GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

APPENDIX 1

RA-COVID19v.2

Med-Physics

Site: Campus Department: School of Physics & Astronomy/Medical Physics Building Activity: Access to Campus

Risk Assessor: Tendai Makuwatsine Date of Assessment: June 2020 Date of Assessment Review: *(On complimentary Campus Services Re-opening- Jul/Aug/Sept?)*

~~Academic~~/Managers Name: Tendai Makuwatsine ~~Academic~~/Managers Signature:

E - Employee / S – Student / V – Visitor / C – Contractor

| Hazards Identified | Persons at Risk  (Numbers) | | | | | Control measures already in place | | Grading of Risk with control measures in place  (Severity x Likelihood) | | Are these adequate  YES / NO | | What further action is necessary to control the risk? | | Grading of Risk after further action  (Severity x Likelihood) | | To be completed by (date) | | Responsible Person | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| E | S | V | C |  | |  | |  | |  | |  | |  | |  | |
| **COVID-19**  Through inhaling other persons bodily fluids (Cough)  Through inhaling other persons bodily fluids (Sneeze)  Through contact of contaminated surfaces  Through touching work surfaces, tooling, components or fixtures that have been contaminated  *COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  | X | Communication, guidance material has been developed which will be briefed to all staff in an induction at University level (CANVAS) and through a local induction given by the Technical Manager (Cyclotron).  The latest updates and FAQ’s can be found in the link below:  <https://intranet.birmingham.ac.uk/staff/coronavirus/FAQs-for-staff.aspx?_ga=2.154554111.658012755.1590933731-2000903255.1557743166> | | 12  SXL = 4X3 | | Y | | RISK ASSESSMENT WILL BE SHARED WITH ALL USERS OF THE FACILITY AND WILL BE FILED IN THE LOCAL HEALTH & SAFETY FOLDER  Contractors will be engaged by the Building Manager and given an induction with the help of Estates Projects  Maintenance and Cleaning staff will be advised of building access arrangements by the Building Manager. Cyclotron operations operate in a restricted area for other safety reasons already. | | 12  SXL=4x3 | | 08/06/2020  15/06/2020 | | TM  TM | |
| X | X |  |  | Reduce risk of infection / personal hygiene, all staff are instructed to follow government guidelines regarding cover your cough, wash your hands frequently and practise good personal and workplace hygiene (washing hands regularly with soap and water for at least 20 seconds and use hand gel where possible). Guidance will be briefed to all employees of the Cyclotron. | | 12  SXL=4x3 | | N | | Number of staff will be limited to absolute minimum (similar patterns of work as has been the case within the lockdown period will be continued)  Employees to be reminded on a regular basis to wash their hands for 20 seconds with warm water and soap and the importance of proper drying and disposal of tissues.  **Message will be emphasised at local induction. All attendees will sign an attendance sheet.**  Posters displayed of hand washing in welfare facilities as supplied by Creative Media.  To help reduce the spread of coronavirus (COVID-19) reminding everyone of the public health advice as per the following link.  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  Hand sanitiser to be made available at the entrance to the Building and at key points within the building | | 8  SXL=4x2 | | 06/2020 | | BP | |
| **COVID-19**  Through inhaling other persons bodily fluids (Cough)  Through inhaling other persons bodily fluids (Sneeze)  Through contact of contaminated surfaces  Through touching work surfaces, tooling, components or fixtures that have been contaminated  *COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  |  | * **Cleanliness of working areas**, a review has been carried out at each location within the area, controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths are available to all occupants in accordance to COVID-19 guidance and everyone must be briefed on the importance of keeping surfaces and work equipment clean. Latest (15.05.2020) government guidance is available on:   <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>   * Everyone is instructed to keep personal items clean, wash spectacles with soap and water, clean phones, keyboards and shared machinery handles etc. before after and during work. * Sharing of equipment has been restricted where possible * 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. * The approach to cleaning during this time has been upgraded; this includes additional wiping down using anti-bacterial products of door handles, banisters, desk etc.   Cleaning Services are part of the University-wide COVID-19 response plan and they have a Service Level Agreement for the area | | 12  SXL=4x3 | | Y | | **Message will be emphasised at local induction. All attendees will sign an attendance sheet.**  Supplies of cleaning products will be augmented to ensure a minimum reserve stock worth 2 weeks is kept | | 8  SXL=4x2 | | /06/2020 | |  | |
| **COVID-19**  Through inhaling other persons bodily fluids (Cough)  Through inhaling other persons bodily fluids (Sneeze)  Through contact of contaminated surfaces  Through touching work surfaces, tooling, components or fixtures that have been contaminated  *COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  |  | * **Social distancing (2m or more)** to apply social distances guidelines which includes the application of visual management aids to act as a nudge for social distancing, additional screens may need to be deployed to segregate people and work stations altered. * A minimum number of staff (2 per shift for the Cyclotron for now) will continue to operate as has been the case throughout the closed period. This position will be reviewed as more services open across campus * Lone working and out of hours working in the building is covered under the existing buildings lone working out of hours policy; a lone working out of hours risk assessment will be completed and signed off by the PI before work commences. * Meetings will be conducted online. The Vault and laboratories have headcount capacities set to ensure social distances standards have been achieved.   Common facility areas/welfare areas etc.  (e.g. toilets have a set capacity limit of  one (1) and the tearoom a set capacity of  four (4),   * Leadersperform weekly evaluation against social distances controls. * Welfare areas have been assessed in each location for serving hot food or drinks in accordance with government guidance and tables/seating from welfare areas moved to create 2m separation and avoid large groups congregating. * In accordance with UK government guidance all employees that can work from home will be working from home. * Business and safety critical travel only. * Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff have 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 | | 12  SXL=4x3 | | N | | Areas of work to be marked out with floor tape/signs to ensure adequate social distancing are in place and a one way system is in action. Visual management aids to act as a nudge for social distancing and separate points of exit and entry (reinforcing one way system), single use occupancy and appropriate cleaning before and after use.  Internal communication channels, such as emails and University’s daily briefings will be used to regularly support employees in a fast-changing situation. Staff will be encouraged (as part of the induction) to keep themselves informed by checking/reading these communications  Given the number of occupants who will be using this space, we would expect no issues with the guidelines on social distancing being adhered to  Working from home will be used as part of the measures for staff not involved with the production run  **Message will be emphasised at local induction. All attendees will sign an attendance sheet.** | | 8  SXL=4x2 | | 05/06/2020 | | TM | |
| X | X |  |  | Review: "At risk" and vulnerable persons to be reviewed on an ongoing basis with instruction to self-isolate in line with government guidelines where applicable. Daily review of HMG guidance and compliance with recommendations. Temporary closure of centre when required  See links below for further guidance.  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/5-steps-to-working-safely>  Work in close proximity (within 2m), to identify activities that are necessary and can only be performed by 2 or more people operating within a 2m distance: In each case the task specific risk assessment has been reviewed, revised and communicated to the staff. A supplementary risk assessment has been developed by Prof D Parker and shared with the relevant staff. Most foreseeable tasks can be carried out by a single person. Where it becomes necessary for two people to perform close proximity working, use of appropriate PPE is mandatory to minimise the risk of infection. | | 9  SXL=3x3 | | Y | |  | |  | |  | |  | |
| **COVID-19**  Through inhaling other persons bodily fluids (Cough)  Through inhaling other persons bodily fluids (Sneeze)  Through contact of contaminated surfaces  Through touching work surfaces, tooling, components or fixtures that have been contaminated  *COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X |  |  | COVID-19 cleaning products, chemicals are not be used unless a current valid chemical risk assessment is in place and are to be used in accordance with all prescribed risk controls and monitoring requirements, they are also stored such that they are readily available to all users of the chemicals 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, if a chemical risk assessment (COSHH) has not been complete for a newly introduced hazardous substance then a chemical risk assessment will be completed. | | 6  SXL=3x2 | | Y | |  | |  | |  | |  | |
| X | X |  |  | PPE, guidance material has been developed to help inform any PPE related risk assessment that may need reviewing.  Usage will be monitored to ensure suitable level of stock of certain PPE such as face masks etc during this time due to global shortages.  Disposal PPE is used whenever available.  Dust-coats should continue to be cleaned by the Contractor as before | | 4  SXL=2x2 | | Y | |  | |  | |  | |  | |
| X | X |  |  | Supervision, management perform weekly reviews since the situation is fast evolving - to ensure suitable & enough level of operational supervision is achieved throughout the COVID-19 pandemic. Managers/supervisors, as part of supervision ensure control measures identified from COVID-19 risk assessments are adhered too with action taken if necessary. | | 6  SXL=3x2 | | Y | |  | |  | |  | |  | |
| X | X |  |  | Safety critical roles shall remain in place to aid safe operation, a safety critical roles checklist has been done and it is the responsibility of the management team to perform this check weekly or whenever the pairings change for the production runs (whichever is sooner) 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)  At the start and end of each shift the pair of staff will inform Security of their attendance and leaving, respectively.  All 3 staff that take turns to pair up are fire wardens and one is a first aider. University Security Services will be reminded of the working pattern of the Cyclotron operations (Sunday- Thursday; 12noon-9pm each day) each week on Sunday at the start of the weekly run.  Security Service personnel are first aid trained and they have two (2) of their vans carry defibrillators. Contact details for accessing these services are on the First Aid Notice. | | 12  SXL=4x3 | | Y | | Management will liaise with colleagues from adjacent buildings for cover for if the coming week makes it a requirement. | |  | |  | |  | |
| X | X | X | X | Competence, task competency does comply with the University Policies especially in the event of new tasks being trained to employees in order to resolve absence challenges.  Stand-in cover is provided by the current Director of the Cyclotron and the Technical Manager of the Cyclotron | | 9  SXL=3x3 | | Y | |  | |  | |  | |  | |
| **COVID-19**  Through inhaling other persons bodily fluids (Cough)  Through inhaling other persons bodily fluids (Sneeze)  Through contact of contaminated surfaces  Through touching work surfaces, tooling, components or fixtures that have been contaminated  *COVID-19 can be spread from contact with contaminated hard surfaces. Touch points include work surfaces, work equipment, door handles, banisters, chair arms and floors* | X | X | X | X | Vulnerable groups, University guidelines are followed by managers for applicable employees who need to self-isolate irrespective of whether home working is possible. | | 1  SXL=1x1 | | Y | |  | |  | |  | |  | |
| X | X | X | X | Large gatherings, during an active outbreak in order to reduce the transmission risks, large gatherings have been cancelled or postponed and alternative IT solutions such as video conferencing are now in use. (Critical Training courses may still be performed where practical and when following the Covid-19 guidance.) | | 2  SXL=2x1 | | Y | |  | |  | |  | |  | |
| X | X |  |  | Mental wellbeing of all employees has been considered during COVID-19. Support from Workplace Wellbeing Services is encouraged. Mindfulness and Resilience courses are recent examples advertised to staff | | 9  SXL=3x3 | | Y | |  | |  | |  | |  | |
| X | X |  |  | Transportation: loading/unloading of goods and products. Suitable controls have been implemented to ensure safe transition of goods and application of social distancing requirements in-line with provided guidance. Specific access to the building is designated for deliveries and collections. This is an everyday activity on the NHS side of the operations and is covered in their risk assessments.  For our side of the operations the product is piped via an automated process into the NHS facility for them to package. | | 12  SXL=4x3 | | Y | |  | |  | |  | |  | |
| X | X | X | X | Life-saving rules: 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. | | 12  SXL=4x3 | | Y | |  | |  | |  | |  | |
| X | X |  |  | Emergency preparedness, in an emergency evacuation scenario, the 2m rule is to be followed as far as reasonably practicable, fire wardens have been briefed on this. The Medical Physics Building is very low occupancy and the capacity is further reduced by ensuring all those who can work from home do so.  In the event of an illness to a member of the operational staff, cover is provided by the co-Directors of the Cyclotron and the Technical Manager. Cyclotron operations have so far been deemed an essential service and a shutdown of the operations if lockdown is switched back on, is unforeseeable. A rapid shutdown of the Cyclotron if that becomes necessary can be achieved within a full day.  The Business Continuity plan has been reviewed and updated to account for COVID-19 implications | | 9  SXL=3x3 | | Y | |  | |  | |  | |  | |
| X | X |  |  | * Staff members will be reminded regularly of the Government’s Guidance: <https://www.gov.uk/coronavirus>. If any member of staff is displaying symptoms (fever/ new continuous cough) they must inform their line manager and report and not attend work for 7 days after they first started to display symptoms. Line managers are required to record any absences in accordance to the University guidance provided. * Symptoms: If any household member of staff is displaying symptoms the member of staff must report and not attend work for 14 days or 7 days after they first started to displayed symptoms. * Self-isolation: Staff will be informed to self-isolate in line with government guidelines if they have a person living in the same household or if they’ve been in contact with someone displaying COVID-19 symptoms or have tested positive for coronavirus or have received notification to self-isolate from NHS test and trace. * Line managers: In discussions with their staff and using govt. guidance, line managers are identify those considered ‘at risk’, e.g., 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. * Tracing app: Staff to be encouraged to download the government COVID 19 contract tracing app when available. * All Teams to briefed on actions to be taken in the event of someone being suspected of having COVID-19. * Regular contact: 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>. | | 12  SXL= 4x3 | | Y | | The current team have been in the same single ‘social bubble’ since the beginning of the pandemic. The Cyclotron operation, being an essential/critical service, has continued uninterrupted through the closed period. There are no plans to increase the numbers of staff attending in the immediate term. 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> | | 8  SXL=4x2 | |  | |  | |
| X | X | X | X | * Outbreaks: 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. | | 12  SXL= 4x3 | | Y | |  | |  | |  | |  | |
| Hazards: Presence of pathogens  Cleaning offices and public spaces where there are suspected or confirmed cases of COVID-19 |  |  |  |  | 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:   * 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 in an allocated 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. | | 4  SXL = 4x2 | | Y | |  | |  | |  | |  | |
| Hazards: Presence of pathogens  Emergency Scenarios | X | X | X | X | * Emergency: In an emergency evacuation scenario, the 2m rule is to be followed as far as reasonably practicable. In emergency scenario the one-way system can be deviated from (as per pre-Covid-19). The reduced numbers onsite and location of Assembly Point should allow 2m distancing to be maintained if evacuated. * First Aiders: Guidance/additional PPE to be provided to First Aiders, the PPE should include: gloves, marks apron and face shield. * Fire wardens and Fire ushers. Guidance to be provided.   See it/Say it: **Staff have been encouraged to “speak up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.** | | SXL = 4x2 | | Y | |  | |  | |  | |  | |
| Hazards: Unfamiliar work circumstances  Continuing activities with lean team or loss of key personnel  Persons who continue working onsite could be impacted adversely by excessive demands, lack of supervision, lack of key H&S roles | X | X |  |  | * Review of RA: All other risk assessment to be reviewed, amended and communicated as part of this process. Daily reviews and updates will ensure supervision & key H&S roles are in place. * Supervision: will ensure control measures identified from PI COVID-19 risk assessments are adhered too with discipline action taken if necessary. * Home working: Those working from home are available via phone. * Planning to take into account availability of personnel. Compliance with standard protocols on competent persons only policy on process equipment. * **Wearing of PPE** Normal Equipment Risk Assessments still apply, and where activities require the use of PPE this should be provided on an individual basis.   **Individuals** to maintain their own equipment in a sterile condition. Additional PPE has been purchased where previously they were shared. Storage is available in individual bags and clearly marked. PPE should not be taken home. | | SXL = 4x2 | | Y | |  | |  | |  | |  | |
| Psychological well being | X | X |  |  | * **Comms:** Regular communication is required to be in place (individual and group) via team meeting, one to one meetings, health and safety committees/forums (identify what communication is being used) to 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 team meeting, one to one meetings, health and safety committees/forums (identify what communication is being used) and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  New workplace/controls as outlined above which are required to be 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 leads. 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).   Risk assessment shared with staff and an electronic copy is available on Canvas.  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. | | SXL = 3x2 | | Y | |  | |  | |  | |  | |

**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.