**Ventilation Risk Assessment Tool**

**Ventilation Risk Assessment Tool – Multi Occupancy Spaces**

***This tool is an indicator and provides a guide to risk factors. If ventilation has not been assessed at all since the start of the pandemic, this tool should be used to give a base line of control measures for initial safe re-occupancy of workspaces. In previous versions of the tool, where a result was Amber or Red rated, an additional calculation using Airborne.cam was required. Due to the removal of the ‘infection risk’ factor from the calculations (due to a change in risk severity), this will no longer be necessary. This factor may be re-introduced at a later date should circumstances change. If you now have a red rated space please contact the SafeSpace team who will advise you on monitoring of ventilation.***

***Departments/Institutions can start to gradually relax some control measures defined in these assessments e.g. increasing occupancy/duration based on evidence of minimal COVID transmission risk.
It may be necessary to increase control measures at any point if workplace transmission is evident.***

***The University SafeSpace team are available for help and advice with these assessments.
Safe\_Space@admin.cam.ac.uk***

**Risk assessment tool for assessing a physical space– Hands, Face, Space, Ventilation, Duration**

Ventilation cannot be assessed without first ensuring that other key control measures are in place.

**1. Hands**

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| Hand sanitiser/washing facilities at entrance/visual reminders in place  | 0 |  |
| No hand sanitiser available/no handwashing facilities at all/no visual reminders  | +10 |  |

**2. Face**

**Select the option for the majority of occupants in the space**

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| FFP3 mask/half mask withfilter (un-valved)/air-fed hood | -10 |  |
| Any face covering | 0 |  |
| No face coverings worn | +20 |  |

**3. Space**

A. This relates to the physical distance between people in the space for the majority of the time

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| >5m | 0 |  |
| 1-5m | +5 |  |
| <1m | +10 |  |

**4. Ventilation**

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| Mechanical ventilation with HEPA filtration | 0 |  |
| Mechanical ventilation – supplied from fresh air feed | 0 |  |
| Openable windows/doors – natural ventilation | +5 |  |
| Mechanical ventilation – recirculated air/fresh air mix | +10 |  |
| Mechanical ventilation – completely recirculated air (including recirculating air conditioning units)  | +15 |  |
| No ventilation (internal space or no opening windows)  | +15 |  |

**5. Duration – In multiple occupation**

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| < 15 minutes | 0 |  |
| 30 minutes max | +5 |  |
| 60 minutes max | +10 |  |
| 90 minutes max | +10 |  |
| >90 minutes  | +20 |  |

**6. Mitigating factors** (please use all that apply)

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| Air changes per hour above 10 (if known)  | -20 |  |
| Room left empty for 10 minutes prior to occupation with mechanical ventilation that includes outside air running.  | -15 |  |
| Room left empty for 10 minutes prior to occupation with only ventilation from open windows  | -10 |  |
| Static use (minimal movement – people sat at desks i.e. office, lecture etc.)  | -5 |  |

**7. Additional Risk factors** (please use all that apply)

|  |  |  |
| --- | --- | --- |
| **Control measure**  | **Score** |  |
| Low aerosol generating activity e.g. lecture/training  | +5 |  |
| Medium aerosol generating activity e.g. meeting with discussion, eating  | +5 |  |
| High aerosol generating activity e.g. singing, wind instruments, voice projection, drama, loud speaking (e.g. speaking over loud machinery)  | +10 |  |
| Aerobic activity i.e. Gym  | +15 |  |

**RAV1 Form**

**Essential Use**

Reason for room use \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**RA - Calculation**

|  |  |
| --- | --- |
| **Section**  | **Score**  |
| 1. Hands |  |
| 2. Face |  |
| 3. Space |  |
| 4. Ventilation |  |
| 5. Duration |  |
| 6. Mitigating Factors |  |
| 7. Additional risk factors  |  |
| **Total**  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Assessor name**  | **Signature**  | **Supervisor name**  | **Signature**  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Risk rating**  | **Score** |
| **Low**  | **<35**  |
| **Medium**  | **35-50**  |
| **High**  | **50+**  |