

TIER 2 COVID Risk Assessment January 2022

<b>Part 1</b> Details of Risk Assessment			
<b>Primary purpose of those being assessed</b>	Review procedures for safe working in buildings beyond level 0 Scottish Government Guidance		<b>Date</b> 24 January 2022
<b>School/Unit/Department</b>	<b>Building</b> Medical and Biological Sciences Building	<b>Assessor's Name</b> Helen Clark & Mike Fearon	<b>Safety Co-ordinator</b> Alan Stewart, Mike Fearon
<b>Primary Site/Location</b>	North Haugh		
<b>Line Manager/Supervisor Name</b>	<b>Head of School/Unit</b>  Prof David Crossman		
<b>Scottish Government Local Protection Factor</b>	<b>Beyond Level 0 as set out for 10<sup>th</sup> August 2021</b> <ul style="list-style-type: none"> <li>• it will continue to be the law, subject to exceptions, that face coverings must be worn in indoor public places and on public transport</li> <li>• Test &amp; Protect will continue to contact-trace positive cases. Anyone who is required to self-isolate will, if eligible, continue to have access to support</li> <li>• we will work closely with local incident management teams on appropriate outbreak control measures</li> <li>• we will continue to use travel restrictions, as and when necessary, to restrict the spread of outbreaks and protect against the risk of importation of new variants</li> <li>• we continue to advise home working where possible, recognising that some staff will start to return to offices in line with staff wellbeing discussions and business need</li> <li>• rigorous hygiene, including regular hand washing, will along with good ventilation, continue to be essential</li> <li>• On physical distancing, even though the law will not mandate it, we continue to advise that, especially indoors, keeping a reasonable distance from people in other households and avoiding places that are crowded will minimise risk.</li> </ul>		

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	<p><b><i>The Scottish Government announced that Scotland is moving beyond the Protection Levels system from 10th August 2021. Guidance specific to Universities has been published at <a href="https://www.gov.scot/publications/coronavirus-guidance-for-universities-and-colleges/pages/introduction.aspx">Coronavirus (COVID-19): universities, colleges and community learning and development providers - gov.scot (www.gov.scot)</a> (updated 23 December 2021).</i></b></p>
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Part 2	Risk Assessment			
<b>Guide</b>	<p>This risk assessment is guided by the Tier 1 Risk Assessment otherwise known as 'The safe use of university buildings' <a href="https://www.st-andrews.ac.uk/policy/safe-st-andrews/internal/safe-use-of-university-buildings-guidance.pdf">https://www.st-andrews.ac.uk/policy/safe-st-andrews/internal/safe-use-of-university-buildings-guidance.pdf</a> This provides the overarching guidance that must be followed to ensure compliance is maintained and risk minimised.</p> <p>The Tier 2 Risk Assessment Format below is designed to detail additional or local measures that may apply in specific buildings to mitigate risk and ensure safe use. This includes recommended capacities for teaching rooms to allow for the voluntary 1 metre physical distancing envisaged in the Tier 1 guidance.</p> <p>Tier 3 Risk Assessments for every room, are no longer required unless COVID government restrictions rise.</p> <p>All risks associated with COVID are covered in the Tier 1 guidance, which must be read prior to completion of the following Risk Assessment:</p> <p>N/A = Not applicable</p> <p>Please add any further controls or current risks specific to the School or Unit, the list supplied in Column 1 below, is not exhaustive.</p>			
MBSB Risk Assessment	Description of current risk	Rating now	Control measures adopted	Future rating
<b>Office type environments</b>	<ul style="list-style-type: none"> <li>Shared office spaces, open plan workspaces and some shared desk space</li> <li>Poor ventilation (windows)</li> <li>Common equipment (printers)</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>All offices and open plan workspaces allow for voluntary (1 m) physical distancing. Staff may choose to operate a rota in their office space as suits their</li> </ul>	<b>3</b>

			<p>work pattern and operational requirements.</p> <ul style="list-style-type: none"> <li>• Most offices have windows that open. These should be opened, where appropriate.</li> <li>• Hygiene operations are in place (wiping shared desks, high touch areas etc.)</li> <li>• Face coverings to be worn in communal areas</li> <li>• Hand sanitiser in place for before &amp; after printer use (touchscreens)</li> </ul>	
<p><b>Laboratory type environments and research labs where there is a need for specific communal equipment or similarly, Teaching laboratories</b></p>	<p>Research Labs:</p> <ul style="list-style-type: none"> <li>• Open plan wet chemistry lab with multiple side rooms</li> <li>• Some communal/shared equipment</li> </ul> <p>Clinical Skills Suite &amp; Dissection Facility</p> <ul style="list-style-type: none"> <li>• Close proximity working required</li> <li>• Some shared equipment</li> </ul> <p>MPL</p> <ul style="list-style-type: none"> <li>• Some close proximity working required &amp; shared equipment</li> </ul> <p>Chemistry &amp; Biology teaching spaces</p> <ul style="list-style-type: none"> <li>• Some shared equipment</li> <li>• Close proximity working required</li> </ul>	5	<p>Research Labs:</p> <ul style="list-style-type: none"> <li>• Previous occupancy limits are lifted and voluntary social distancing in place. A collegial attitude to allow for space for colleagues who require additional space will be adopted</li> <li>• Booking system in place to manage shared equipment (Clustermarket)</li> <li>• Face coverings in the lab (as a common space)</li> <li>• Protocol for wiping of surfaces in place.</li> </ul> <p>Clinical Skills Suite &amp; Dissection Facility</p> <ul style="list-style-type: none"> <li>• Maximum Occupancy levels shown in attached floor plan</li> </ul>	3

			<ul style="list-style-type: none"> <li>• Clinically appropriate PPE in place (FRSM IIR, aprons as standard. Gloves where needed for a particular activity). Training given to students and staff on proper use.</li> <li>• Enhanced cleaning regime in place.</li> </ul> <p>MPL</p> <ul style="list-style-type: none"> <li>• Maximum occupancy levels shown in attached floor plan</li> <li>• Wipes/spray in place on benches to allow for cleaning of shared equipment and surfaces.</li> <li>• Handwashing/sanitiser</li> </ul> <p>Biology and Chemistry Teaching</p> <ul style="list-style-type: none"> <li>• Maximum occupancy levels shown in attached floor plan</li> <li>• Wipes/spray in place on benches to allow for cleaning of shared equipment and surfaces.</li> <li>• Face coverings in the lab (as a common space)</li> <li>• Regular hand washing required and hand sanitizer available</li> <li>• Follow University Covid code</li> <li>• Chemistry Teaching Laboratory is well ventilated</li> </ul>	
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<b>Workshops</b>	N/A	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>Access to the public for teaching or research purposes</b>	<ul style="list-style-type: none"> <li>Visitors are not routinely coming into the building</li> <li>Are visitors controlled by booking systems?</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Process in place for external clinical tutors to gain access for teaching.</li> <li>SIM patients will only attend scheduled sessions and be appropriately briefing on PPE requirements.</li> <li>Swipe access at entrances</li> </ul>	<b>3</b>
<b>Access to the public for University events</b>	<ul style="list-style-type: none"> <li>Are events ticketed and QR scanning invoked?</li> <li>Are there signing in procedures for visitors?</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>Any public access is by appointment only, as building is on swipe access. Any visitors will be met out the front by a member of staff (who will act as host).</li> <li>All contractors and visitors to the building will be verbally briefed on the building controls on arrival.</li> <li>All events organised will have a separate risk assessment carried out to ensure further safety controls are mitigated.</li> </ul>	<b>1</b>
<b>Cafes and other hospitality activities</b>	<ul style="list-style-type: none"> <li>Communal space, high traffic area</li> <li>Are there distancing requirements that need to be met?</li> <li>Do visitors need to sign in on contact details?</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>QR code sign in required for "sit in" use of the cafe</li> <li>Cleaning measures in place (individuals to clean space after use).</li> </ul>	<b>3</b>

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			<ul style="list-style-type: none"> <li>• Face coverings must be worn unless eating/drinking (or exempt)</li> </ul>	
<b>Teaching /seminar classes</b>	<ul style="list-style-type: none"> <li>• Do you have rooms with limited attendance e.g., theatres?</li> <li>• Are all hygiene and face covering rules been set up and controlled?</li> <li>• Are all rules displayed?</li> </ul>	<b>3</b>	<ul style="list-style-type: none"> <li>• Lecture Theatres, Seminar Rooms and Tutorial rooms have max occupancy levels (see attached floor plan).</li> <li>• Cleaning materials in place (wipes)</li> <li>• Rules displayed at entrance to building</li> <li>• Face coverings must be worn in teaching spaces</li> </ul>	<b>3</b>
<b>Transport - Use of University vehicles</b>	Have all vehicles in use been limited to specific occupancy numbers?	<b>N/A</b>	<b>N/A</b>	<b>N/A</b>
<b>General items e.g., Use of face coverings and PPE</b>	<ul style="list-style-type: none"> <li>• As per government guidance in Scotland, face coverings must be used in public places.</li> <li>• Although distancing has been diminished, all staff and students should try to maintain distancing in public areas and maintain 1m separation in rooms</li> <li>• All PPE requirements remain intact for higher risk activities</li> <li>• Use of water fountains</li> </ul> <p><a href="https://www.st-andrews.ac.uk/policy/safe-st-andrews/internal/safe-use-of-university-buildings-guidance.pdf">https://www.st-andrews.ac.uk/policy/safe-st-andrews/internal/safe-use-of-university-buildings-guidance.pdf</a></p>	<b>5</b>	<ul style="list-style-type: none"> <li>• University guidance has insisted that face coverings remain in place for all communal spaces within buildings and public areas.</li> <li>• University guidance has highlighted the need to remain vigilant and ensure common courtesy is used for those members of staff and students or the public who wish to remain distancing during meetings or classes.</li> </ul>	<b>3</b>

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			<ul style="list-style-type: none"> <li>• All rooms with CO<sub>2</sub> monitors will follow the Tier 1 Risk Assessment Guidance.</li> <li>• Use of PPE for specific non covid related tasks will remain in place.</li> <li>• All water fountains which can accommodate filling to a bottle will reopen, all others will remain closed. All tap water is potable and suitable for drinking.</li> <li>• Signage is in place to guide staff, students, and visitors. The guidance must be followed and occupiers must remain vigilant to the set rules put in place.</li> </ul>	
	<b>Minor Infection Rate</b>	<b>Medium Infection rate</b>	<b>High infection Rate</b>	
<b>Minor Illness</b>	1	3	5	
<b>Moderate to severe illness</b>	3	9	15	
<b>Severe Illness to Fatal illness</b>	5	15	25	

**Part 3** Risk Assessment Approval

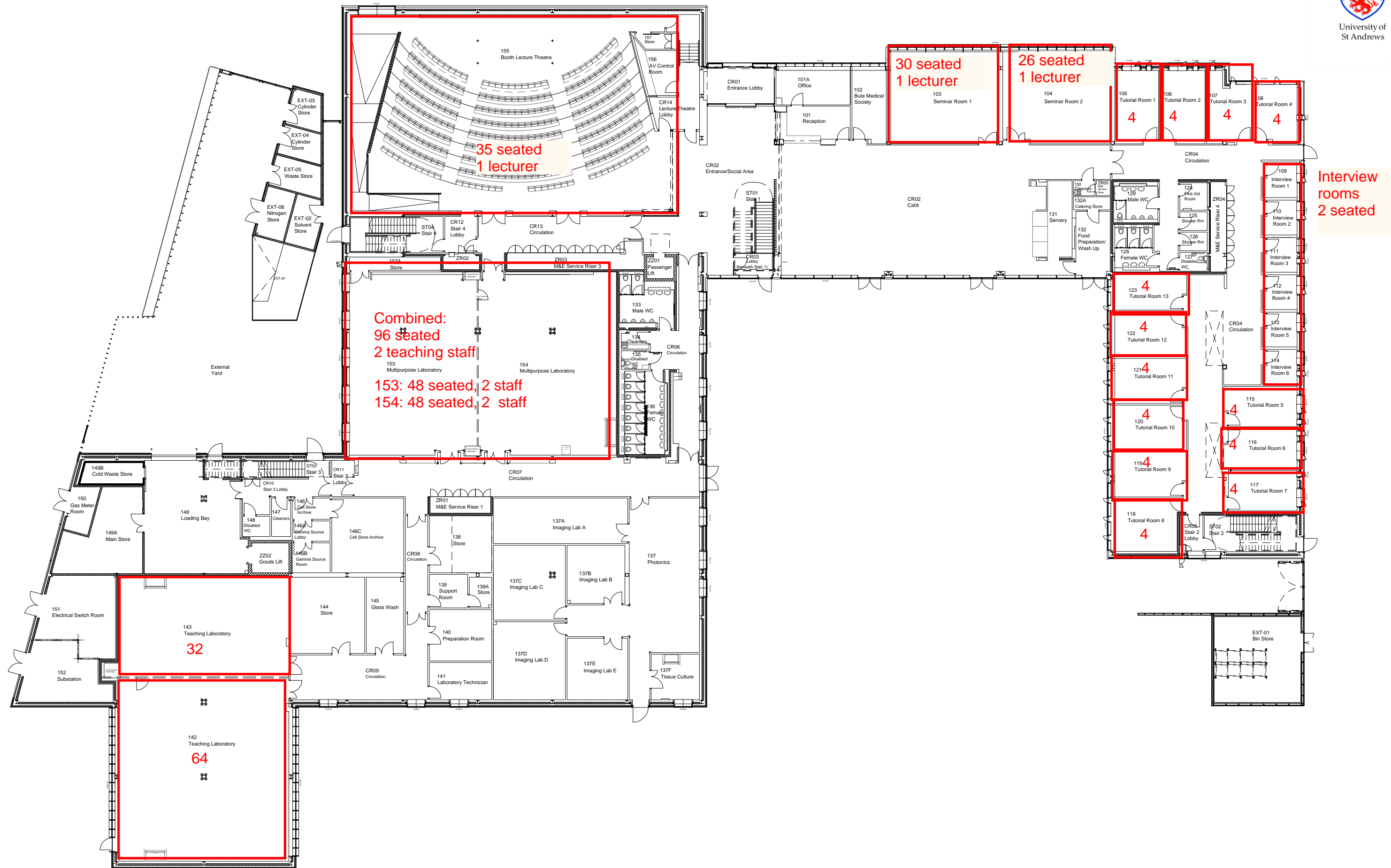
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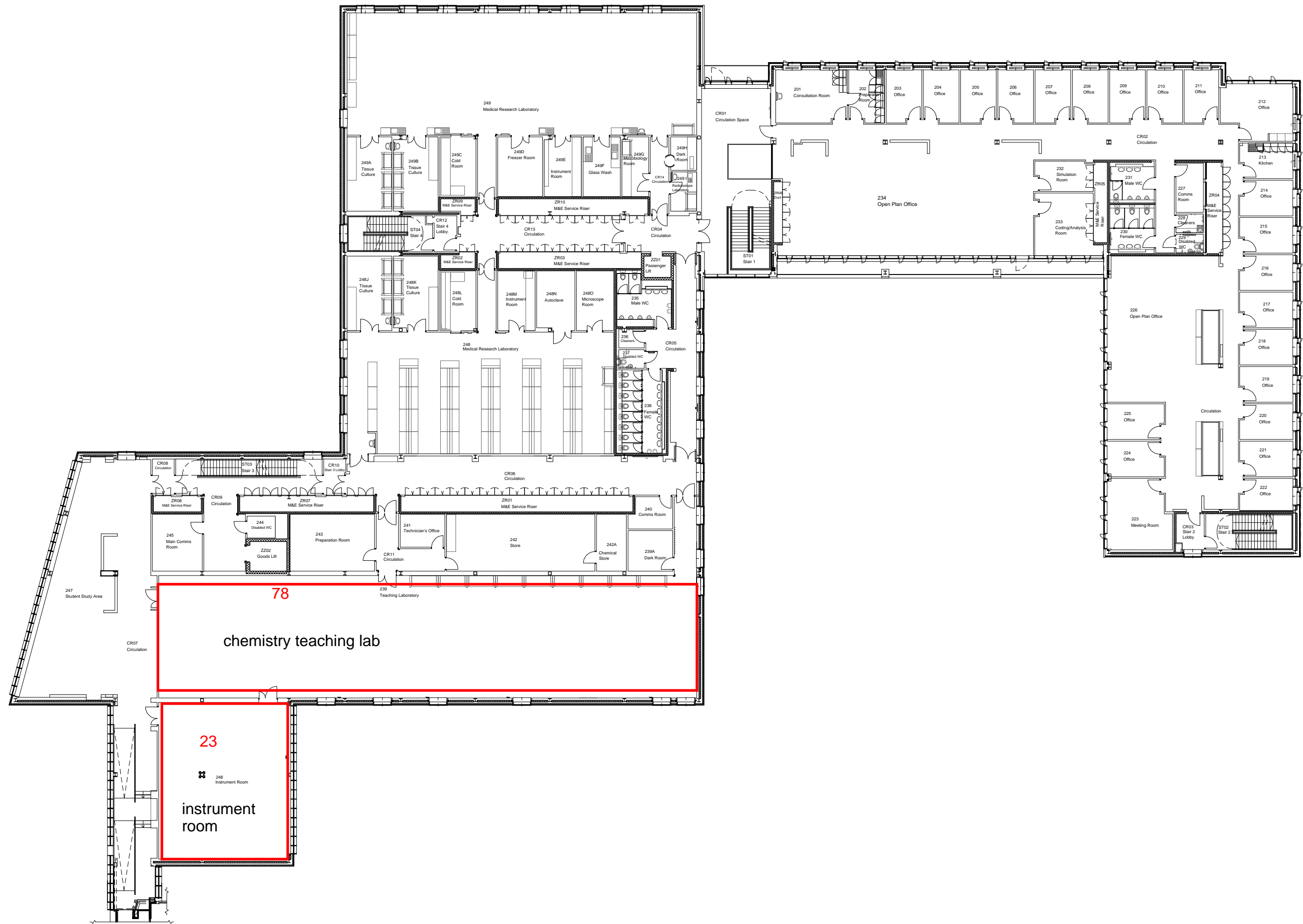
<b>Declaration by responsible manager:</b> I confirm that this is a suitable & sufficient risk assessment for the activities identified above and that all residual risks can be reduced to as low as is reasonably practicable					
<b>Signed</b>		<b>Print name</b>	Clive Masson	<b>Date</b>	06/09/2021
<b>Declaration by School/Unit/Department senior manager:</b> I approve this assessment					
<b>Review dates:</b> <b>1. 24 January 2022.</b> Minor updates made by Alan Stewart, Claire Sneddon, Mike Fearon, Helen Clark.					

Confirmation: To confirm you have read and agree to follow the measures outlined in the risk assessment, please complete the short survey

[Link to survey](#)







26 total      26 total      26 total      26 total



## 253-A - MEDICAL SCIENCE BUILDING