

INTEGRATED RISK ASSESSMENT OF OCCUPATIONAL POSITIONS AT NWU

Ref nr: NWU/OHS/OP/RA/001

Date of assessment: 24 November 2021

Type of assessment: **Integrated Issue-based risk assessment**

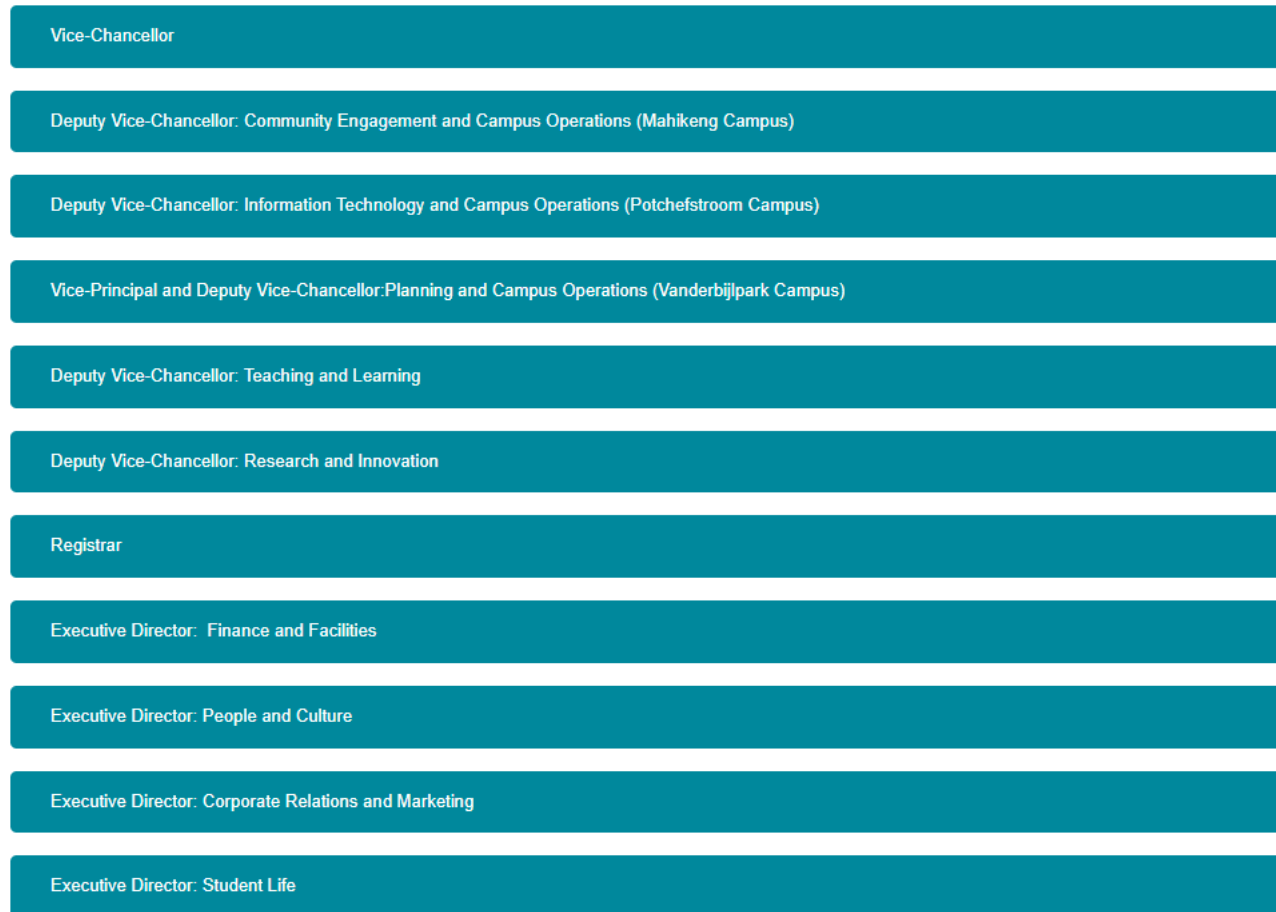
An issue-based risk assessment is designed to distinctly and clearly delineate and quantify risks associated with a particular hazard, in this case a biological hazard, the SARS-CoV-2 (coronavirus), causing COVID-19. This risk assessment is applicable to determine the activities of staff members and the risk reduction strategies.

Purpose of NWU integrated Issue based risk assessment:

- To combine all issued based risk assessment conducted by faculties and departments to enable the NWU to submit a risk assessment to the Department of Employment and Labour.
- To arrive at a clear understanding of the various occupational levels at the NWU that might be at risk of contracting or transmitting the coronavirus.

Note: COVID-19 is an ongoing pandemic, and new information, research and legislation may affect the risk assessment. The risk assessment will be updated and reviewed as required.

Figure 1: NWU Management Structure – Organisational Structure



Integrated Issue-based risk assessment

Table 4: Lists examples of COVID-19 control measures which should be used to reduce to risk of COVID-19 in each entity. Note that not all of these control measures may be applicable to every entity.

Table 4

Eliminate	<ul style="list-style-type: none"> • Work-from-home where possible, but required for vulnerable employees • Daily self-screening for signs and symptoms before leaving home, if ill/sick stay at home • Self-isolate when experiencing Covid-19 signs/symptoms, inform your Director/Head and health Centre • Testing of employees with signs/symptoms of Covid-19 • Avoid skin-to-skin contact and face-to-face-contact at all times • Rearrange tasks so that they are performed by one person, or by maintaining physical distancing measures (2 metres) • Where possible, arrange facilities to maintain physical distancing • Stairs should be preferred to elevators and consider one-way traffic • Make use of online meeting platforms as far as possible, thereby eliminating face-to-face meetings
Reduce	<ul style="list-style-type: none"> • Minimise the time employees are in close proximity to others, with consideration of reconfiguration of tasks, shift rotation, physical barriers, environmental cleaning procedures and frequent hand washing • Where physical distancing cannot be applied: Minimise the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes; Minimise the number of workers involved in these tasks • Reduce number of “high touch” contact points • Regularly clean common contact points – doors, door handles, buttons, equipment, tools, etc. • Install pop-up and mounted hand sanitations stations • Make cleaning materials available in the workplace • Review the performance and servicing of ventilation and air conditioning systems and use fresh air in preference of recirculated air. • Increase ventilation in enclosed spaces. • Rooms should be well ventilated / windows opened to allow fresh air circulation • Employees should wash their hands before and after using shared equipment

NWU Risk Assessment: Coronavirus (COVID-19)

	<ul style="list-style-type: none"> • Screen employees and visitors through questionnaires (Online application), including temperature screening before visiting the workplace • Coronavirus (COVID-19) Vaccination
Isolate	<ul style="list-style-type: none"> • Keep groups of employees together in teams/shifts (do not change workers in a team) • Arrange the workplace to keep workers apart from each other as much as possible • Consider shift arrangements to reduce the number of employees in the workplace • Stagger break times
Administrative	<ul style="list-style-type: none"> • Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes; Provide additional supervision to monitor compliance • Testing: PCR Coronavirus (COVID-19) test and rapid antigen test (COVID-19)
Personal protective equipment (PPE) Cloth face masks not considered as PPE	<ul style="list-style-type: none"> • PPE should not be used as an alternative to physical distancing, except where there is no other practical solution • Where physical distancing is not possible and for longer than 15 minutes, appropriate PPE should be issued • Re-usable PPE should be thoroughly cleaned after use • PPE should not be shared between employees • Re-use (extending the life) of single use PPE should only be done in exceptional circumstances (PPE shortage of supply) and according to NDoH guidance
Behaviour	<ul style="list-style-type: none"> • Worker behaviour and cooperation will be the key to implementing all of the control measures • Carry out induction training to inform employees of the changes • Encourage an open and collaborative approach between employees • Trial interventions in places before implementing them across the board • Seek feedback and be prepared to change interventions based on the feedback and regular reviews of the risk assessment • Make changes which are sustainable in the medium term

Table 5: Risk matrix to be used during the assessment

Risk matrix					
Consequence – C		Probability – P		Exposure – E	
Value		Value		Value	
1	None or slight (No effect)	1	Conceivable (as never appended in years of exposure/possible/1 in 1000)	1	None
2	Minimal (Mild symptoms)	2	Remotely possible (less possible coincidence/1 in 100)	2	Low exposure risk jobs: Jobs with non-frequent close contact within 2 meters / Minimal occupational contact with public and co-workers.
3	Significant (Home isolation+ Recovery)	3	Unusual but possible (more possible occurrence /1 in 10)	3	Medium exposure jobs: Jobs that require frequent and/or close contact (< 2m) (Education / High-population density work environments)
4	Major (Hospitalisation)	4	Likely (nor unusual/50/50 chance of occurrence)	4	High Exposure Risk jobs: Health Care delivery + support staff / Medical transport workers / Mortuary workers (preparing bodies)
5	Catastrophic (Death)	5	Almost certain (the most likely outcome if the event occurs)	5	Very High Exposure Risk Jobs: Health Care workers exposed to COVID-19 Specimens or performing aerosol-generating procedures / Morgue Workers performing autopsies.

Risk calculation

Risk = Consequence x Probability x Exposure

Risk threshold

Value	Risk level	Action	Colour
1 to 24	Slight	Normal activities / Monitor controls and adherence to NWU COVID-19 SOP and directives.	
25 to 49	Possible	Monitor and case management / Actively manage (Implemented set controls / Management to monitor and enforce / Management inspections / OHS representative inspections to assess compliance / Monitor controls and adherence to NWU COVID-19 SOP and directives.	
50 to 74	Substantial	Monitoring plan / Controlled activities / Mitigate risk / Monitor infection rates and re-assess environment and operations.	
75 to 99	High	Mitigate risk (if not possible do not accept or tolerate risk)	
100 to 125	Very high	Avoid risk (Unacceptable)	

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
Directors / Managers	Administrative tasks in the office	Contact with potentially contaminated surfaces in the office, other parts of the building. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. Use PPE. Perspex screen installed in office. Where physical distancing cannot be applied: Minimize the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes; Minimize the number of workers involved in these tasks Reduce surface contact opportunities by keeping building doors open NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols. Ventilation. COVID-19 SOP and directives. 	• COVID-19 Vaccination	3	3	2	18
	Administrative tasks in the office	Contact with potentially contaminated surfaces in the office and other parts of the building. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. Use PPE. Perspex screen installed in office. Where physical distancing cannot be applied: Minimize the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	3	2	30

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	Dealing with students or client queries, questions and cases.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. Use PPE. Perspex screen installed in office. Where physical distancing cannot be applied: Minimise the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes; Minimise the number of workers involved in these tasks. Reduce surface contact opportunities by keeping building doors open NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Ventilation COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
	Dealing with students or client queries, questions and cases.	Contact with possible COVID-19 positive person	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. 	5	4	3	60

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	Meeting (includes individual meetings, cases, and interviews)	<p>Contact with potentially contaminated surfaces</p> <p>Contact with possible COVID-19 positive person.</p> <p>Contact with potentially infected areas during traveling to destination where meeting will take place.</p>	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. Use PPE. Perspex screen installed in office. Where physical distancing cannot be applied: Minimise the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes; Minimise the number of workers involved in these tasks Reduce surface contact opportunities by keeping building doors open NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36

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								<ul style="list-style-type: none"> • Training and education protocols • Ventilation • COVID-19 SOP and directives. 					
	Meeting (includes individual meetings, cases, and interviews)	<p>Contact with potentially contaminated surfaces</p> <p>Contact with possible COVID-19 positive person</p> <p>Contact with potentially infected areas during traveling to destination where meeting will take place.</p>	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> • Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace • Make use of online meeting platforms, thereby eliminating face-to-face meetings. • Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. • Use PPE. • Perspex screen installed in office. • Where physical distancing cannot be applied: • Minimise the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes. • Minimise the number of workers involved in these tasks. • Reduce surface contact opportunities by keeping building doors open • NWU cleaning and contamination protocols • Regular hand washing or sanitisation • Face masks to reduce face touching and droplets • Training and education protocols • Ventilation • COVID-19 SOP and directives. 	<ul style="list-style-type: none"> • Approved exemption including controls as listed in exemption. • N95 Mask. • Weekly COVID-19 test. • PCR COVID-19 test 	5	4	3	60
Administrative Officers, Assistants, Advisors, Developers, Support staff, liaison staff, financial staff, student life, markers, library staff and practitioners.	Administrative tasks in the office	Contact with potentially contaminated surfaces in the office and other parts of the building. Contact with possible COVID-19 positive person	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> • Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace • Make use of online meeting platforms, thereby eliminating face-to-face meetings. • Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. • Use PPE. • Perspex screen installed in office. • Where physical distancing cannot be applied: • Minimise the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes. 	<ul style="list-style-type: none"> • COVID-19 Vaccination 	3	3	2	18

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	Dealing with students or client queries, questions and cases.	Contact with potentially contaminated surfaces in the office and other parts of the building. Contact	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36

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								<ul style="list-style-type: none"> • Training and education protocols • Ventilation • COVID-19 SOP and directives. 					
	Meeting (includes individual meetings, cases, and interviews)	<p>Contact with potentially contaminated surfaces</p> <p>Contact with possible COVID-19 positive person.</p> <p>Contact with potentially infected areas during traveling to destination where meeting will take place.</p>	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> • Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace • Make use of online meeting platforms, thereby eliminating face-to-face meetings. • Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. • Use PPE. • Perspex screen installed in office. • Where physical distancing cannot be applied: Minimise the frequency and time workers are within 2 meters of each other. • Where face-to-face contact is essential, this should be kept to <15 minutes; • Minimise the number of workers involved in these tasks • Reduce surface contact opportunities by keeping building doors open • NWU cleaning and contamination protocols • Regular hand washing or sanitisation • Face masks to reduce face touching and droplets • Training and education protocols • Ventilation • COVID-19 SOP and directives. 	• COVID-19 Vaccination	3	4	3	36
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Academic staff (Includes lecturers, facilitators, student assistants, tutors, laboratory personnel, invigilators and mentors)	Office work	Contact with potentially contaminated surfaces in the office, other parts of the building. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. Use PPE. Perspex screen installed in office. Where physical distancing cannot be applied: Minimize the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes; Minimize the number of workers involved in these tasks Reduce surface contact opportunities by keeping building doors open NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols. Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	3	2	18
	Office work	Contact with potentially contaminated surfaces in the office and other parts of the building. Contact	Inhalation / contact	5	5	2	50	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace Make use of online meeting platforms, thereby eliminating face-to-face meetings. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. 	5	3	2	30

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		with possible COVID-19 positive person.						<ul style="list-style-type: none"> Where face-to-face working is essential for a task and physical distancing not possible: Limit duration to <15 minutes. Use PPE. Perspex screen installed in office. Where physical distancing cannot be applied: Minimize the frequency and time workers are within 2 meters of each other. Where face-to-face contact is essential, this should be kept to <15 minutes. Minimize the number of workers involved in these tasks Reduce surface contact opportunities by keeping building doors open NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> Weekly COVID-19 test. PCR COVID-19 test 				
	Contact with students during teaching and research activities (inside laboratories/workshops/simulation rooms)	Contact with possible COVID-19 positive students	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Students to stay at home if feeling sick Physical distancing protocol All Labs/workshops/simulation rooms have been audited to establish to total number of students that can be accommodated in the area. The number of students allowed is visible on the outside of the room as per protocol. NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. Training and education protocols NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
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	research activities (inside laboratories/ workshops/ simulation rooms)							<p>students that can be accommodated in the area. The number of students allowed is visible on the outside of the room as per protocol.</p> <ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. Training and education protocols NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 	as listed in exemption. <ul style="list-style-type: none"> N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 				
	Contact with students during teaching and learning in a lecture hall/room	Contact with possible COVID-19 positive students	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Students to stay at home if feeling sick Physical distancing protocol All Labs/workshops/simulation rooms have been audited to establish to total number of students that can be accommodated in the area. The number of students allowed is visible on the outside of the room as per protocol. NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. Training and education protocols NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
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	Research in laboratory and other spaces	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> • Employees or students to stay at home if feeling sick • Physical distancing protocol • All Labs have been audited to establish to total number of students that can be accommodated in the area. The number of students allowed is visible on the outside of the room as per protocol. • NWU cleaning and contamination protocols • Regular cleaning of laboratory equipment (e.g. control panels) • Laboratory risk assessment • Regular hand washing or sanitisation • Face masks to reduce face touching and droplets • Training and education protocols • Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace • NWU cleaning and contamination protocols • Ventilation. • COVID-19 SOP and directives. 	• COVID-19 Vaccination	3	4	3	36
	Research in laboratory and other spaces	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> • Employees or students to stay at home if feeling sick • Physical distancing protocol • All Labs have been audited to establish to total number of students that can be accommodated in the area. The number of students allowed is visible on the outside of the room as per protocol. • NWU cleaning and contamination protocols • Regular cleaning of laboratory equipment (e.g. control panels) • Laboratory risk assessment • Regular hand washing or sanitisation 	<ul style="list-style-type: none"> • Approved exemption including controls as listed in exemption. • N95 Mask. • Weekly COVID-19 test. • PCR COVID-19 test 	5	4	3	60

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				C	P	E				C	P	E	RISK
								<ul style="list-style-type: none"> Face masks to reduce face touching and droplets Training and education protocols Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 					
All NWU Occupations	General workplace communication and interaction	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Employees to stay at home if feeling sick Work from home if possible Physical distancing protocol Minimal employees in the same room Online meetings NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Stairs should be preferred to lift and consider one-way traffic Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
All NWU Occupations	General workplace communication and interaction	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Employees to stay at home if feeling sick Work from home if possible Physical distancing protocol Minimal employees in the same room Online meetings NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Stairs should be preferred to lift and consider one-way traffic Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace NWU cleaning and contamination protocols 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	4	3	60

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
								<ul style="list-style-type: none"> Ventilation. COVID-19 SOP and directives. 					
All NWU Occupations	Staff kitchens	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> Minimize the number of people in the kitchen to maximum 1 person at a time and practice social distancing Regular cleaning and wiping of counters Use personalized cups Dishwashing Liquid available to clean utensils after usage Each staff member to clean and use own utensils Open windows and doors as far as possible. NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	3	3	27
All NWU Occupations	Staff kitchens	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> Minimize the number of people in the kitchen to maximum 1 person at a time and practice social distancing Regular cleaning and wiping of counters Use personalized cups Dishwashing Liquid available to clean utensils after usage Each staff member to clean and use own utensils Open windows and doors as far as possible. NWU cleaning and contamination protocols Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	3	3	45
All NWU Occupations	Dining halls/Student Centre/ Restaurants on campus – accessing and visiting	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting these areas. All Dining halls/Student centres and restaurants on campus have been audited to establish the total number of students that can be accommodated in these areas. The number of students allowed is visible on the outside of the room as per protocol. Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
All NWU Occupations	Dining halls/Student Centre/ Restaurants on campus – accessing and visiting	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting these areas. Face masks to reduce face touching and droplets. All Dining halls/Student centres and restaurants on campus have been audited to establish the total number of students that can be accommodated in these areas. The number of students allowed is visible on the outside of the room as per protocol. Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	4	3	60
Support Staff: Sales officers, cashiers, cleaning staff, food servers, food preparation staff and chefs / cooks.	Dining halls, Student Centres, Restaurants	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting these areas. Face masks to reduce face touching and droplets. All Dining halls/Student centres and restaurants on campus have been audited to establish the total number of students that can be accommodated in these areas. The number of students allowed is visible on the outside of the room as per protocol. Open windows and doors as far as possible. NWU cleaning and contamination protocols Regular hand washing or sanitisation Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
Support Staff: Sales officers, cashiers, cleaning staff, food servers, food preparation staff and chefs / cooks.	Dining halls, Student Centres, Restaurants	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting these areas. Face masks to reduce face touching and droplets. All Dining halls/Student centres and restaurants on campus have been audited to establish the total number of students that can be accommodated in these areas. The number of students allowed is visible on the outside of the room as per protocol. Open windows and doors as far as possible. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	4	3	60

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)				CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E	RISK			C	P	E	RISK
								<ul style="list-style-type: none"> NWU cleaning and contamination protocols Regular hand washing or sanitisation Ventilation. COVID-19 SOP and directives. 					
All NWU Occupations	Use of bathrooms	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> Minimize the amount of people in a bathroom to maximum 2 at a time and practice social distancing Regular cleaning of bathrooms Availability of soap in the bathroom as well as paper towels to dry hands. Availability of hand sanitizers at bathroom doors. Open windows and doors as far as possible. Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	3	3	27
All NWU Occupations	bathrooms	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	4	3	60	<ul style="list-style-type: none"> Minimize the amount of people in a bathroom to maximum 2 at a time and practice social distancing Regular cleaning of bathrooms Availability of soap in the bathroom as well as paper towels to dry hands. Availability of hand sanitizers at bathroom doors. Open windows and doors as far as possible. Ventilation. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	3	3	45
Gym Manager, coaches, instructors, sport officers, gym personnel, cashier and general workers.	Operations of Gymnasiums and sport centres	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular cleaning of all surfaces (after use) Availability of hand sanitizer at all general sport/gym equipment that is shared. Good ventilation in office, open windows and doors. Limit exposure by making sure equipment is sanitized before handed over to coaches, players and users. COVID-19 SOP and directives. Social distancing PPE -cloth mask Limited access as per allowed person per squared meters. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
Gym Manager, coaches, instructors, sport officers, gym	Operations of Gymnasiums and sport centres	Contact with potentially contaminated surfaces.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular cleaning of all surfaces (after use) Availability of hand sanitizer at all general sport/gym equipment that is shared. 	<ul style="list-style-type: none"> Approved exemption including controls 	5	4	3	60

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)				CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E	RISK			C	P	E	RISK
personnel, cashier and general workers.		Contact with possible COVID-19 positive person.						<ul style="list-style-type: none"> Good ventilation in office, open windows and doors. Limit exposure by making sure equipment is sanitized before handed over to coaches, players and users. COVID-19 SOP and directives. Social distancing. Limited access as per allowed person per squared meters. 	as listed in exemption. <ul style="list-style-type: none"> N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 				
NWU Sport: Manager, compliance officer, coaches, scientists and general staff.	Operations at Sport facilities and coaching.	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular cleaning of all surfaces (after use) Availability of hand sanitizer at all general sport equipment that is shared. Good ventilation in office, open windows and doors. Limit exposure by making sure equipment is sanitized before handed over to coaches, players and users. COVID-19 SOP and directives. Limited spectators and visitors as per Government legislation No sharing of equipment. Screening and testing as per NWU Health Dept. Implement and manage specific NWU Sport COVID-19 RA and SOP's Social distancing. Limited access as per allowed person per squared meters (indoors) 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
NWU Sport: Manager, compliance officer, coaches, scientists and general staff.	Operations at Sport facilities and coaching.	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Regular cleaning of all surfaces (after use) Availability of hand sanitizer at all general sport equipment that is shared. Good ventilation in office, open windows and doors. Limit exposure by making sure equipment is sanitized before handed over to coaches, players and users. COVID-19 SOP and directives. Limited spectators and visitors as per Government legislation No sharing of equipment. Screening and testing as per NWU Health Dept. Implement and manage specific NWU Sport COVID-19 RA and SOP's 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	4	3	60

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
							45	<ul style="list-style-type: none"> Social distancing. Limited access as per allowed person per squared meters (indoors) 					12
Postal Service, couriers and deliveries	Delivery and receiving parcels and mail at NWU	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	3	3	45	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Opening of parcels and packages in well ventilated, fresh air areas. Wipe down of parcel or packages. Deliveries at reception areas and not in offices. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	2	2	12
Postal Service, couriers and deliveries	Delivery and receiving parcels and mail at NWU	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	3	3	45	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Opening of parcels and packages in well ventilated, fresh air areas. Wipe down of parcel or packages. Deliveries at reception areas and not in offices. COVID-19 SOP and directives. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	2	2	20
Library personnel	Assisting students, copier services, books services, research assistance.	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	6	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Library doors and windows to be always open for fresh air. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)				CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E	RISK			C	P	E	RISK
								<ul style="list-style-type: none"> Staff should sanitize their hands before and after receiving new acquisitions packages, return book, ILL return books. Ventilation. NWU COVID-19 SOP Ozone generators. 					
Library personnel	Assisting students, copier services, books services, research assistance.	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	6	75	<ul style="list-style-type: none"> Screen employees and visitors through questionnaires, including temperature screening before visiting the workplace. NWU cleaning and contamination protocols Regular hand washing or sanitisation Face masks to reduce face touching and droplets Training and education protocols Library doors and windows to be always open for fresh air. Staff should sanitize their hands before and after receiving new acquisitions packages, return book, ILL return books. Ventilation. NWU COVID-19 SOP Ozone generators. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	4	3	60
Academic and research: Fieldwork/ Practical work	Employees and students embark on fieldwork which includes provincial and inter provincial travel. Projects may be of a longer period than one day which will have the effect of staying over.	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person. Contact with potentially infected areas during traveling to destination where meeting/training will take place.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Fleet SOP is in place: Wearing of a mask is compulsory, sanitizing hands and surfaces etc. – Driver and passengers must adhere to these regulations: See sections 1, 2 and 3. Section 4 deals with the cleaning procedures performed by the fleet staff between trips. A SOP for sanitation of equipment and samples must be put in place and adhered to by all parties that travel in the group. Where applicable the COVID-19 questionnaire must be completed by the host where sampling is conducted. The COVID-19 questionnaire must be completed by the host/manager of the accommodation. NWU COVID-19 SOP 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	4	3	36
Academic and research: Fieldwork/ Practical work	Employees and students embark on fieldwork which includes	Contact with potentially contaminated surfaces.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> Fleet SOP is in place: Wearing of a mask is compulsory, sanitizing hands and surfaces etc. – Driver and passengers must adhere to these regulations: See sections 1, 2 and 3. 	<ul style="list-style-type: none"> Approved exemption including controls 	5	3	3	60

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
	provincial and inter provincial travel. Projects may be of a longer period than one day which will have the effect of staying over.	Contact with possible COVID-19 positive person. Contact with potentially infected areas during traveling to destination where meeting/training will take place.						<ul style="list-style-type: none"> Section 4 deals with the cleaning procedures performed by the fleet staff between trips. A SOP for sanitation of equipment and samples must be put in place and adhered to by all parties that travel in the group. Where applicable the COVID-19 questionnaire must be completed by the host where sampling is conducted. The COVID-19 questionnaire must be completed by the host/manager of the accommodation. NWU COVID-19 SOP 	as listed in exemption. <ul style="list-style-type: none"> N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 				
Academic and research: Fieldwork/ Practical work – Medical and health Care	Employees and students embark on Practical work in health sector	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> NWU COVID-19 SOP Daily DIY COVID-19 app. Follow health facility risk assessment and SOP's. Wear scrubs with disposable PPE. Surgical or NFP95 mask. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	5	4	60
Academic and research: Fieldwork/ Practical work – Medical and health Care	Employees and students embark on Practical work in health sector	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> NWU COVID-19 SOP Daily DIY COVID-19 app. Follow health facility risk assessment and SOP's. Wear scrubs with disposable PPE. Surgical or NFP95 mask. 	<ul style="list-style-type: none"> Approved exemption including controls as listed in exemption. N95 Mask. Weekly COVID-19 test. PCR COVID-19 test 	5	4	4	80
NWU Health Care Staff (Occ. doctor, nurses and support staff)	Operational activities at health care centres.	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> NWU COVID-19 SOP Daily DIY COVID-19 app. NWU SOP Infection control and patient flow. Strict screen and access control. Demarcation and patient separation. Ozone generators. Ventilation. Wear scrubs with disposable PPE. Surgical or NFP95 mask. 	<ul style="list-style-type: none"> COVID-19 Vaccination 	3	5	4	60
NWU Health Care Staff (Occ. doctor, nurses)	Operational activities at	Contact with potentially contaminated	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> NWU COVID-19 SOP Daily DIY COVID-19 app. NWU SOP Infection control and patient flow. 	<ul style="list-style-type: none"> Approved exemption including controls 	5	4	4	80

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)			RISK	CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E				C	P	E	RISK
and support staff)	health care centres.	surfaces. Contact with possible COVID-19 positive person.						<ul style="list-style-type: none"> • Strict screen and access control. • Demarcation and patient separation. • Ozone generators. • Ventilation. • Wear scrubs with disposable PPE. • Surgical or NFP95 mask. 	as listed in exemption.				
All NWU Occupations	Travelling using NWU transport (Execution of duties)	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> • Fleet SOP is in place: Wearing of a mask is compulsory, sanitizing hands and surfaces etc. – Driver and passengers must adhere to these regulations: See sections 1, 2 and 3. Section 4 deals with the cleaning procedures performed by the fleet staff between trips. • NWU COVID-19 SOP 	<ul style="list-style-type: none"> • COVID-19 Vaccination 	3	4	3	36
All NWU Occupations	Travelling using NWU transport (Execution of duties)	Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	3	75	<ul style="list-style-type: none"> • Fleet SOP is in place: Wearing of a mask is compulsory, sanitizing hands and surfaces etc. – Driver and passengers must adhere to these regulations: See sections 1, 2 and 3. Section 4 deals with the cleaning procedures performed by the fleet staff between trips. • NWU COVID-19 SOP. 	<ul style="list-style-type: none"> • Approved exemption including controls as listed in exemption. • N95 Mask. • Weekly COVID-19 test. • PCR COVID-19 test 	5	4	3	60
All NWU Occupations	Occupational duties at NWU	Employees with comorbidities an over 60 years of age: Contact with potentially contaminated surfaces. Contact with possible COVID-19 positive person.	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> • NWU COVID-19 SOP: Process as per Page 11-13 to be done and recorded. • Health assessment by NWU Health Dept. NWU COVID-19 SOP. • General controls as per HIRA per occupation. 	<ul style="list-style-type: none"> • COVID-19 Vaccination 	4	48	4	64
All NWU Occupations	Occupational duties at NWU	Employees with comorbidities an over 60 years of age: Contact with potentially contaminated surfaces. Contact with possible COVID-	Inhalation / contact	5	5	4	100	<ul style="list-style-type: none"> • Fleet SOP is in place: Wearing of a mask is compulsory, sanitizing hands and surfaces etc. – Driver and passengers must adhere to these regulations: See sections 1, 2 and 3. Section 4 deals with the cleaning procedures performed by the fleet staff between trips. • NWU COVID-19 SOP. 	<ul style="list-style-type: none"> • Approved exemption including controls as listed in exemption. • N95 Mask. • Weekly COVID-19 test. 	5	4	4	80

OCCUPATION DESCRIPTION	TASK	RISK	INHALATION / CONTACT	Risk Calculation (Pure risk)				CONTROL MEASURES IMPLEMENTED	ADDITIONAL CONTROL MEASURES REQUIRED / COMMENTS	Risk Calculation (Residual risk)			
				C	P	E	RISK			C	P	E	RISK
		19 positive person.							<ul style="list-style-type: none"> PCR COVID-19 test 				