



Risk Assessment

Area	Hallway and staircases	Date	01.10.23	Assessment number	IC1/B&S1/g
Staff responsible	Bursar (HoE/COM)	Review Date	01.10.24		
Building Zone	NSMI & Borehamwood Offices & Clinics (as applicable)				

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Spread by droplet/ aerosol ie coughing, sneezing	All staff, students, patients, visitors, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Hand hygiene and products available, appropriate cleaning schedule, PPE as required. Assisted via improving airflow and HEPA filters.	Med (3)	Possible (2)	Med (6)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly		Medium/ Low	Due to changes in infection rate, this needs to be monitored constantly
2	Contact with touch points eg light switch, bannisters, chairs, door handles etc	All staff, students, patients, visitors, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Hand hygiene and products available, appropriate cleaning schedule, PPE as required. Assisted via improving airflow and HEPA filters.	Med (3)	Probable (3)	High (9)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly		Low	Due to changes in infection rate, this needs to be monitored constantly
3	Movement through communal areas	All staff, students, patients, visitors, contractors (members of the public.)	Area specific people flow protocol eg numbers, direction and restriction of waiting	Low (2)	Possible (2)	Medium (4)	Review within government guidelines	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	See individual protocols	Low	Due to changes in infection rate, this needs to be monitored constantly
4	Maintenance and appropriate Venting	All staff, students, patients, visitors, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Hand hygiene and products available, appropriate cleaning schedule, PPE as required. Assisted via improving airflow and HEPA filters.	High (4)	Possible (2)	High(8)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	See individual protocols	Medium/ Low	Keep up to date with latest research and guidelines
5	Watercooler	All staff, students, patients, visitors, contractors (members of the public.)	In service - increased frequency of cleaning of touchpoints, only staff and students allowed to access and administer	very Low (1)	Unlikely (1)	Low (1)	None		Monthly	See individual protocols	Low	Keep up to date with latest research and guidelines



Risk Assessment

Area	Reception	Date	01.10.23	Assessment number	IC/B&S/Ad
Staff responsible	Bursar (HoE/COM)	Review Date	01.10.24		

Building Zone	NSMI & Borehamwood clinics
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Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Contact with touch points eg computer, phone, credit card machine, safes,	All staff, students, patients, visitors, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Hand hygiene and products available, appropriate cleaning schedule, PPE as required. Assisted via improving airflow	Medium (3)	Probable (3)	High (9)	Ongoing surveillance and communication and checks with Government websites including UKHSA. Any changes will trigger an update of protocols.	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Low	Due to changes in infection rate, this needs to be monitored constantly
2	People Flow	All staff, students, patients, visitors, contractors (members of the public.)	Area specific people flow control as appropriate.	Medium (3)	Possible (2)	Medium (6)	Review within government guidelines	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Low	Check Government updates/ alert levels
3	Venting/ Air purification	All staff, students, patients, visitors, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Doors and windows open as required for the area, or venting/ air filtration (HEPA filters)	High (4)	Possible (2)	High(8)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Medium/ Low	Keep up to date with latest research and guidelines
4	Activities- eg booking and taking payments protocols, notes management, general administration	All staff, students, patients, visitors, contractors (members of the public.)	Area specific people flow control as appropriate.	Medium (3)	Possible (2)	Medium (6)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Low	Keep up to date with latest research and guidelines



Risk Assessment

Area	Clinic Rooms	Date	01.10.23	Assessment number		IC/B&S/cr
Staff responsible	HCE/COM	Review Date	01.10.24			
Building Zone	NSMI & Borehamwood clinics					

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Spread by droplet/aerosol ie coughing, sneezing	All staff, students, patients, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the IO). Doors and windows open as required for the area, or venting/ air filtration (HEPA filters)	Medium (3)	Possible (3)	Medium (6)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Medium/ Low	Due to changes in infection rate, this needs to be monitored constantly
2	Contact with touch points eg light switch, desks, chairs, door handles, patient notes, couches etc	All staff, students, patients, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the IO). Hand hygiene and products available, appropriate cleaning schedule, PPE as required.	Medium (3)	Probable (3)	High (9)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Low	Due to changes in infection rate, this needs to be monitored constantly
3	People Flow	All staff, students, patients, contractors (members of the public.)	Area specific people flow control.	Medium (3)	Possible (2)	Medium (6)	Review within government guidelines	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Low	Check Government updates/ alert levels
4	Venting	All staff, students, patients, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the IO). Doors and windows open as required for the area, or venting/ air filtration (HEPA filters)	High (4)	Possible (2)	High (8)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Medium/ Low	Keep up to date with latest research and guidelines
5	Contact with clinical examination equipment	Clinical staff, students, patients	Updated communication on cleaning informed by NHS England, Government links, professional bodies (the IO). Protocols for sanitisation throughout the clinical day	Medium (3)	Possible (2)	Medium (6)	Ongoing surveillance and communication and checks with Government websites including NHS England, professional body (IO)	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Keep up to date with latest research and guidelines
6	Use of clinic consumables	Clinical staff, students, patients	Updated communication on cleaning informed by NHS England, Government links, professional bodies (the IO). Protocols for handling, use and waste disposal throughout the clinical day	Medium (3)	unlikely (1)	Low (3)	Ongoing surveillance and communication and checks with Government websites including NHS England, professional body (IO)	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Keep up to date with latest research and guidelines
7	Clinical attire: clinical tutors/students	Clinical staff, students, patients	Updated communication on cleaning informed by NHS England, RCN, Government links, professional bodies (the IO). Protocols for attire (changing into and out of), washing and storage	Medium (3)	unlikely (1)	Low (3)	Ongoing surveillance and communication and checks with Government websites including NHS England, RCN, professional body (IO)	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Keep up to date with latest research and guidelines



Risk Assessment

Area	Student Spaces	Date	01.10.23	Assessment number	IC/B&S/ss
Staff responsible	HCE/COM	Review Date	01.10.24		
Building Zone	NSMI & Borehamwood Clinics				

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Contact with touch points eg computer, phone, tables, chairs, door and windows	All staff, students, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Hand hygiene and products available, appropriate cleaning schedule, PPE as required. Assisted via improving airflow and HEPA filters.	Medium (3)	Probable (3)	High (9)	Ongoing surveillance and communication and checks with Government websites including UKHSA. Any changes will trigger an update of protocols.	P, SLT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Due to changes in infection rate, this needs to be monitored constantly
2	People Flow	All staff, students, contractors (members of the public.)	Area specific people flow control.	Medium (3)	Possible (2)	Medium (6)	Review within government guidelines	P, SLT, HCE and COM, all staff are responsible	Monthly	see individual protocols	Low	Check Government updates/ alert levels
3	Venting	All staff, students, contractors (members of the public.)	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Doors and windows open as required for the area, or venting/ air filtration (HEPA filters)	High (3)	Possible (2)	High (6)	Ongoing surveillance and communication and checks with Government websites including UKHSA.	P, SLT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Medium/ Low	Keep up to date with latest research and guidelines
4	Eating and Drinking	Clinical staff, students	Updated communication informed by UKHSA, Government links, professional bodies (the iO). Eating and drinking is permitted inside the student areas, (see updated protocols)	Medium (3)	Unlikely (1)	Medium (3)	Ongoing surveillance and communication and checks with Government websites including UKHSA	P, SLT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Keep up to date with latest research and guidelines



Risk Assessment

Area Specialist Areas

Date 01.10.23

Assessment number IC/B&S/sp

Staff responsible HCE/COM

Review Date 01.10.24

Building Zone Borehamwood Office & Clinic

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Risk Rating			Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
				Impact (I)	Likelihood (L)	Rating						
1	Use of toilets - risks not covered by communal area RA	All staff, students, patients, visitors, contractors (members of the public.)	Monitored use of ground floor - students and patients, first floor - staff. Appropriate cleaning schedule.	Medium (3)	Possible (2)	Medium (6)	Ongoing surveillance and communication and checks with Government websites including UKHSA. Any changes will trigger an update of protocols.	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Medium/Low	Due to changes in infection rate, this needs to be monitored constantly
2	Library - risks not covered by communal area RA	All staff, students, patients, contractors (members of the public.)	Monitored onsite use of library books and teaching materials only. Monitored by HCEs.	Medium (3)	Possible (2)	Medium (6)	Review within government guidelines	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Check Government updates
3	1st floor kitchen - risks not covered by communal area RA	All staff and students	Restrict use to staff only	Medium (3)	Unlikely (1)	Medium (3)	Review within government guidelines	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	Review within government guidelines and updates