GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Chemical Engineering** | | | | **Department** | | | | **Chemical Engineering** | | | **Version / Ref No.** | | | **ChemEng\_Covid\_04** | | | |
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| **Activity Location** | | **Chemical Engineering Old and New Block, Building 1310** | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment**  **Maximum building capacity with Covid-19 restrictions in place will be 130 persons including technical staff, cleaners, estates staff and researchers. We initially seek permission for maximum of 30 persons and will review each month** | | | | | | | | | |
| **Assessor** | | **Jacqueline Deans** | | | | **Assessment Date** | | | | **18th June 2020** | | **Date of Assessment Review** | **1st July 2020 and monthly thereafter** | | | | | | |
| **Academic / Manager Name** | |  | | | | **Academic / Manager Signature** | | | |  | | | | | | | | | |
| Hazard Assessment | | | | | Control Assessment | | | | | | | | | | | | Actions | | |
| 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 |
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| Organisational | Psychological well being | | Staff / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via weekly Head of School briefings, School Committee, School Health and Safety Committee and team meetings and 1-to-1 meetings which are normally held on zoom or skypeto ensure staff and students are not ill-informed about returning to work safely.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i,e line managers, Internal Comms) and shared with staff via weekly Head of School briefings and staff mailing lists. Notes of meetings will be available from the School CEN-StaffShared network drive and the University’s Coronavirus FAQs .  An electronic copy of this general risk assessment can also be found in the CEN-StaffShared network drive  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 one-to-one meetings. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx   * ***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. | | 3 | 3 | 9 | | No until additional controls are in place | By providing information as described and giving contact details for sources of help to staff and students who may have concerns we will minimise this risk. | | 2 | 2 | 4 |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs  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 are made aware of supportive 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> | | 3 | 3 | 9 | | No, until additional measures are implemented | By providing information as described and giving contact details for sources of help to staff and students who may have concerns we will minimise this risk. | | 2 | 2 | 4 |  |  |  |
| Biological | Virus transmission in the workplace | |  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Specific individual worker risk assessments*** undertaken for those who have a self-declared health condition which could increase their risk profile.  ***Social distancing: Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff continue to work remotely where possible.  Managers ensure staff with any form of illness do not attend work and the actions to be taken if this situation arises. The School Head of Operations has emailed all staff with the Guidance on Returning to Work Final document (a copy of which is stored in CEN-StaffShared network drive) which outlines the actions to be taken in event of someone becoming ill with Coronavirus  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 returning to work in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) will receive an email copy of the building specific induction PowerPoint presentation before they attend the building for an on-site induction of the presentation. A copy of the building site specific induction will be stored in the CEN-StaffShared network drive  The School Head of Operations or the Operations Officer for the School will keep track of when staff report that they are off sick or self-isolating with the symptoms of coronavirus. They will also record when they can return to work after the symptom free period.  Schedules for essential services and contractor visits are being revised to reduce interaction and overlap between people e.g., carrying out services out of hours.  Un-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between use. | | 4 | 2 | 8 | | Yes | Staff who are clinically extremely vulnerable will not be allowed back to campus. Staff who are clinically vulnerable will be advised to work at home where possible, where this is not possible we will look to house them in single person offices Individual risk assessments will be completed for staff and students who are at higher risk prior to their return to campus. | | 4 | 1 | 4 |  |  |  |
| Environmental  Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | |  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including   * Change to peak staff entry and exit times. * Changes to core working hours. * Amended shift routines, staff handovers and team briefings. * Staff have been separated into teams to reduce contact between employees. * Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. * Job and location rotation reduced.   Swipe access control is being reviewed and a phased reoccupation is planned after initial stress testing of social distancing is carried out. We plan to remove swipe card entry to the building to all staff and students and only allow them access when they have completed the University Return to Campus Canvas course, have provided proof that they have passed. They must also have an authorisation letter from the College and should display an authorised lanyard before they are allowed to return. Checks will be made that research staff have a risk assessment for their work signed off by their supervisor and have completed the on-site induction.  Technical staff will act as buildings “Police”; they will carry out routine patrols of the building. Anyone not having completed the procedures outlined above will be ejected from the building and their line manager and Head of Operations informed. They will not be allowed access to the building until we are satisfied they have completed the tasks outlined above and have had a one-to-one reminder on who is allowed entry and their social distancing responsibilities. Our site induction PowerPoint asks people to make sure they are not tail-gated when entering the building and requires that they must not invite or allow anyone else to enter. The building. Anyone trying to enter the building without the appropriate lanyard and authorisation letter will be refused entry.  Work has been arranged so that staff are able to maintain the government guidelines for social distancing based on our industry which are included in the ***Social distancing: Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  One-way flow systems have been implemented and these will be checked by Estates prior to building reopening to check that they are satisfactory and sufficient. Visual aids, such as floor strips, floor stickers, door posters and signage are used for maintaining two metres distance throughout the building/workplace.  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 activities are segregated to promote 2 metres distance including:   * Staff and student offices are currently closed. Staff and students will continue to work from home. * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices, meeting rooms, seminar rooms and laboratories. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). * Staff encouraged to remain on-site including bringing their own lunch and refreshments and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for break. * The kitchen hot food area has been closed so only hot and cold water are available in this room, social distancing queue here reminders and a one in one out system is in place. Welfare areas have no provision for serving hot food or drinks. * Tables/seating from welfare areas moved to create 2m separation and avoid large groups congregating. * All users are encouraged to wash their hands prior to eating in the welfare areas and again when they have eaten. Additional signage for the correct method for handwashing is displayed. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. In larger facilities where several cubicles are available, signage has been placed to limit the number of available cubicles. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.   Visitors must arrange to meet with a member of technical staff or their sponsor before arriving at the building and arrive at a specified time to enter the building. Doors will be swipe access only so no unauthorised entry can occur. The Chemical Engineering building has no reception. Clear method of socially distancing of staff and visitors in this area including:   * 2m spacing in waiting areas   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart). * Have a one way system around the building. * Corridors that are 2 m wide have a two way system of use, people using the corridor must stay to their left.   Additional signage in corridors reminding staff about social distancing  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift is one person. This is marked on the door and details included in the building induction. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  The lift is still to be used to move heavier / larger goods as a planned operation ensuring staff are placed on each floor to prevent access to lift until equipment moved.  There are designated stairwell for going up and a designated stairwell for coming down, this system will be enforced.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings.  Large gatherings have been cancelled or postponed or alternative IT solutions provided. (Critical Training courses may still be performed but only following the Covid-19 guidance.)  Managers perform frequent evaluation against social distances controls through the review the risk assessment every month as a minimum or after any significant increase in staff numbers. Posters are displayed throughout the building reminding people about social distancing. Managers will reinforce the message about social distancing via the building induction and the weekly staff meetings on zoom.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, where it does need to continue 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:   * Further increasing the frequency of hand washing and surface cleaning. * Keeping the activity time involved as short as possible. * Using screens or barriers to separate people from each other. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. * Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others). * Re-engineering the technical activity.   Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.  Individual risk assessments conclude that there is no additional requirement for PPE unless staff members need to work closer than 2 m apart to complete a specific task | | 4 | 2 | 8 | | Yes | Risk assessment will be reviewed at least monthly and after any confirmed infection of a staff member or student. | | 4 | 1 | 4 |  |  |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.  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. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * 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) and includes:   + Cleaning an area with sanitiser after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people   + Where possible the area will be closed and secure for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished   + Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touchpoints) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed 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. * Employees to follow the Government advice: <https://www.gov.uk/coronavirus> * Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * 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. * Staff will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace. * Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home. * Staff have been encouraged to download the government COVID-19 contract tracing app. | | 4 | 2 | 8 | | Yes | Person will be removed from building swipe card access for the duration of their self-isolation and treatment.  On confirmation of a case within our buildings we will email all staff and students who have building access informing them of the actions taken and any additional requirements they should follow. We will also reinforce our advice on who to contact if they have any concerns. | | 4 | 1 | 4 |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | |  | 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. Entry into the building will not be permitted until receipt of the RAMS. Everyone who attends the building will be given an induction and a register kept.  Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures.  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.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s guidance. University managers will follow the 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> | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | |  | 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.  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 through the building induction and are regularly reminded 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/>  Posters are displayed around the workplace including in welfare facilities.  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.  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 via the Covid newsletter produced by the University and emailed to staff; building induction and weekly all staff meetings arranged on zoom with Head of School 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 including technical staff cleaning touch points in welfare area, toilets, printers and communal areas on an hourly basis should cleaning support not be available to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on the importance of keeping surfaces and work equipment clean.  One way systems in place and where this is not possible, notices explaining social distancing measures are displayed. Most labs are proximity reader or keypad entry, with sanitizer wipes provided. A booking systems for equipment with a cleaning delay built in before and after an equipment session so that it is clean for the following person has been arranged.  Within the building there is only one high risk laboratory with one entrance and exit to the lab and entry is via keypad. There is a booking system for equipment usage which has a 30 minute before and after a session cleaning slot to make sure the area is clean for subsequent researchers  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Sharing of equipment is restricted where possible (additional equipment/hand tools may need to be purchased), and cleaned / disinfected before and after use.  Objects and surfaces that are touched regularly are cleaned frequently with provided wipes, such as door handles and keyboards, and making sure there are adequate disposal arrangements.  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.  Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned with provided wipes between different occupants including shared equipment.  There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.  Everyone is encouraged 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 been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.  Staff instructed via local induction to clear a designated area of their lab for storage in labs which do not have lockers  Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home.  COVID-19 cleaning products used have a current valid chemical risk assessment in place and are used in accordance with all prescribed risk controls and monitoring requirements. They are stored so that they are readily available to all users and are labelled according to the Globally Harmonised System of Classification and Labelling (GHS). (See location specific chemical risk assessments for cleaning products used within the area).  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | | 4 | 2 | 8 | | Yes | Consideration to moving lockers from currently unoccupied parts of the building where appropriate | |  |  |  |  |  |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | |  | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures  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 social distancing and other 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.  Emergency Procedures reviewed and revised including:   * **Communication**: the building specific induction training informs people that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. 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. * **First Aid:** First aid needs assessment reviewed to take into account 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 (see Cleaning below). 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 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).  People have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 2 | 2 | 4 | | Yes | Lone working will not be allowed whilst virus is circulating amongst the general population. If people do have to work at distances less than 2 metres apart they will wear appropriate PPE and where possible will work with the same colleague to minimise risk to others.  We have only one post graduate student who has a PEEP. As his research is computational, he will continue to work from home. | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | |  | Exposure to contact with an object that has been contaminated with COVID-19. | No deliveries will be made to our building, they will be collected from stores by staff ordering goods. Stores staff will email staff when a delivery arrives and will arrange a suitable time for collection  Fork lift truck access by arrangement in advance. Same two drivers will work as a pair when required and they will wear appropriate PPE. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).  There is signage advising staff to wash their hands regularly and not to touch their face.  There are two separate entrances to the building for access and two separate doors for egress and one-way systems are in force in the building.  Staff are advised to stagger entry and exit times to the building to prevent queuing.  Controlled access and egress is monitored to ensure it is followed. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | |  | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place.  Facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/coronavirus>  https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | | 4 | 2 | 8 | | Yes | Staff advised to stagger start and finish times if using public transport and to avoid public transport if at all possible | | 4 | 1 | 4 |  |  |  |
| Organisational | Driving at work | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Non-essential travel is minimised – remote options considered first.  Alternative solutions to two-person delivery have been put in place including delayed delivery of large items or using an alternative method, for example, mechanical / material handling equipment.  Job and location rotation have been reduced.  Journeys have been scheduled and delivery/collection times to reduce contact with others.  Shared vehicles are frequently cleaned including between shifts or on handover. This includes cleaning of objects and surfaces that are touched regularly, such as door handles and vehicle keys, and adequate disposal arrangements are in place.  Sufficient quantities of hand sanitiser /wipes are retained within vehicles to enable workers to clean hands after each delivery / drop-off.  Staff are encouraged to wash hands before boarding vehicles. | | 4 | 1 | 4 | | Yes | Our only drivers are fork lift truck drivers, their use will be negligible and if necessary, the same two drivers will work as a pair with the second staff member meeting the fork lift at the destination. They will not travel together in the cab. | |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected.  Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion. If machines and equipment are shared, sterilising will be carried out between operations. | | 4 | 2 | 8 | | Yes | Staff will be advised to clean their equipment work area after every use | |  |  |  |  |  |  |
| Environmental | Ventilation | |  | Exposure to respiratory droplets carrying COVID-19. | All ventilation has been serviced as required. All filters have been changed as required.  Building users are encouraged where possible to ensure windows are open. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
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**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.