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|  | |  |  |  |  | | --- | --- | --- | --- | | **Assessment Details** | |  |  | | **Org Unit** | University of Birmingham Sport | **Assessor Name** | Stephen Harris | | **Description** | **Return to Campus COVID-19: Building Risk Assessment** | **Assessment Team Members** | Operations Manager | | **Assessment date** | July 22nd 2020 | **Review Date** | August 17th Aug | | **Location** | University of Birmingham Sport & Fitness | **Activity Description** | **Operation of the named facility post Covid-19** | | **Risk Assessment Category** | General | **Number Of People Exposed** | 3000 | | **Reviewed By** | University of Birmingham Health & Safety Officer  ( Steve Harris) | **People Exposed** | University of Birmingham Staff. Existing Members who have booked onto space restricted sessions | | Risk Ass Index ref | AR Gen 6 | **Is This An Acceptable Risk?** | Yes | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Hazard Category**  **Note sources of information for this assessment:**  UBS Admissions policy  UBS safeguarding Children & Vulnerable Adults Policy  UBS Photographic/Recording policy  Risk Assessments produced by Hirer for similar events.  UBS Reporting accident/emergency procedures for hiring groups  **Note sources of information for this assessment:**  UBS Admissions policy  UBS safeguarding Children & Vulnerable Adults Policy  UBS Photographic/Recording policy  Risk Assessments produced by Hirer for similar events.  UBS Reporting accident/emergency procedures for hiring groups  **Note sources of information for this assessment:**  UBS Admissions policy  UBS safeguarding Children & Vulnerable Adults Policy  UBS Photographic/Recording policy  Risk Assessments produced by Hirer for similar events.  UBS Reporting accident/emergency procedures for hiring groups | **Person at Risk** | **How is Person at Risk** | Grading of Risk with control measures in place  **(Severity x Likelihood)** | **Ares these adequate**  **Y/N** | **Control Measures** | **Further control measures- after annual review** | | University of Birmingham Safety Services Generic information- Grading determined locally | | | | | | | | Organisational- Psychological Well being | St, UG/,Pg, M | Anxiety and stress caused by concerns around returning to work and studies on Campus | 9  (C3 x L3) | Y | Regular communication is in place (individual and group) via  Mondays- am Senior Managers meeting.  Monday pm, HOD (Heads of Department).  Separate meeting throughout the week based on sub-projects related to business.  HODS- periodic catch -up meetings with all furloughed staff.  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;   * Phonecalls, video calls ( Zoom, Skype, Whatsapp) * and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx):   Risk assessment shared with staff and an electronic copy is available on [here.](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\S&F)  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 *University of Birmingham Sport*. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building Checklist completed with Estates Project Manager ( Stuart Arkless on 30/6/20)*** * ***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)**](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\S&F)   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. |  | | Organisational- Psychological Well being | St, UG/,Pg, M | Anxiety and stress caused by concerns around returning to work and studies on Campus | 9  (C3 x L3) | Y | Managers have regular phone conversations (furloughed and working staff) focused on the staff member’s wellbeing and references UoB Internal Comms emails, its contents services available to staff members.  HODs have weekly one-to one chat with their Line Manager. As above, focused on their wellbeing. HODS are sharing work around as some are less busy than others. Flexibility has been forthcoming from all staff  Staff who are in vulnerable groups themselves or caring for others contact their line manager to discuss their support needs. Prior to lockdown ‘shielded staff’ identified and UoB required paperwork completed. Staff caring for others (shielded, elderly, disabled, and children) have been discussing & agreeing workable solutions to meet work and caring demands.  HODS with Shielded staff have Risk Assessments. As this is private and confidential HOD keep them.  Line Mangers will use UoB Occupational Health return to campus discussion forma and if need be referral forms.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  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> |  | | Biological- Virus transmission in the workplace due to lack of social distancing | St, UG/,Pg, M | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | 6  (C3 x L2) |  | [***University of Birmingham Sport & Fitness Social distancing: Building checklist***](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\S&F\Estates)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 until the illness has been verified as not being Covid-19. Staff member to self isolate and follow [Government 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)  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*.*  Staff have been split into space specific bubbles.   * Reception ( costa, rear area 1) * Pool (costa rear, area 2) * Members Gym ( 1st floor meeting room, area 1) * Activity rooms ( 1st floor meeting room, area 2) * Cleaning staff working days ( 1st floor meeting room, area 3) * Cleaning staff working nights ( 1st floor meeting room, area 3)   Spaces have been organised for those bubbles to take their break ( brackets)  Post specific guidelines for each groups of staff are created which include staff’s own responsibilities to determine how they feel. This will also be part of Managers questioning when staff sign in. Copies displayed in staffs break areas, within [UBSport & Fitness COVID-19 Operating Procedures](https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit) which all staff will receive a copy of complimented with ZOOM meetings during re-training period  Electronic signing in/out process via reception computer will prompt staff to remember social distancing rules training  Heads of Departments & UBSH&S Officer- will observe/monitor levels of supervision from a distance. Any incidents of staff or participants not adhering to social distancing measures should be reported to UBS&F as a near miss. UBS&F H&S Officer to investigate.  Managers keep track of when staff can return to work after the symptom free period.    Building faults are reported to UoB Estates. Remedial work is organised through UBS&F Maintenance Coordinator to ensure UoB Staff and participants can adhere to social distancing guidelines  Un-essential trips within buildings and sites discouraged and reduced. This will be controlled by;   * Area bubbles created- Reception, pool, gym, activity room 1, squash courts, performance hub ( 2nd floor) * Staff assigned to those area bubbles. Staff must stay in that bubble unless moving to their designated Break Area. |  | | Environmental -  Virus transmission in the workplace due to lack of social distancing | St, Pg/Ug,M | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking | 9  (C3 x L3) |  | Staff rota times have been staggered.  Entry points have been increased. Service yard for persons in before opening hours. Main entrance once Building is open.  Team Briefing will be in the main activity area before building opens or in booked out facilities to prevent clashing. All briefing will be standing with a maximum time of 20mins  All areas being used have had numbers determined by National Governing Body Guidelines. Area specifics detailed in UBS&F Covid-19 Operating [procedures (COP’s](https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit))  Area bubbles organised. Staff have specific guidelines on social distancing & personal hygiene explained to them as part of their re-introduction training  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***](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\3%20FACILITY%20RISK%20ASSESSMENTS\S&F\Estates)  (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)).  Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions.  One-way flow systems implemented around Sport & Fitness. Staff will be shown these is real terms with a fly-through video for them to see remotely.  Floor diagrams available [here](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\6.%20Signage\S&F%20floor%20diagrams)  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 social distancing rules including:   * Work stations moved or staff relocated. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised. * 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, * Heads of Departments (HODS) have office plans to ensure social distances standards have been achieved have been set and displayed in shared rooms. * Space ‘bubbles.’ Have specific areas for breaks and staff have separate toilet areas to members thus ensuring waiting & social distancing guidelines can be met * Staff are assigned to area bubbles. Area bubbles identified as reception, pool area, gym, activity room 1, squash courts, performance hub (2nd floor). Staff working in those areas have designated break areas separate to other bubbles areas. Managers designate 1 person on a break at any one time. * Where available safe outside areas used for break. * Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. 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.   Clear method of socially distancing of staff and visitors in reception areas defined and implemented including:   * Queuing systems or processes * Social Distancing in waiting and reception areas * Electronic visitor management system in place. Via computerised system at reception. Each area bubbles will have numbers capped to ensure Social Distancing Guidelines are maintained (Pool – 48, Gym- 60 upper, 22 lower, Activity 1- 20, squash, 1 crt, 2 persons. Perf lab- 1. Performance Gym 4).   Visits from people outside of the building are managed via remote connection/working where this is an option and include:   * Meetings are now held remotely (zoom, skpe) with contractors, staff, potential hiring groups. Fly-through will be used during initial meetings.   All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor) * 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 signed displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to 1and social distance marked on the floor. Users are encouraged to stand side by side or back to back. Once users have left the lift posters are displayed to encourage them to wash their hands and avoid touching their face.  Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation ensuring the lift cannot be stopped on each floor or staff placed on each floor to prevent access to lift until equipment moved.  All persons using S&F will access their activity space via stair core 1. Pool person will exit via core 1 as they are not meeting others as start times are staggered. Users of Gym, squash, Performance hub will leave via core 2. Then along main corridor, left hand side. Users of activity room one will use main corridor as dictated by social distancing lay out ( use left hand side)  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 to ensure social distances controls. This will be in the form of programmed walkabouts within specific activity bubbles. Managers are assigned to single activity bubbles.   * Team Leaders- Pool * Gym Supervisors- Gym * Participation Officer (1 and 2)- 1, activity room 1. 2, Squash courts * Performance S&C lead- Performance Gym   During start of shift briefings staff are reminded of the importance of social distancing both in the workplace and outside of it.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity e.g. (Administering first aid, evacuating buildings in an emergency) 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:   * Further increasing the frequency of hand washing and surface cleaning. UoB appropriate signage in place * Keeping the activity time involved as short as possible. Pool, Gym, Squash, Exercise to Music sessions reduced to 45mins. Members can only book 1 session a day * Using screens or barriers to separate people from each other. Reception desks. * Using back-to-back or side-to-side working (rather than face-to-face) whenever possible. Office plans [here](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\4%20Staff&member%20guidance\Office%20plans) * 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). Area bubbles have been created * Re-engineering the technical activity. * Pool set up adheres to Swim England Guidelines. * Members Gym adheres to UKActive guidelines * Exercise to Music- space adheres to UKActive guidance   Hygiene guidance given to staff during the [Induction programme](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\Training) 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- UoB branded signage put in place  PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing). bin and wash your hands.  [PPE is provided for individuals](N:\\UBSport\\TRANX\\COVID RE-OPENING PLANNING\\MASTER PLAN\\5 PPE\\Orders sent)  working in this facility, including those administering first aid.  The taking of PPE home is not permitted.  Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  Face coverings are not PPE and are not required to be worn in the workplace. However where people choose to wear them managers support them. |  | | Biological- Suspected case of COVID- 19 | St, UG/PG | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 9  (C3 x L3) |  | 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>. * Track & Tracing visitors - All members wishing to attend must pre-book a session. There is no drop in facility. Members details are retained and kept for 21 daysenabling us to pin point who was in if a person declares positive for Coronavirus at a later date. * 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. * Specific cleaning materials stored in a locked changing space not used by participants. * Only trained UoB Cleaning staff UBS&F staff have access to their own teams cleaning materials * Team briefed on actions to be taken in the event of someone being suspected of having COVID-19. * Induction training weeks ( 27th July for 2 weeks) * Daily shift briefing sessions * 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 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 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. * No staff fit the profile of warranting discussions around vulnerable groups. |  | | Biological-  Someone entering the work[lace with COVID - 19 | St, UG/PG. M | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 9  (C3 x L3) |  | 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.  Campus 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. These are displayed on the entrance to Sport & Fitness  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>  If a user of the facility thinks they may have contracted coronavirus. whilst onsite and if they show symptoms and are not able to leave the facility straight the way (e.g. they require to be picked up from the facility by a family member) then the first aid room can be used as an isolation room. There will also be an infrared thermometer available to be used in this instance. |  | | Environmental-  Virus transmission in the workplace | St, UG/PG. M | 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. | 9  (C3 x L3) |  | Individuals have been instructed and are regularly reminded, via the scheduled announcements on the PA system 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 toilets, staff break areas. Staffs sent information during the Induction process. References included in UBS&F Covid-19 Operating procedures that all staff receive a copy of.  Soap/water and hand sanitiser are provided throughout Sport & Fitness and adequate supplies are maintained by Sport & Fitness and UoB Cleaning Services staff  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 in staff areas, as part of staffs inductions.  To help reduce the spread of coronavirus (COVID-19) individuals are reminded as part of their induction and in the Covid-19 Operating Procedures. 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>  UBS&F have established appropriate cleaning regimes with UoB Cleaning Services for |Sport & Fitness  Trained UBS&F staff carry out cleaning tasks outside of activity timetable.  Cleaning Services staff working in the day will clean touchpoints, communal areas (including toilets)  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 will come pre-changed. Staff will not be allowed to use lockers. Those using public transport will be issued lockers for that shift which they will clean pre and post use.  COVID-19 cleaning products used have a current valid chemical risk assessment in place have been reviewed. Chemical 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.  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. These include   * Scheduled team briefings at the start of a shift. * Line Managers of area bubbles observing working practices |  | | Organisational –  Exposure to Existing Hazards | St, UG/PG. M | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | 9  (C3 x L3) |  | 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.  PPE is needed primarily for cleaning of the toilets by trained staff. Staff will be issued PPE, and this will be done on a case by case basis led by HODS with UBS&F H&S officer in support  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware, through staff and customer e-news updates & correspondence to members when they sign up for sessions*,* 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. 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 the Health & Safety Officer, Health & safety champion for that area and appropriate Line Managers to ensure measures are introduced to mitigate risk (for example, an ambulance required for a participant.  Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to national or local 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. |  | | Environmental-Inbound & Outbound Post including goods | St, UG/PG. M | Exposure to contact with an object that has been contaminated with COVID-19. | 9  (C3 x L3) |  | Logistics for the deliveries to Sport & Fitness, so that social distancing can be maintained at all times has been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised with support of UoB Postal Services and external delivery agencies. * Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Where possible and safe, single workers load or unload vehicles or if not possible the same pairs of people are used for loads where more than one is needed. * Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways. * 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. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. |  | | Environmental  Virus transmission outside of the workplace | St, UG/PG. M | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 9  (C3 x L3) |  | On the approach to Sport & Fitness there is signage to warn all prior to entering this building has social distancing is in place  There is signage around the building advising staff and customers to wash their hands regularly and not to touch their face.  There is one door for access and one door for egress and one way systems are inforce in the building.  Building access is controlled by   1. Only members who have pre-booked slots. 2. UBS&F staff restricting access only to those members who have booked. Gladstone booking system provides attendees list and ‘ticks’ off when they swipe the entry barrier. 3. Staff only allowed entry when at work. Controlled by HODS 4. UBS&F staff positioned prior to entry to building to determine that only persons booked are allowed in. Queries will be answered whilst maintaining social distancing |  | | Organisational- Travelling to work | St, UG/PG. M | Exposure to respiratory droplets carrying COVID-19. | 9  (C3 x L3) |  | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is achieved by limiting numbers to each Pool, Gym, class session and staggering the start times  Additional 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 unable to avoid public transport they do so in accordance with Government and University Guidance:  <https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers>  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  Lockers will be issued on a daily basis with an expectation they are cleaned pre & post by staff |  | | Mechanical- Machinery & Equipment | St | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 9  (C3 x L3) |  | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. By trained UBS&F sports staff |  | | Environmental- Ventilation | St | Exposure to respiratory droplets carrying COVID-19. | 9  (C3 x L3)) |  | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  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. |  | | Environmental | St, UG/,Pg, M | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 9  (C3 x L3) |  | The following control measures have been put in place to reduce the risk to customers and members of the Sports Centre:  Communications have been provided to customers in relation to good hygiene practice.  Pull-up banners have been made and display local guidelines in the pool area, gym, and activity rooms.  Members can only book sessions once they have read & acknowledged they understand their reasonability.  Any members breaking Guidance will be asked to leave and booking ability suspended until they agree to abide by local guidance   * [UBSport & Fitness COVID-19 Operating Procedures](https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit) identify the control measures to manage the risks to customers and members in specific areas of the Sports Centre which has hyperlinks to Government and UoB Guidance. |  |     **Persons at Risk**  UG/PG- Students  St- UBSport staff  M- Member  HG- Hiring Group participants  YP- Young Persons  NP- Non participants  **Note sources of information for this assessment:**  [**UoB Safety Services COVID-19 Return to Campus Risk Assessment information.**](file:///N:\UBSport\TRANX\COVID%20RE-OPENING%20PLANNING\MASTER%20PLAN\2%20ACTIVITY%20RISK%20ASSESSMENTS)  [**UBS&F Activity based Risk Assessment using UKAthletics Guidelines and templates**](file:///N:\UBSport\TRANX\Health%20&%20Safety\Risk%20Assessment\New%20Sports%20Centre%20-%20All%20Champs%20to%20edit\Outdoor%20Sports%20Facilities\Athletics%20Track\Activity\Current)**.**  [**UBS&F Covid Operating procedures**](https://docs.google.com/document/d/1w2NmvNoZJ-5G91UakVj5AhDdF8vi8LlI18iLEoBtuUA/edit)  [**UBS&F activity use supporting docs**](file:///N:\UBSport\TRANX\Health%20&%20Safety\Risk%20Assessment\New%20Sports%20Centre%20-%20All%20Champs%20to%20edit\Outdoor%20Sports%20Facilities\Athletics%20Track\Activity\Current\Post%20covid%20information) | | | | | | **Assessment Conclusion** | As of this review a phased return is planned.  Phase 1   1. Only Elite Athletes attending 2. Supporting Activity Risk Assessment Identifies Hazards and how to | | | |  |

Signed off by; Simon Bray. Director of Campus Services

Date; 22/7/20

