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| **19.3.22 Review of Exisiting OH&S RA & Controls – any impact arising due to Covid 19 – Checklist No. 20**  **UCC FA/School/Dept/ Research Centre or Institute Version #3 August 2021**  *( note As of August 2021 this superceeds prevous UCC checklist #9 due to a new H.S.A checklist #9)* | | | |
| **Foreword**:  Text marked = new/reworded in line with H.S.A. changes in 2021 (i.e. altered since v1 May 2020)  It is not intended for this Checklist to duplicate nor repeat any Covid 19 public health measure already listed in Checklists 1-9 per H.S.A templates of May 2020 and May to August 2021.  This checklists are non exhaustive in nature and **is solely focused on the impct of Covid 19 measures on existing OH&S Risk assessment and control**s.  This to assist **FA/School/Dept/ Research Centre or Institute** management to get their activities up and running again in a way that will help prevent the spread of Covid-19 and without compromising OH&S compliance and associated preventative measures.  In that regard Covid -19 virus public health pandemic work resumption planning and operational measures in general or those specifically deployed in response to managing social distancing or access controls or lone working should not result in any breach of SHWW Regulation or increase in any OH&S risk or a lessening in collective or individual risk controls{ leading to an negative impact on existing safety precautions, safe egress in an emergency or emergency response}. Common use ppe or shared use ppe must also be avoided.  As required by the H.S.A. each Head of Unit **must update their existing safety statements** to include for their Covid 19 operational plan and **also review and update their current Occupational H&S Risks Assessments** as and where necessary/as appropriate, to account for any changed circumstances due to Covid 19 measures – e.g. consider :   * COVID-19 Working Safely requirements May 2021 and H.S.E and H.S.A guidelines * the consequential impact of effective ventilation of indoor or enclosed palces of work including vehicles. e.g thermal comfort and draughts or impact on areas using bunsen burners ( e.g unintential extinguishing of flames). * impact on the work environment, including limited or reduced occupancy or * working alone which is now arising in high OH&S risk activities or * where team work is now being discontinued – where it may have been an specified OH&S control measure e.g manual handling team lifting * impact on health due to shared use of personal equipment such as air hoods, gloves, coveralls, aprons or boots * impact due to forced air movement systems – in particular those that recirculate air toward persons and not away or which are designed to protect a product from contamination e.g air curtains at entrances to buildings or to high sterile environments e.g. clean rooms * impact on occupational health or safety arising from measures taken in response to Covid 19 including from increased use of ppe and /or face coverings or face masks * ability to deal with an incident/emergency. – including absence of occupational first aid responders or fire marshalls or chemical spill responders * Impact on premises and local legionella controls, with hot and cold water systems or dead legs including disinfectant and flushing regimes with stagnant stored water * Working remotely with inappropriate or compromised VDSE workstations or equipment or in conditions unsuitable for the conducting of work on a medium or long term basis. * Changes in occupational first aid practices – e.g avoidance of contact with aerosols in CPR etc.   **Contd.** | | | |
| **No** | **OH&S Item to be considered and verified** | **Yes/No or N/A** | **Action needed** |
|  | has the School/Department **updated its School/Department safety statement** to take account of Covid 19 resumption plan and changes to the UCC SS template - see new content (section 18.47 and 19.22 and H.S.A checklists #1 to 9 for COVID-19 – including new checklist #8 ventilation of July 2021 and new checklist # 9 Return to the Office of August 2021)? **[ A pre-requisite]** |  |  |
| 2. | Has the School/Department **reviewed its existing OH&S risk assessments** and controls for the impact of updated Covid 19 public health controls to help prevent the spread of COVID-19 in any setting? **[ A pre-requisite]** |  |  |
| 3. | **Do existing OH&S risk assessments and controls need to be updated for the impact of Covid 19 public health controls including increased ventilation**? *[Please itemise those to be updated here* ***or*** *list as additional information at the end of this document.* |  |  |
| 4. | Has the School/Department **updated existing OH&S risk assessments and controls in light of the impact of updated Covid 19 public health controls** ? [*Please itemise those updated here with date:* ***or*** *list as additional information at the end of this document*] |  |  |
| 5. | Has the School/Department brought changes in the safety statment and existing OH&S RA to the attention of all employees and relevant employees respectively? **[ A pre-requisite]** |  |  |
|  | **Ergonomics and manual handling** |  |  |
| 6. | For employees who can work remotely from home or may need to work from home intermittently or continually during Covid 19 , has the School/Department ensured that they have adequate facilities and equipment to do so? [Space & environment; IT facilities and Equipment; Proper VDSE workstation equipment and ergonomic set up per H.S.A guidlines.}  - See H.S.A working from home employer obligations and guidleines at www. hsa.ie.] |  |  |
| 7. | For employees who are working remotely from home has the School/Department arranged for their work station to be assessed? (See Section 18.3 and updated UCC VDSE RA checklist in 19.3.4) |  |  |
| 8. | Has the School/Department ensured that Covid 19 management measures has not introduced any additional slip, trip of fall hazards? E.g. frayed or slippery floor tape, floor signs, pop up disposal or set down storage locations; wet /slippery floors from hand sanitizer stations or wet umbrellas, trailing leads or cables to new or altered work stations/ equipment locations? |  |  |
| 9. | has the School/Department reviewed the ergonomic aspects of any altered or adjusted staff VDSE workstations set ups arising from either a new user or the re-arranging of office layouts and furniture to comply with Covid-19 social physical distancing? |  |  |
| 10 | Has the School/Department reviewed both the access/egress and ventilation aspects of any altered office layouts and or relocations of communal equipment /photocopiers within rooms, where altered to comply with Covid-19 social physical distancing? [ Note photocpiers must operate in a well ventilated room with high and low level extract and may not be located in any escape route ] |  |  |
| **NO.** | **OH&S Item to be considered and verified** | **Yes/No or N/A** | **Action needed** |
| 11. | Has the School/Department reviewed the access and egress and ergonomics work risks arsing from any Covid 19 related adjustments to lab/workshop processes, lab practical set up arrangements or associated work flows?[ In particulat activities where the work station height or task repitition has increased or where a task is now being undertaken by a smaller person or involving over reaching and /or twisting]? |  |  |
| 12 | Has the School/Department reviewed all manual handling tasks involving two person or team lifiting in light of Covid 19? [and then either suspended the activity, lightened the load, downsized the object size or provided mechanical lifting equipment so that the task may be undertaken safely operated by one person]? |  |  |
| 13. | Where the quantities of stored PPE is being increased on site and in new areas or existing store room, has the School/Department undertaken a manual handling RA of the load, the location, activity and height of lift by the persons involved and safe access and egress thereto? |  |  |
|  | **Work Travel** |  |  |
| 14. | Has the School/Department stopped or minimized all non-essential business / work travel during Covid 19? |  |  |
|  | **Emergency Measures** |  |  |
| 15. | Has the School/Department an operating **current fire marshall present and readily available on site** to provide cover to your areas where work has resumed on site? [ A pre-requisite and must be caterd for in any staggered work hours/attendances] |  |  |
| 16. | Has the School/Department an operating **current first aid responde**r **present and readily available** on site to provide cover within any/all of areas where work has resumed or for field trips? [ A pre-requisite and must be caterd for in any staggered work hours/attendances] |  |  |
| 10. | Has the School/Department an operating **current chemical spill responders** **present and readily available** on site for any areas where work has resumed? ( if working with hazardous chemicals). [ A pre-requisite and must be caterd for in any staggered work hours/attendances] |  |  |
| 12. | Has the School/Department updated its emergency plans, (in particular first aid response or fire evacuation) to take account of any increased ventilation, physical distancing including impact of Covid 19 queing arrangements,both internally and externally, on emergency egress or means of escape or emergency vehicle access? |  |  |
| 13. | Has the School/Department ensured that Covid 19 management measures or social distancing has not impacted adversely on existing fire safety measures/ fire regulations.? [E.g increased fire evacuation distances; restricted availability or access to alternative fire exits; compromised integrity of or escape of escape via both internal or external fire exits; locked or blocked exit doors; introduction of any form of temporary storage, furniture, bicycles, electicaly powered equipment or set down areas within escape corridors or stairways; build up of combustibles or cleaning materials within escape routes or stairways] |  |  |

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| **No** | **OH&S Item to be considered and verified** | **Yes/No or N/A** | **Action needed** |
| 14. | Has the School/Department ensured that the contents of the departmental first aid box has been checked and replenished as necessary? |  |  |
| 15. | Has the School/Department checked with B&E or the landlords agent if premises life safety systems, ( fire detection and alarms, emergency lighting, gas detection alarms and shut offs), have been maintained before an area/ workplace reopens |  |  |
| 16. | Has the School/Department brought HSE Covid19 recommended changes in occupational first aid practices to the adttention of all first aid responders– e.g avoidance of contact with aerosols in CPR etc. |  |  |
| 17. | Has the School/Department checked that all internal and external escape routes and building exits are being checked for ease of usability at the commencement of each days activity and logged in the premises fire register? |  |  |
| 18 | Has the School/Department checked that all external exits are free of parked vehilces/bicycles and that combustible canopies or tents or barriers or other mobile structures that are subject to wind damage or overturning have not been added outside of escape routes? |  |  |
|  | **Premises HVAC and Room air flow equipment** |  |  |
| 19. | Where the School/Department work areas or premises has mechanical ventilation (HVAC), has the Dept. checked with B&E or the landlords agent if filters have been cleaned or maintained before the area/ workplace reopens and that HVAC systems have been set to run at 100% fresh air during Covid 19 with no air recirculation or re-entraintment of expelled air? |  |  |
| 20. | Where the School/Department work areas or premises has local rooms with a closed circuit local cooling systems which recirculates air has the Dept. checked with B&E or the landlords agent if it has been shut down? ( alternative arrangements or work transfer may then be needed if the room is prone to overheating) |  |  |
| 21. | Where the School/Department checked with B&E or the landlords agent, if the hot water system or cold water system in the Dept. area or premises needs treatment, testing and flushing at outlets before re-occupation e.g. showers, backwashes, emergency showers, water fountains, dental chairs etc. following low usage to prevent Legionnaire’s Disease? |  |  |
|  | **Statutory Tests – designated equipment ( premises/departmental)** |  |  |
| 22. | Is there lifting or other equipment in your area that is due or overdue a statutory examination (e.g. lifts, hoists, forklifts, tail-lifts, autoclaves, pressurized equipment, fall arrest systems, high pressure systems/apparatus etc.) has the School/Department arranged for a competent person to do this before your /area/ the workplace reopens? (See [HSA FAQ's](https://www.hsa.ie/eng/topics/covid-19/covid-19_advice_for_employers_and_employees/covid_19_%E2%80%93_advice_for_employers_and_employees.html)). Has the competent person involved provided the Dept. with details of how they plan to do this task safely and what they require from the Dept. to do so?  [*Please itemise those tests that are due/overdue here* ***or*** *append as a list at the end of this document:]* |  |  |
|  | **Departmental Equipment and Vehicles** |  |  |
| 23. | Has the School/Department visually checked, or had someone undertake pre-use checks on safety equipment, and safety features in labs or workshops? |  |  |

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| **No** | **OH&S Item to be considered and verified** | **Yes/No or N/A** | **Action needed** |
| 24 | Has the School/Department visually checked, or had someone undertake pre-use checks on all vehicles and equipment in the workplace for signs of deterioration or damage before employees use it again? |  |  |
| 25. | Has the School/Department visually checked, or had someone undertake pre-use checks on the roadworthiness of all departmental vehicles before employees use it again? |  |  |
| 26 | Is there departmental vehicles that is due/overdue servicing or repair before use? |  |  |
| 27. | Is there laboratory equipment such as biological safety cabinets or fume cupboards or other forms of LEV within your area that is due/overdue containment testing or change out of filters or annual servicing before use? |  |  |
| 28. | Has the School/Department checked that planned preventative maintenance {PPM) shdedules up to date |  |  |
|  | **Personal Protective Equipment (PPE)** |  |  |
| 29 | Has the School/Department identified, selected and sourced the PPE needed for its employees and arranged enough supplies of it? [Note: Face Shields designed and authorised as PPE against respiratory droplets for Covid-19 should not be mistaken or used as a substitute for impact protection PPE in the workplace. For example, where standard CE marked Face Visor/Face protection PPE is required for work activities such as welding, grinding or to protect against chemical splashes.] |  |  |
| 30. | Has the School/Department arranged to train its employees in the proper fitting, use, removal, cleaning, storing and disposal of PPE to avoid Covid 19 contamination? [For particular PPE, such as respirators, these must be properly fitted and periodically refitted, as appropriate. PPE needs to be consistently and properly worn when required. In addition, it must be regularly inspected, cleaned, maintained and replaced as necessary] |  |  |
| 31. | Has the School/Department first aiders been given updated training on infection prevention and control re hand hygiene and use of face masks (medical grade RPE)? |  |  |
| 32. | Has the School/Department arranged for face fit testing to be provided to employees who may need to wear FFP2 or FFP3 face masks. [Fit testing of individuals would arise for use of Respiratory protective equipment when designated as mandatory. e.g. wearing of cupped N95/P2/P3 face masks used to protect the wearer as a last line of defence per SHWW PPE Regs. Fit testing does not arise (nor work) with the basic surgical masks per se ( e.g the flat panel type masks classified by WHO as medical grade)]. |  |  |
| 33. | Where the School/Department checked that gloves where being worn do not create an additional occupational hazard for activities undertaken in your area (such as of gloves getting caught in rotating parts or break through risk/permability with chemicals) and that limitations on wearing time and workers’ individual susceptibilities (allergies, etc.) have also been taken into account.? [ Gloves are generally not required for infection prevention and control purposes.Where gloves are necessary, they must not be considered a substitute for hand hygiene and hands must be cleaned whenever gloves are removed.] |  |  |

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| **No** | **Other / Miscellaneous** | **Yes/No or N/A** | **Action needed** |
| 34. | Is there increased risks arising from working alone in laboratories with hazardous chemical or biological or physical agents/process or with equipment, machinery or lab animals or due to the absence of a first aid responder? (Note: if working alone is envisaged then only low risk activities should be permitted.) |  |  |
| 35. | Are working time controls, hours worked and designated employee rest breaks ( tea breaks and lunch times being adhered to? |  |  |
| 36. | Has the School/Department provided staff with a personal tube of good quality emollient cream to apply regularly so as to protect skin and prevent dermatitis arising from increased hand washing? |  |  |
| 37. | Are the workplace, including all equipment, workstations, benches, doors and frequent touched surfaces points, being regularly and thoroughly cleaned in accordance with the Working Safey Protocol? |  |  |
| 38. | Has the School/Department made plans to catch up on staff training that has been delayed /foregone due to the Covid-19 lockdown |  |  |
| 39. | **Additional Information or other Considerations with an OH&S impact** |  |  |
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**Name………………………………………………Signature…………………………………………Date…………………**

*The information contained in this guidance is for educational purposes only and is non-exhaustive.*