



Risk Assessment

Area Hallway and staircases

Date 01/10/2024

Assessment number IC1/B&S1/g

Staff responsible Bursar (HCE/COM)

Review Date 1/10/25 or should rates change for specific infections - as guidance dictates

Building Zone NSMI & Borehamwood Offices & Clinics (as applicable)

Risk Number	Risk Description	Effects/ Impact on	Existing controls	Impact (I)	Likelihood (L)	Rating	Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
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. Assisted via improving airflow and HEPA filters.	Med	Possible	Med (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			Medium/ Low	
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.	Med	Possible	Med (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			Low	
3	Movement through communal areas	All staff, students, patients, visitors, contractors (members of the public.)	Area specific capacity.	Low	Possible	Medium (4)	Review within government guidelines	P, SMT, HCE and COM, all staff are responsible for reinforcing and cascading updating information	Weekly	See individual protocols	Low	
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. Assisted via improving airflow and HEPA filters.	High	Possible	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	Weekly	See individual protocols	Medium/ Low	
5	Watercooler	All staff, students, patients, visitors, contractors (members of the public.)	In service - appropriate cleaning of touchpoints, only staff and students allowed to access and administer	Low	Unlikely	Low (1)	None	COM responsible	Weekly	See individual protocols	Low	



Risk Assessment

Area	Reception	Date	01/10/2024	Assessment number	IC/B&S/Ad
Staff responsible	Bursar (HCE/COM)	Review Date	01/10.25		

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 and sanitisation schedule , PPE. (see protocols)	Medium (3)	Possible (2)	Med (6)	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	
2	People Flow	All staff, students, patients, visitors, contractors (members of the public.)	Area specific capacity.	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	
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	
4	Activities- eg booking and taking payments protocols, notes management, general administration	All staff, students, patients, visitors, contractors (members of the public.)	Area specific capacity.	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	



Risk Assessment

Area	Clinic Rooms	Date	01/10/2024	Assessment number	IC/B&S/cr
Staff responsible	HCE/COM	Review Date	01/10/2025		
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 (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. CT responsible for day to day reinforcement	Monthly	see individual protocols	Medium/ Low	
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.	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. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	
3	People Flow	All staff, students, patients, contractors (members of the public.)	Area specific capacity	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. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	
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, SLT, HoE 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	
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	Possible (2)	Medium (6)	Ongoing surveillance and communication and checks with Government websites including NHS England, professional body (IO)	P, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	
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 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, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	
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, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	



Risk Assessment

Area	Student Spaces	Date	01/10/2024	Assessment number	IC/B&S/ss
Staff responsible	HCE/COM	Review Date	01.10/25		

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, 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. Assisted via improving airflow and HEPA filters.	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, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	
2	People Flow	All staff, students, contractors (members of the public.)	Area specific capacity	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. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	
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 (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. CT responsible for day to day reinforcement	Monthly	see individual protocols	Medium/ Low	
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, HoE and COM, all staff are responsible for reinforcing and cascading updating information. CT responsible for day to day reinforcement	Monthly	see individual protocols	Low	



Risk Assessment

Area Specialist Areas

Date 01.10.24

Assessment number IC/B&S/sp

Staff responsible HCE/COM

Review Date 01.10.25

Building Zone Borehamwood Office & Clinic

Risk Rating												
Risk Number	Risk Description	Effects/ Impact on	Existing controls	Impact (I)	Likelihood (L)	Rating	Further action required/ action plan	By Whom	Date	Cross reference categories	Risk with Mitigation	Update
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, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information	Monthly	see individual protocols	Medium/ Low	
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. Appropriate no of people for space.	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	
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, SLT, HoE and COM, all staff are responsible for reinforcing and cascading updating information. PM responsible for day to day reinforcement	Monthly	see individual protocols	Low	