

# Special risk assessment for corona virus

According to Section 8 of afs 2001:1, the employer must regularly examine working conditions and assess the risks of someone suffering ill health or accidents *at work*.

<b>Date</b>	<b>2020-09-22</b>
<b>Aseat</b>	Department/equivalent: Geological sciences (dept 464)
<b>Starring</b>	<u>Employers:</u> Magnus Mörtz (Head of Department), Viktoria Arwinge (adm chef), Iain Pitcairn (Deputy Head of Department), Malin Kylander (Director of Studies PhD)  <u>Safety and health representative:</u> Richard Gyllencreutz, Annika Granebeck  <u>Members of the local council/group:</u> Eleonor Rydberg, Julia Steinbach, Richard Gyllencreutz

## Background

The outbreak of the Corona virus has had a large impact on our organisation and also major consequences for our working environment. In order to try to prevent possible ill-health and accidents amongst our employees due to the current situation, a risk assessment has been carried out based on the information available to us at present.

This risk assessment will be updated continuously, for example as the recommendations from the expert authorities and possible government decisions.

*All activities at the department are carried out within the framework of the recommendations of the Swedish Public Health Agency (FHM). The department has switched to mainly conducting distance teaching. In cases where lecturers wish to carry out the teaching on campus, this is done within the framework of FHM's recommendations.*

*IGV currently has limited laboratory activities with mainly PhD students carrying out laboratory work on a daily basis. Three of the department's laboratory engineers are currently working half-time from the department and half-time from home. In addition, a limited number of researchers and TA staff work one day a week at the department.*

## Employees' work environment and health

There are many different aspects of the working environment that are affected by the current corona pandemic. The aspects included in this risk assessment are:

- Physical safety and health aspects – stress related injuries and ergonomics
- Psychosocial work environment aspects – the employee's individual work conditions and ability to manage their work situation
- Social health and safety aspects - social interaction, cooperation and social support
- Organizational health and safety aspects – management and work control, communication, participation, work requirement, resources and responsibility

## **Follow-up and evaluation of the risk assessment**

**Date:** XX

**How:** XX

**Who/who:** Local Council/Group

Risk inventory, assessment and action plan									
Workplace: Geological Sciences				Date: 2020-09-25					
Risk	Risk assessment			Action	Calculated finished	Responsible	Follow-up	Completed	
	Low	Middle	High		Date		Date		Date
Physical work environment aspects - ergonomics	X			The department regularly informs staff about ergonomic tips/work environment tips (e.g. take regular breaks) and recommendations from FeelGood (through SU)	Continuous	Managers			
Physical work environment aspects - ergonomics	X			The department offers employees to take home office chair and screen if necessary. Home delivery can be arranged if needed.	Continuous	Managers			
Physical safety and health aspects – Risks to safety in laboratory environments as a result of working alone	X			Working alone in a laboratory environment must be avoided if it causes a clear risk of bodily injury by accident. Working alone is only allowed during and after office hours, provided that the responsible researcher/teacher ensures that the safety regulations are being followed and that there is at least one other colleague present at IGV during the time when the laboratory work is carried out. The colleague needs to be informed that someone is working alone and agree to check on them regularly and before they leave. Exceptions to this rule may be granted in special cases by the head/vice head of department.					
Physical safety and health aspects – Non-compliance with safety regulations for work in laboratory environments	X			Anybody (particularly students or visiting researchers) carrying out work in laboratory environment at IGV must have been taught the safety regulations for the laboratory by the researcher/lecturer responsible for the work. Reminders of the safety regulations and information about this risk assessment are regularly given at weekly department meetings as well as at TA meetings and by email to all employees.	Continuous	Managers			

Physical safety and health aspects - spread of covid 19	X			<p>Hand dispensers for alcoholic hand sanitiser are available in all teaching rooms and toilets. The number of students attending classes on campus or in the field are limited to allow social distancing regulations to be followed (partly campus-based teaching was allowed from autumn-20. Between March-Aug -20 only distance teaching was allowed). The number of students allowed to participate on site (campus or excursion) is governed by the number of available seats, taking into account current guidelines on social distancing from FHM. The number of students allowed on an excursion is determined by the number of available seats on the means of transport and accommodation. Overnight accommodation during excursions is kept to a minimum by organising day trips in the surrounding area as far as possible.</p> <p>Employees are encouraged to work from home if possible. Flexible working hours are encouraged to avoid travel in rush hour traffic.</p> <p>The number of seats in the lunch room on level 4 is reduced as agreed between the Heads of Department of IGV, ACES and NG.</p>	March/ Continuous	Managers		
Psychosocial work environment aspects - isolation	X			<p>In exceptional cases, employees are given the opportunity to work from the department if they feel that it is mentally challenging working from home or if the nature of the work does not allow to work from home. However, we monitor that the number present at the department is limited according to FHM's recommendations.</p>	Continuous	Managers		

Psychosocial health and safety aspects – stress due to unclear expectations of work performance	X			Increase awareness of this risk by talking about it on departmental/TA meetings and invite employees to contact the nearest manager if they feel unclear about work expectations.	Continuous	Managers		
Psychosocial work environment aspects – stress due to delays in the implementation of the project plan for doctoral students	X			The study director for PhD students has regular follow-ups every three weeks with all PhD students, to ensure that all PhD students are in phase, and that project plans are updated during the prevailing circumstances.	Continuous	Study director PhD		
Psychosocial health and safety aspects – alcohol abuse	X			As managers, we make sure to look out for any signals that may indicate alcohol abuse including if any employees are difficult to get in contact with etc.	Continuous	Managers		
Psychosocial health and safety aspects – the boundaries between work and leisure are	X			At departmental and TA meetings we emphasize the importance of being aware of the fact that when working from home the boundaries between work and leisure time are often unclear. We remind staff that it is especially important to create routines and end the working day at the appropriate time.	Continuous	Managers		
Social health and safety aspects – lack of social interaction and social support	X			Department meetings are held weekly from HT-20, and TA meetings are held on a monthly basis. Information letters (weekly newsletters) by e-mail and <a href="http://www.geo.su.se">www.geo.su.se</a> about what is going on at the department. The PhD students meet for zoom coffee once a week and have meetings with the study director for PhD students every three weeks. The department encourages regular weekly digital coffee meetings for all staff.	Continuous	Managers		