | * Wash/sanitize hands on entering and leaving all University buildings, food areas, toilets, and regularly while in the University, etc. and other places where others are present/have been recently.

Ensure:- * Hand washing facilities with soap and water in place.
* Stringent hand washing taking place.
* See hand washing guidance + [Video](https://www.youtube.com/watch?v=IsgLivAD2FE).
* Drying of hands with disposable paper towels + [Link](https://www.nursingtimes.net/news/research-and-innovation/paper-towels-much-more-effective-at-removing-viruses-than-hand-dryers-17-04-2020/).
* Staff encouraged to protect the skin by applying emollient cream regularly

<https://www.nhs.uk/conditions/emollients/>* Gel sanitisers with 60%+ alcohol in any area where washing facilities not readily available

Staff and students to be reminded on a regular basis to wash their hands for ~60 seconds with water and soap and the importance of proper hand drying.  |
| Poor Coughing or sneezing etiquette | 3 | 2 | 6 | * If you need to cough or sneeze, cover mouth and nose with a tissue.

* Throw used tissue into a covered bin (or seal in a small plastic bad and then dispose in the bin) and wash hands in approved manner immediately afterwards.
* Regular reminders to Staff & Students to catch coughs and sneezes in tissues – Follow Catch it, Bin it, Kill it
 |
| Touching eyes, nose or mouth with unwashed hands | 3 | 2 | 6 | * Reminders to Staff and Students to avoid touching face, eyes, nose or mouth with unclean hands.

* Handwashing and sanitising as above.
* By-product of using facemasks (+/or visors) discourages touching eyes, nose + mouth
 |
| Source of infection - Dirty and contaminated frequently touched surfaces and objects | 2 | 2 | 4 | * Enhanced cleaning and disinfection procedures are in place
* All staff to utilise a ‘clean-in, clean-out’ policy for their workspaces
* Clean and disinfect frequently touched surfaces (e.g. desks, tables and objects (e.g. telephones) regularly [ECDC Cleaning Recommendations](https://www.ecdc.europa.eu/sites/default/files/documents/coronavirus-SARS-CoV-2-guidance-environmental-cleaning-non-healthcare-facilities.pdf)

* Do not touch your own face
* Rigorous checks will be carried out by Unit line managers and Local Covid-19 Co-Ordinators to ensure that the necessary procedures are being followed.

**NUI Galway Procedures:** [**Cleaning in COVID-19 Environment**](https://nuigalwayie.sharepoint.com/sites/ReturningtoWorkSafely/Shared%20Documents/Forms/AllItems.aspx?id=%2Fsites%2FReturningtoWorkSafely%2FShared%20Documents%2FFAQ%27s%20%2D%20Cleaning%20in%20Covid%2019%20Environment%2Epdf&parent=%2Fsites%2FReturningtoWorkSafely%2FShared%20Documents) |
| Higher risk of infection in indoor busy public settings  | 3 | 2 | 6 | * The University requires that all staff and students wear a face covering while indoors in public areas or shared spaces on campus.

* Masks are recommended as a simple barrier to help prevent respiratory droplets from traveling into the air and onto other people when the person wearing the mask coughs, sneezes, talks, or raises their voice.
* See COVID-19 Access to Campus Protocol pg. 11
 |
| Introducing Infection To Workplace  | 3 | 2 | 6 | * Public Health Guidelines require all personnel to maintain a log of all those they have been in close contact with while on campus.
* All University personnel are asked to download the useful HSE COVID Tracker App
* The University will maintain records of classes for contact tracing purposes.
* Staff similarly organising any meetings must ensure details are logged + kept for 4wks.

  |
| Close contact with other people for an extended time | 2 | 2 | 4 | * Keep >2m away from other people.
* Minimise duration of exposure. Where there is > 15 minutes of face-to-face contact within 2 m indoor or outdoor or > 2 hour in a closed space with someone who has COVID-19 a person may become a “close contact” See [HSE Close Contact](https://www2.hse.ie/conditions/coronavirus/close-contact-and-casual-contact.html) Link
* Access routes are planned, adapted and signposted in conjunction with Buildings & Estates
* Follow one way routes and signs posted throughout buildings e.g. many stairs are one-way
* Staff to be reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.
* Within Unit, work within a designated area/pod (Unit risk assessment)
* Redesign processes to ensure social distancing in place (Unit risk assessment)
* Management checks to ensure this is adhered to.
* Take steps to review work schedules to minimise number of contacts, including start & finish times/shift patterns, etc. to reduce number of workers on site at any one time. Also relocating workers to other tasks.
* Working from home where possible.
* Staff and students should minimise their time on campus.
* Staff/students to minimise their movements, within buildings and across the wider campus.
 |
| Avoid direct meetings  | 2 | 2 | 4 | * Avoid face-to-face meetings.
* Conference calls to be used instead of face to face meetings.
* If unavoidable and justified scale event down to the minimum number of people, ensure good ventilation, 2m distancing, minimize time, etc.
 |
| Students and staff getting complacent and the COVID-19 measures | 3 | 2 | 6 | * Curam Dá Chéile commitment by staff and Students
* UMT to review and adapt protocol and implementation.
* Unit Management by Head and PIs
* Local COVID Co-ordinators appointed and trained to assist Heads in COVID Operations
* [Checklist](https://forms.office.com/Pages/ResponsePage.aspx?id=hrHjE0bEq0qcbZq5u3aBbBXLskgp_vtMhtFrp2KRp9pUNkhJU0pXSEZEWjNYNUFVUDJIVzFFNFNWOC4u) for Heads, PIs and Local COVID Co-ordinators to use to monitor areas
* To help reduce the spread of coronavirus (COVID-19) remind everyone of the public health advice - <https://www.gov.ie/en/publication/472f64-covid-19-coronavirus-guidance-and-advice/>
* Posters, leaflets and other materials are available for display. <https://www.hse.ie/eng/services/news/newsfeatures/covid19-updates/partner-resources/>
* Communications campaign
* All staff and students are required to note that a breach of University guidance, protocols, policies & procedures related to reducing the spread of Covid-19 will be considered and managed under the relevant Code of Conduct or other applicable University policy where required.
 |
| Close contact with people in areas such as toilets.  | 2 | 2 | 4 | Reduced number of people only can use toilets at a time (sign at all toilet entrances) |
| Close contact with people in areas such as Lifts  | 2 | 2 | 4 | * Only one person can occupy/use a lift at a time (prioritize accordingly)
* Other persons to be directed to wait or use the stairs.
* Contact points on lifts to be cleaned frequently as per the cleaning schedule.
 |
| Infection while eating or drinking  | 3 | 2 | 6 | * Social distancing (2 m) to be adhered to in eating areas and smoking areas.
* Wash hands and clean down table.
* Piped drinking water supplies disconnected.
* Water Coolers (bottled) water fonts:- active fonts replaced by foot operated types; unused fonts closed off; users to disinfect any points of contact between bottle and font before and after use. Signs displayed on active fonts.
* Only prepacked food – home or café.
* Refillable cups cannot be used during this time.
* Student reheating stations and Unit kitchenettes will not at available.
 |
| Infection while administering First Aid  | 3 | 2 | 6 | * Casualty to have a surgical facemask applied during contact time to infection risk
* Patients in cardiac arrest should have compression only CPR applied. (PHECC)
* PPE, Guidance and training has been provided to NUI Galway First Aid Responders.

**NUI Galway Procedures:**[COVID-19 Guidance for First Aid Responders](http://www.nuigalway.ie/media/healthsafety/covid-19/COVID-19-Guidance-for-First-Aiders.pdf) |
| Close contact with Contractors  | 2 | 2 | 4 | * Justify requirement for contractor at this time.
* Essential contractors must complete the Pre-Return to Work Form for C-19.
* Contractor to work according to Unit’s RAs and update their own activity RA accordingly.
* Contractor to show evidence they have taken C-19 training such as that offered by CIF.

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| Close contact with Delivery Drivers and packages that might be contaminated  | 2 | 2 | 4 | * Relevant Unit to complete a specific RA – [Delivery RA template](http://www.nuigalway.ie/media/healthsafety/covid-19/COVID-19-Deliveries-Risk-Assessment-Template.docx) available.
* Delivery people can only go as far as the Unit’s designated area.
* Ensure Prior arrangement.
* Ensure physical distancing.
* Verify that this does not create manual handling issues for other staff.
 |
| Close contact with Visitors  | 2 | 2 | 4 | Visitors to campus are only permitted for essential activities and where this has been authorized by the relevant Head of Unit. |
| Dealing with a Person who has Suspected C-19 symptoms.  | 3 | 2 | 6 | * If person develops symptoms while in the University, they are to leave immediately if safe
* Inform their manager or contact by phone.
* If not able to leave e.g. too sick, use the nearest Isolation Room see procedure below:

*Symptoms include:*[a fever (high temperature - 38 degrees Celsius or above)](https://www2.hse.ie/conditions/fever-in-adults.html) [a cough](https://www2.hse.ie/conditions/cough.html) - this can be any kind of cough, not just dry [shortness of breath](https://www2.hse.ie/conditions/shortness-of-breath.html) or breathing difficulties **NUI Galway Procedures:**[COVID Suspect Case Isolation Room Unit Template](http://www.nuigalway.ie/media/healthsafety/covid-19/COVID-Suspect-Case-Isolation-Room-Template-V2.pdf) |

**Signed:** *John Gill*  **Date:**  13th October 2020

 Chief Operating Officer