GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **North East Multi-Storey Car Park** | | | | **Department** | | | | **Car Parking** | | | **Version / Ref No.** | | | **4** | | | |
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| **Activity Location** | | **North East Multi-Storey Car Park**  **Pritchatts Road** | | | | **Activity Description** | | | | **North East Multi-Storey Car Park has remained open throughout the Pandemic period for hotel and campus parking. Car Parking staff have been furloughed until 01 August 2020, staff office are in Terrace Huts. Only one member of staff attends campus to ensure contractors are working safely** | | | | | | | | | |
| **Assessor** | | **Lorraine Donaghey** | | | | **Assessment Date** | | | | **03 July 2020** | | **Date of Assessment Review** | **31 July 2020** | | | | | | |
| **Academic / Manager Name** | | **Simon Bray** | | | | **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 |
|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via Monday Morning team meetings, one to one meetings,) to ensure staff and are not ill-informed about returning to work safely.  Advice is shared with staff members and staff will be 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 meetings, one to one meetings,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 the N 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 building managers where necessary. 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 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold weekly informal discussions with car park team and look at ways to reduce causes of stress.  Concerns on workload issues or support needs are escalated to line manager, during weekly meetings and informal discussions.  Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needs, completed prior to staff taken off furlough. Car park Manager contacts furloughed staff on a weekly basis and one member attending campus daily.  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 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: North East Multi-Storey Car Park Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff continue to work remotely and have been furloughed till 01 August 2020.  Managers ensure staff with any form of illness do not attend work until the illness has been confirmed as not being Covid-19.  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*.*  Posters are displayed in car park stairwells and office that encourage staying home when sick, cough and sneeze etiquette.  Managers keep track of when staff can return to work after the symptom free period.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. These services isolated when being carried out coned off) or carried out, out of hours.  Staff use radios and telephones which are personal to them however they are encouraged to ensure cleaning them between uses. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental  Environmental | Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | | Staff / customers | 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. | The car park is an open structure with no access control and has remained open throughout the closed period. There is signage in place around the car park and customers are encouraged to follow this signage. Signage in the car park is a mixture of social distance 2 m, handwashing and 2 m line marking on the floor.  The car park is covered by CCTV and is monitored by security periodically and if anyone is seen acting suspiciously around the car park security dispatch there mobile patrol to investigate.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the car park.  The car park capacity is 485 bays and customers are encouraged to follow the signage on arrival and departure to ensure social distancing is kept.  Clear method of socially distancing of customer at the pay and display areas defined and implemented including:   * Queuing systems or processes   All stairwells are :   * Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart). * Have a one way system around the car park.   Additional signage in stairwells reminding staff about social distancing  There are designated stairwell for going up and a designated stairwell for coming down, this system is signed and customers are encouraged to follow this signage and when staff on site this will be monitored.  Additional signage in stairwells reminding customers about social distancing.  Hand sanitiser on exit from stairwells on the ground floor and at all pay and display machines.  Car Parking staff and management perform frequent evaluation against social distances controls during tours of the car park. Staff are reminded on a daily basis during team meetings of the importance of social distancing both in the workplace and outside of it. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff / customers | 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 car park 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 normal household disinfectant after someone with suspected coronavirus (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. * Car Park team briefed on return induction 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, 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> | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Contractors / customers / staff | 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 car park requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace | | Staff / customers | 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. | Staff are instructed and are regularly reminded during weekly meeting 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/>  Hand sanitiser are provided on the ground floor stairwell and adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen for customers to sanitise their hands.  Posters are displayed in stairwell reminding customers 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 the stairwells and office.  A review of the cleaning regime for the car park, doors, stairwell bannisters and pay and display are sanitised periodically through the day to ensure controls are in place to keep surfaces clean and free of contamination.  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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission outside of the workplace | | Staff / Customers | 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 car park social distancing is in place (keep 2m apart).  There is signage advising 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 car park. Signage in place encouraging customers to follow the one-way system. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff / customers | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place.  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 | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Driving at work | | Staff | 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.  Only 1 staff member will be allowed to use the Car Parking Services fleet vehicle at any one time.  The vehicle is frequently cleaned by the driver 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.  Patrol bicycles are personal so not used by more than one person but will still be subject to sanitisation and cleaning as other vehicles by the rider. | | 3 | 3 | 9 | | Yes |  | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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