GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **BARBER INSTITUTE OF FINE ARTS**  **Main campus** | **Department** | **Barber institute Budget Centre (BIBC) plus co-users, UoB Library, CAL (History of Art, Music)** | | **Version / Ref No.** | **V11**  **V1 26/08/20**  **2/09/20**  **19/09/20**  **29/09/20**  **V8 review 22/10/20**  **9/11/20**  **V 10 2/12/20**  **V11 13/01/21**  **V12 19/04/21**  **V13 17/05/21**  **V14 3/09/21** |
| **Activity Location** | **BARBER INSTITUTE OF FINE ARTS** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Barber Institute of Fine Arts museum (Barber Institute Budget Centre - BIBC)**  **The Barber Institute of Fine Arts has 23 FTe staff running an accredited public museum with two pools of casual VST, called in as needed to cover AL, sickness absence and temporary exhibition invigilation. This total staff cohort is never on site at one time with shift working part of Visitor Services ops. Other staff (Curatorial & Collections, Learning & Engagement, Communications & Marketing and general admin staff) working mix of onsite and WFH as appropriate and agreed with line-managers.**  **The Barber is open to the public Tuesdays to Sundays 10 to 5. The Barber’s museum operations from 20 July are based on updated sector guidance from ALVA (Association of the Leading Visitor Attractions), the DCMS endorsed NMDC Good Practice Guidelines (National Museums Directors Conference) and University requirements. From 20 July we have operated to a maximum capacity level of 130 visitors per day, managed by a free ticketing system.**  **Barber Fine Art Library**  **The building houses the Barber Fine Art Library staffed by 1/2 Librarians. Front-facing library services to resume pre-Covid opening hours and arrangements in a staged process.**  **College of Art and Law academics and teaching**  **The building also houses offices for CAL academics – 3 x Music in main building, 10 x History of Art in Annex. One PT CAL support staff (Visual Resources) in shared office G25. CAL academics able to access and use building as pre-pandemic (standard hours Monday to Friday 8.30 to 7, Saturday and Sunday 10 - 4.30). Student and non-Barber colleagues to book gallery visits. Students returning to campus for Welcome Week 20 September 2021, normal teaching resumes 27 September 2021.**  **The building also houses two teaching spaces, the Photograph Room (G06) (used by History of Art only, no restrictions), and the Barber Lecture theatre (BLT) (GO11) (timetabled centrally) maximum occupancy 106. Please see University Teaching Room risk assessment for further details.** [**https://intranet.birmingham.ac.uk/staff/documents/public/campus/risk-assessments/teaching-room-ra-v11.7-26th-aug-2021.pdf**](https://intranet.birmingham.ac.uk/staff/documents/public/campus/risk-assessments/teaching-room-ra-v11.7-26th-aug-2021.pdf)  **University Music**  **The building houses the Barber Concert Hall. The auditorium, stage and wings and music practice rooms remain out of use and stage, wings and practice rooms are kept locked. Access only for approved members of Estates team, staff and contractors to undertake essential works. The music team do not work from the Barber, and no performances are planned this calendar year.** | | | |
| **Assessor** | **Nicola Kalinsky** | **Assessment Date** | **26 August 2020**  **1 September 2021** | **Date of Assessment Review** | **3 November 2021 no later than** | |
| **Academic / Manager Name** | **Professor Helen Abbott on behalf of Professor Andrzej Gasiorek**  College of Arts and Law  Pro-Vice Chancellor and Head of College  **Rachel Allmark**  College of Arts and Law  Director of Operations | **Academic / Manager Signature** | **R Allmark**  (6) 23 September 2020 (7) 29 September 2020 (8) 23 October[Review]  (9) 9 November (10) 2 December (11) 13 January 2021 (12) 19 April 2021 (13) 17 May 2021 (14) 3 September 2021 | | | |
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| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational  01 | Psychological well being | Staff and students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via whole BIBC team ‘town hall’ Zoom meetings every month (weekly team meetings, increased frequency of one to ones to fortnightly, weekly email updates to ensure staff are not ill-informed about returning to work safely. A revised BIBC staff comms plan operative for Step 4 was shared with the team 19 July.  Advice is shared with staff members and students and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications through line managers, Internal Comms) and shared with staff via team meetings, one to one meetings, weekly updates and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).    Risk assessment shared and an electronic copy is available on the shared drive Staff reminded of this weekly S:\Barber\Shared\(About) Towards Re-opening the Barber  Completed Risk Assessment for building on shared drive/LCAHM Teams channel for Library and LCAHM respectively.  Completed Risk Assessment on University Intranet.  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and whole team up dates. These include:   * ***Local induction materials*** * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via team meetings, increased one to one meetings, induction, and of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx>  Wellbeing of staff a standing item on BIBC SMT agenda, currently meeting every fortnight.  Best practice documentation produced with a specific focus on libraries has been cascaded to team members to raise awareness and offer assurance [***https://www.librariesconnected.org.uk/resource/service-recovery-toolkit-word***](https://www.librariesconnected.org.uk/resource/service-recovery-toolkit-word)  For LCAHM staff the LCAHM Teams channel is used for regular briefings, including guidance on safe working and is a means to raise and informally talk through any issues. Colleagues can raise confidential concerns or comments via email. The LCAHM Teams channel will provide staff with copies of specific building assessments on completion. HoDs for Music and History of Art confirm that regular team meetings and 1:1s are held with specific risk assessments for vulnerable staff | 3 | 2 | 6 | Yes | BIBC approach to Comms revised as needed, this is ongoing. |  |  |  |  |  |  |
| Organisational  02 | Psychological well being | Staff | Anxiety and stress caused by concerns around working on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Standing item on Barber SMT agenda, regular 1:1s for all staff and weekly team meetings.  Concerns on workload issues or support needs are escalated to line manager. Regular 1:1s for all Barber staff and weekly team meetings,  Information on the full range of Coronavirus-Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) **not** to work on campus and staff who are in the [clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august) (i.e. those previously advised to shield) is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  Employees who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and/or a referral to occupational health referral has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 3 | 2 | 6 | Yes | This is all considered as ongoing and continual. |  |  |  |  |  |  |
| Biological  B1 | Virus transmission in the workplace | Staff, students, visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) as agreed with line manager, in line with Government and University guidance.  Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers/supervisors keep track of when staff and students can return to work/campus after the self-isolation period.  Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website: <https://www.gov.uk/report-covid-19-result> and to report any positive test results to the University using the [COVID-19 reporting form](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).  Barber staff reminded weekly in all staff email and encouraged to make use of facility. Casual VST on cross-over duty to test before work (home test kits supplied as option).  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff working in University buildings*.*  Revised gallery operations under Step 4 shared with Library and LCAHM 19 July.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained.    Un-essential trips within buildings and sites discouraged and reduced.  Signage at front entrance to redirect members of public looking for the university test centre  Building open to the public from 18 May Tuesdays to Sundays 10 – 5 for gallery visits, in line with ALVA/DCMS best practice measures are taken for controlling capacity for gallery visits so that all building users can keep their preferred distance from each other with advisory ‘keep left’ and capacity guidance signs in situ for specific areas.  Barber Front of House work shifts in two fixed teams.  Barber Back of House working mixed model of site and home as agreed with line managers  No Barber volunteers on site.  For student facing library activity staff will be actively encouraged to maintain space between themselves and customers. Physical barriers will remain in place.  Staff and students will be actively encouraged to continue to wear face coverings as will those accessing the library for study or browsing.  Face coverings strongly encouraged and advised for all gallery visitors within the building at all times unless exempt. Following removal of mandatory requirement, staff will not challenge public visitors without face covering but enquire if they would like one and offer a disposable covering. Signage encouraging wearing face coverings for public gallery areas remains in place. Face coverings available for visitors who have forgotten. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E1 | Virus transmission in the workplace due contact with other people | Staff, visitors students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to reduce the number of staff people come into contact with including:   * Change to peak staff entry and exit times. * Team briefings remain virtual * Staff arrive at staggered hours anyway. * Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. * Staff have been separated into teams to reduce contact between employees. FOH in two distinct teams which do not overlap, four days on four days off, Casual FOH in two distinct teams. * Booking processes (for gallery visits and research visits) used to reduce the number of people in the galleries/museum research areas at the same time to reduce the number of contacts. * Work stations moved or staff relocated to reduce contacts. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions or working side by side. * Screens or barriers are used to separate people from each other especially where people come into close proximity with each other including at points of services, reception desk. Barber reception desk behind Perspex screen. * Number of people each person has contact with is reduced by using fixed teams (FOH) and alternating onsite and WFH for office staff. * Welfare areas for consumption of hot food and drink have been assessed in accordance with government guidance to reduce the number of people able to congregate. Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials available to clean equipment before and after use and signs displayed with information about cleaning and a contact to replenish any cleaning materials. * Where available safe outside areas used for break. * Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of facilities including building users being reminded to leave the facilities in a respectable condition. * New larger and well ventilated welfare/staff rest room provided for BIBC staff (B07). * Library staff continue to use own rest room B35 to avoid interaction. * Academic staff have individual offices. * No shop facilities to avoid need to queue. * Food and drink can no longer be purchased in Barber shop reducing likelihood of people clustering. * Food and drink cannot be consumed in the Foyer to limit clustering, tables and chairs removed. * Library Services will move to being a cashless service, utilising contactless payment methods as required.   Hours of patron access to the Library will revert to pre-pandemic arrangements in a staged process.  Signage asking staff and students not to move furniture in the library will be on display.  Staff/students and visitors will be advised via signage and information contained on the Library Services webpages/social media channels to stay at the same table throughout their time in the library.  Students, staff and visitors will be actively encouraged through communications via posters/webpage information and social media channels to not loiter unnecessarily outside common areas of the library.  Students and staff will be required to wear face coverings upon entry to the Library and to maintain the wearing of face coverings whilst studying.  To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Work has been arranged so that staff are able to maintain the government guidelines for workplaces. The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19)  Wherever one way systems assist the flow of people and avoid crowding or congestion they should be maintained, with appropriate signage and other visual aids in place.  A recommended keep left route remains signed in the Foyer and a one –way route recommended and signed for the first floor galleries, with VST at reception explaining to all building visitors including public.  Visits from people outside of the building continue to be managed via remote connection/working when this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure:   * Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them on the Barber website and including in all the booking comms. Visitors are welcomed by FOH staff who provide further detail, including awareness of respecting the needs of those with protected characteristics, such as who are hearing or visually impaired * Host responsibilities related to Covid-19 have been established and any necessary training for people who act as hosts to visitors has been provided. * Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people – entrance stairs remain keep left, VST monitor use of gallery stairs. * Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification. * Information provided to visitors does not compromise their safety.   These measures are monitored by the local supervising staff member (VST Supervisors) and where necessary concerns fed back to the Senior Management.  Information provided and signs displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs and to wear face coverings when lifts are used..  The maximum occupancy of the lift has been reduced to one unless a user of the lift has a carer in which case it is 2*.* Access to the lift is controlled by VST, and locked when not in monitored use. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face. Use of lift is normally only for those needing access e.g. wheelchair users, pushchairs etc. Users are encouraged to wear face coverings when using lift.  Stair to basement in Art History wing one at a time, but clearly visible if in use.  . FOH staff continue to ensure no crowding on staircase.  Main Foyer route is two way but corridor wide and marked up to encourage users to keep left. Main external entrance stairs two way but wide and divided by handrail, keep to left, either side of handrail.    Wash hand / use hand sanitiser on exit from stairwell.  Non-work related gatherings (social) amongst employees have been discouraged whilst at work and alternative arrangements made when possible. E.g. meeting virtually or outside.BIBC comms plan reinforces need to continue with virtual or outside meetings. In good weather In person meetings may take place outside.  Large gatherings, including events in public spaces that are organised by the University are only permitted with steps to mitigate the risk of transmission and in line with Coivd-19 Secure guidance including the completion of a specific risk assessment.  [Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19)  No large gatherings will be taking place at the Barber.  The Barber has no on site public programme (digital programme continues) summer 2021. Risk assessed small group (max 15) L&E work will be trialled from September onwards (restrictions permitting).  The Foyer and Concert Hall are not available for hires.  No concerts/performances planned – public or streamed. Concert hall closed due to lack of ventilation. Music Practice Rooms locked. Access only for approved members of staff and contractors to undertake essential works.  Managers perform frequent evaluation against social contact controls. Controls will be assessed regularly at weekly SMT meetings. Staff are reminded on a weekly basis of the importance of reducing social contacts both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Question asked at weekly Barber SMT meetings as regular agenda item.  No working close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day) is permitted unless work is essential for such activities such as art handling, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   * Protocols for Art Handling in place following best practice guidelines developed by the National Gallery. These guidelines are regularly updated in line with sector best practice and experience.   S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols   * Best practice processes in place for receiving and delivering loans (including quarantine) – link above. These guidelines are regularly updated, as above. * Research visits available by pre-booked appointment only, bookable via website/email. * Further increasing the frequency of hand washing, provision of hand sanitizer and surface cleaning. * Keeping the activity time involved as short as possible.   Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to use them they are supported.  Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in those areas.  This category ‘where people come into contact with people they do not usually meet’ applies to the public museum areas of the Barber with an expectation that staff and visitors (including students) will wear face coverings (unless exempt). This is also the recommendation of museum sector guidelines from NMDC and ALVA:  https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/ https://www.alva.org.uk/details.cfm?p=403&codeid=851  Barber staff in public museum areas, both VST and other staff moving around the building) are expected to wear face coverings unless exempt. Visitors are encouraged to wear face coverings (unless exempt) when booking. Signage at entrance asks for face coverings to be worn, Face coverings are offered to visitors who arrive without.    Individuals have been reminded through regular team communications of how to use face coverings safely including the following information. When wearing a face covering you should:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on and before and after removing it. * avoid wearing on your neck or forehead * avoid touching the face covering or your face, as it could be contaminated it with germs from your hands * change the face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change or wash your face coverings daily * If the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in the usual waste. * Visors available for VST as an ‘extra’ only in addition to a face mask.   .  For Art Handling protocols please see link. This is modelled on National Gallery best practice. These guidelines are regularly updated.  S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Capacity of the Barber Lecture Theatre G011 assessed for 106 users, Photograph Room G06 no restrictions. One way system signed to access and egress the BLT. Only History of Art use the Photograph Room; induction on how to access part of student induction.  [**https://intranet.birmingham.ac.uk/staff/documents/public/campus/risk-assessments/teaching-room-ra-v11.7-26th-aug-2021.pdf**](https://intranet.birmingham.ac.uk/staff/documents/public/campus/risk-assessments/teaching-room-ra-v11.7-26th-aug-2021.pdf) | 3 | 2 | 6 | Yes | . |  |  |  |  |  |  |
| Biological  B2 | Suspected or known case of COVID-19 | Staff, students, visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * Provision and monitoring of adequate supplies of cleaning materials are in place, stored in basement store and monitored by Dave Lowe, VSM. * Team briefed at induction, general meetings and weekly team meetings on actions to be taken in the event of someone being suspected of having COVID-19. * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. BIBC staff reminded weekly of procedures.   Employees to follow the Government advice: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>   * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation. * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + have tested positive for coronavirus   + meet the criteria included in the [Government Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Biological  B3 | Someone entering the workplace with COVID-19 | Staff, students, contractorsand visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. This applies to freelance conservators (done) and Art Handling/Transport companies (ongoing as used). Vicky Skelding-Bloor, Exhibitions and Loans Manager responsible for managing these requirements.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines. This message is reiterated on the Barber website and ticketing system and all visitor comms, from booking to arrival   * If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’s guidance. University managers will follow the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx) and NHS Test and Trace workplace guidance for any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E2 | Virus transmission in the workplace | Staff, students, visitors | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded through information posters in all toilets and kitchen areas to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen. Hand sanitiser units at staff entrance, public entrance, Foyer, goods yard.  Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.  Individuals are reminded to catch coughs and sneezes in tissues – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. Posters are displayed around the workplace. To help reduce the spread of coronavirus (COVID-19) individuals are reminded  *at all team meetings and team comms* of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on induction on the importance of keeping surfaces and work equipment clean.  Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently touched surfaces, hand sanitizer is available on entry and exit to toilet facilities.  Facilities are kept well-ventilated. Windows in the ground floor toilets are opened every morning and closed in the evening.  From Saturday 22 May weekend daily cleaning of the main public accessible toilets recommenced.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Barber staff have been encouraged to reduce use of printers by the Director, print only when necessary. Staff encouraged to use their own stylo pen (provided) to reduce contact. VST will also use stylo pens for all alarms and fire panels to minimise contact.  Sharing of equipment is restricted where possible and cleaned / disinfected before and after use. We have one Collections Technician whose equipment is specific to that staff member and not shared. Freelance conservators use own equipment. Any equipment which is shared will be cleaned between users. Please see art handling protocols, which are regularly updated, for detail. S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Objects and surfaces that are touched regularly are cleaned frequently with disinfectant wipes such as door handles and keyboards, and making sure there are adequate disposal arrangements. Over and above daily clean by cleaning services, (Monday to Friday), Individuals responsible for own office touch points (door handles), keyboards not shared. VST will used their own stylo pens for all alarm and fire panel touchpads.  Visitors can use self-service eco-friendly brolly bags if needed to avoid need for storage and minimise possibility of contact. The dispenser is by a hand sanitizer unit and visitors will be asked to sanitize after self-service use.  Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles.  No hot-desking in any BIBC offices. Academic offices all single use.  There are cleaning procedures for goods entering the site. Hand sanitiser provided. Non-business deliveries stopped, for example, personal deliveries to workers. All BIBC staff have been instructed not to recommence personal deliveries. Deliveries office goods or collection related only. New protocols in place for collection delivery/exit, including quarantine:  S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Everyone is encouraged *on induction* to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work.  Staff have adequate storage for provided for clothes and bags, either individual lockers for VST or own ample office space.  Visitors are encouraged to travel light and are advised when booking that the Barber does not have cloakroom facilities for bags and no bags can be left. Visitors may leave coats in the Foyer on coat hooks at their own risk.    Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. LM to regularly assess and report any issues to weekly SMT meeting.  Weekend cleaning resumed 22 and 23 May 2021.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  Wipeable mats in GO11 and wipes in G06. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O3 | Exposure to Existing Hazards | Staff, students, visitors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Barber Emergency Plans and Fire Evacuation Plans revised to take into account Covid-19  Forced Closure Plan added to Barber Emergency Plan.  Emergency Procedures reviewed and revised including:   * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed*–no PEEP requirements at present time for BIBC staff.* Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * A Fire Drill was undertaken 5 July 2021 to assess revised procedures. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available. People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by  *David Lowe, Visitor Services Manager or Supervisor,* to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution).  Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered  Security arrangements for the collection are regularly assessed with support from Campus Security and communicated to the HBT Trustees. Barber staff work continue to work closely with Campus Security.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch to national or local lockdown. Regular SMT planning for potential scenarios and adjustments to changing levels of restrictions/lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E4 | Inbound & Outbound Goods including Post | Staff, contractors | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to building have been considered and include:   * Unnecessary contact at delivery bay has been minimised – move to use loading bay to reduce need for transport agents to enter building. * The Barber has few deliveries. Drivers for office type deliveries will be asked to unload and place the delivery in the scissor door area of the loading bay. VST will then move to store, wearing gloves. * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people, with additional mitigating measures including the wearing of face coverings, are used for loads where more than one is needed. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Strict hand washing procedure/or hand sanitizer in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. * Art work deliveries are quarantined for 72 hours. New protocols for art deliveries:   S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Art work protocols above regularly revised in line with sector best practice and experience. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O4 | Travelling to work | Staff, visitors | Exposure to respiratory droplets carrying COVID-19. | Gallery visitors arriving by car to use Pritchatts’ Road car park. Disabled space at Barber main entrance and two at rear but cannot be pre-booked. Parking in Barber yard may be available for visitors who require and who notify in advance and further disabled parking on campus.  Individuals travelling to University premises or on behalf of the University are University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) to help them stay safe, and protect others by controlling the spread.  Where people are travelling together in any one vehicle, they are encouraged to:   * Used fixed travel partners * Not sit face to face * Open windows and switch on air ventilation systems that draw in fresh air. Open windows only partially if it’s cold. * Frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E6 | Ventilation | Staff, Students, contractors and Visitors | Exposure to respiratory droplets carrying COVID-19. | Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some areas will need to have some recirculation to improve thermal comfort.  Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space. Windows in foyer and public toilets opened by VST at start of day, closed at end of day.  The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces. Additional controls can be provided by the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.  Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  Mechanical ventilation in the galleries operates 24/7. The Barber AHH system does not recirculate air and draws in fresh air and expels air to the outside.  Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts. * if the area is cold relax dress codes so people can wear extra layers and warmer clothing * use [natural ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) alongside heating systems to maintain a reasonable temperature in the workplace.   Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”  Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.  General considerations reflected on during reopening of the buildings in relation to the ventilation and fresh air to occupied spaces. Core strategy based on [CIBSE Covid-19 Ventilation Guidance](https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown), [HSE guidance](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance), [Government](https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-education-covid-19-operational-guidance) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.  Links used above:  HSE – Ventilation and air conditioning during the coronavirus (Covid-19) pandemic 21 July 2021:  <https://hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/index.htm>  CIBSE-Covid-19: Ventilation version 5 – updated 16 July 2021  <https://www.cibse.org/coronavirus-covid-19/emerging-from-lockdown>  DfE- Higher Education Covid-19 operational guidance – updated 19 July 2021  <https://www.gov.uk/government/publications/higher-education-reopening-buildings-and-campuses/higher-educaiton-covid-19-operational-guidance>  HSE – Keeping workplaces safe as coronavirus restrictions ae removed updated 19 July 2021:  <https://www.hse.gov.uk/coronvirus/roadmap-further-guidance.htm>  The main AHU system for the galleries was refurbished in 2019. It draws fresh air into the galleries with no recirculation. It does not require additional filters. This has been confirmed by Estates Maintenance Officer, James Moore, 13/07/20. The AHU system for the Lady Barber Gallery is dependent on the main AHU for air intake but does not recycle used air. Confirmed by James Moore Estates Maintenance Officer 21/04/21.  The ground and basement floors offices and teaching spaces (Photograph Room, BLT) all have windows to open for fresh air and no AHU system. Rooms/spaces with no direct ventilation – music practice rooms and Concert Hall, old staffroom– are not in use.  Windows in the Foyer and main floor public toilets opened during hours of use by FOH staff. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| General Covid-19 considerations |  | Visitors, Staff, Students |  | ***Public Museum/Visitor Specific (PMS) Section***  The Barber follows official sector guidelines endorsed by DCMS, sector best practice and applicable legislation for our approach to operating the museum for the general public and all gallery visitors, including university staff and students.  <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/>  This guidance is endorsed by DCMS and was first published by the National Museums Directors’ Council 25 June 2020 and was last updated 31 August 2021. In addition to this, further voluntary guidance was issued by ALVA (Association of Leading Visitor Attractions)  <https://www.alva.org.uk/details.cfm?p=403&codeid=851> Based on visitor sentiment research undertaken in late June which showed a significant majority of visitors were not ready for the removal of all Covid-19 measures, ALVA recommends as does the NMDC guidance, maintaining reduced capacity, maintaining the requirement to book, keeping the requirement for visitors to wear face coverings indoors(unless exempt) (although legally unable to insist on this) and social distancing as appropriate to context.  There is no longer a legal requirement to take and retain visitor contact details for NHS Test and Trace. Visitors are encouraged to scan the NHS QR Code displayed in the entrance on arrival.  Museums in England were able to open from 17 May 2021 in Step 3 of the road map out of Lockdown. Barber galleries reopened for visits (public, students, UoB staff) 18 May 2021, six days a week, Tuesday to Sunday, 10 to 5. These hours continue under Step 4 from 19 July. | 3 | 2 | 6 | yes |  |  |  |  |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Biological | Virus transmission in the workplace | Staff, students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | | Virus transmission in the museum due to contact with other people | Visitors, Staff, Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Potential visitors are informed on ticketing site not to visit if they have symptoms, are isolating, or have been in contact with symptomatic people. Message reiterated through visitor journey to arrival.  Signage at entrance to redirect members of public looking for the University test centre. FOH trained to deal with members of public asking for University test centre and to politely refuse entry to building.  Admission is by free timed ticket with visitors asked to book online and in advance. Tickets are limited through the day to enable visitors to maintain their preferred distance from others. Capacity was reviewed and increased for Step 4 with 130 tickets available a day. Walk ups are permitted if capacity allows but entry is not guaranteed. We will review capacity and the need for ticketing at the end of September 2021.  FAQs on website regularly updated to reflect current restrictions and best practice guidance.  From 19 July limits on group numbers are managed by the ticketing system as a maximum of 10 tickets are available every 30 minutes. All members of the party must have a timed booked ticket. Tickets are released every 30 minutes, currently 10 tickets available every 30 minutes, max 130 per day.  One-way recommended route for main gallery visit marked by signage and encouraged by Visitor Assistants.  Advisory capacity limits for Print Bay Displays and Coin Gallery communicated by in situ signage.  Keep left system for main entrance stairs and Foyer.  Gallery stairs managed by VST use by one group at time.  Visitor numbers into the Lady Barber Gallery (outwith main one-way system) monitored and controlled by VST from 11 June 2021.  No retail or food offer to reduce need for queueing and clustering. Tables and chairs removed from Foyer and visitors not permitted to consumer food and drink in Foyer (water available). Visitors may use Green Heart for picnicking. | 3 | 2 | 6 | Yes |  | 3 | 2 | 6 | Yes |  |  |
| Biological | Suspected case of Covid 19/Some one entering the museum space with Covid-19 | Visitors, Staff, Students | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with Covid-19 | Response plan in place in the event of a confirmed or suspected case of Covid-19 includes:  If a visitor becomes unwell they will be asked to leave the premises immediately. If not well enough to leave, emergency service called to attend. The area will be cleaned in accordance with guidance. If possible the area will be closed for 72 hours before cleaning.  Disposable gloves, masks and aprons worn for cleaning.  Team briefed on actions to be taken in the event of a visitor suspected of having Covid-19 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus Transmission in the museum space due to contact with other people | Staff student  Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Visit by appointment using ARTFUND ticketing system to control number and flow of visitors –130 max per day. Visit by advance timed ticket using ARTFUND ticketing system to control capacity. On spec visitors allowed in only if and when capacity allows. Capacity has been kept at a level to allow visitors to maintain their preferred distance from others in the building.  Contact details are no longer legally required to be recorded and kept for Test and Trace, but visitors are encouraged to scan in with the NHS QR code displayed at the reception desk.  Visitors provided with information on how visit looks and works prior to visit via ticketing system and on website, and on arrival. FAQs updated as required in line with changing restrictions. FAQs updated 19 July 2021.  Social distancing retained where judged appropriate to manage visits:   * Main entrance stair keep left of barrier, entrance by one person or group at a time, signed. * Visitor Assistant at reception behind screen and wearing face covering (unless exempt). * Foyer marked keep left. * Gallery stair used by one group at a time, VS to radio to manage (one in Foyer, one at top of stairs]. * From 11 June LBG numbers monitored by VST. * Advisory capacity limits signed for Print Bay Displays and Coin Gallery. * One way route for main gallery visit, signed and recommended by VST but not enforced.. * Tables and chairs for café use removed. No food or drink for sale or allowed to be consumed in Foyer area. * Lift use by request only and restricted for those requiring it (wheelchair users, push chairs, mobility issues), single use plus carer. * Accessible toilet single use. * No public tours or guided tours * Risk assessed small group activities (max 15) to commence in September (restrictions permitting)   Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in those areas.  Best practice sector guidance (ALVA, NMDC) and in alignment with university guidance (see above), strongly recommends and encourages the wearing of face coverings unless exempt. Visitors are encouraged to wear face coverings unless exempt and this is included in all pre-booking comms, visitor pathway, and reiterated on site. Disposable face coverings are offered to booked visitors who arrive without face coverings and would like one.  Face coverings are required by the Director for all Barber staff (unless exempt) working on the gallery floor and museum public areas – Foyer, ground floor corridors – in line with University expectations and museum sector guidelines. Sufficient washable face coverings to cover the four day shifts provided and worn by front-facing Visitor Services (unless exempt), and masks worn by other staff members when on the gallery floor or public museum spaces (unless exempt).  In accordance with university recommendations 16 July, face coverings are also required by for building co-users moving around the public areas of the Barber – shared offices, Foyer, Ground Floor corridor to Toilets, Galleries etc (unless exempt). | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
|  | Virus Transmission in the museum space |  | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Main entrance doors kept open, weather permitting or opened by Barber staff. Windows opened by VST.  No facilities for visitors to leave bags (visitors advised before visit not to bring unnecessary bags and to travel light). Free disposable brolly bags provided for visitors in a self-service unit adjacent to a hand sanitizer. Visitors may leave coats on the coat hooks in the foyer at their own risk.  No shop or retail facilities available to reduce handling  Watercooler with disposable cups provided on request. To prevent cross-contamination watercooler touchpoints wiped with disinfectant after each use by VST in Foyer.  Visitors encouraged to follow good hygiene on visit – had sanitizer at entrance, signage to ask visitors to use on entering and leaving building.  All loose marketing material (leaflets, guides) removed – digital substitutes provided. Free single-use sheets available for family trails.  No on site interactives available.  Large print available by request and either cleaned or quarantined for 72 hours after use (multiple copies).  Contactless donation system installed.  Entrance doors to gallery visit (top of gallery stairs) opened by staff members and wiped every 30 minutes on staff position change.  Other gallery doors kept open during visiting hours. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  See E6 above for detail | Ventilation | Visitors, staff, students | Exposure to respiratory droplets carrying Covid-19 | The Barber’s ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.  Recirculation of unfiltered air has been avoided or reduced as far as possible.  Rooms with no ventilation – i.e. the Concert Hall and Music Practice Rooms - have been taken out of use.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken.  Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”  The Barber’s mechanical ventilation systems are monitored by building management systems 24/7 that will raise a fault alarm; any potential fault with mechanical or natural ventilation are raised with the Building Management and or the Estates Helpdesk. Mechanical ventilation in the galleries operates 24/7.  The main AHU system for the galleries was refurbished in 2019. It draws fresh air into the galleries with no recirculation. It does not require additional filters. This has been confirmed by Estates Maintenance Officer, James Moore, 13/07/20. The AHU system for the Lady Barber Gallery is dependent on the main AHU for air intake but does not recycle used air. Confirmed by James Moore Estates Maintenance Officer 21/04/21.  Ground (main) floor has no mechanical air handling but windows open to outside. Windows in the Foyer and main floor public toilets opened during hours of use by FOH staff to maximise ventilation. Weather permitting main entrance doors kept open. Doors to terrace may also be opened in warm weather with security screens in place. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.

UPDATED WITH JEN AND DAVE’S AMENDS 4 AUGUST 2021

UPDATED WITH Simon Shakespeare’s email 6 August re one way systems and CO2. 9 August.

UPDATED WITH Cheryl 20 August (1 September 2021)

UPDATED WITH Sue Worrall 2 September 2021

UPDATED WITH Erin Withers 3 September 2021