774

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Teaching & Learning Building** | | | | **Department** | | | | **TAMU** | | | **Version / Ref No.** | | |  | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Student Lecture Theatres and Seminar Rooms, Study and Office Space** | | | | **Activity Description** | | | | **Up to 4 staff at any one time during limited opening period. Up to 360 students. Occasional visits by 1-10 contractors resolving snags from building handover.** | | | | | | | | | |
| **Assessor** | | **Steve Hill** | | | | **Assessment Date** | | | | **8th June 2020** | | **Date of Assessment Review** |  | | | | | | |
| **Academic / Manager Name** | | **Gareth Rainford** | | | | **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 / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via daily team briefings, regular email bulletins and 121 meetings,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 daily team briefings, regular email bulletins, 121 meeting*s*  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 stored on the LRAT&TAMU shared network drive and an on theUniversity website.  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 Guidance*. 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. | | 4 | 3 | 12 | | No | Controls and procedures to be implemented as necessary  Processes and procedures to be cascaded as necessary.  Support may be required to assist with staff struggling | | 4 | 1 | 4 | SH  SH  GDR |  |  |
| 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> | | 4 | 3 | 12 | | No | Existing RA’s to be reviewed  Staff to be issued with details | | 4 | 1 | 4 | SH  SH | 19 June  24 June |  |
| Biological | Virus transmission in the workplace | | Staff / Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Specific individual worker risk assessment*** 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.  Managers ensure staff with any form of illness do not attend work and actions to be taken if this situation arises.  Staff and students will continue to work remotely where possible and where this is not possible consideration has been given to whether the activity is necessary.  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 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.  Posters advising students similarly are being placed in the building  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours.  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) have received a building specific induction including information and inductions.  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. (Essential journeys include frequent patrolling of the building)  Posters advising students to leave the campus after exiting | | 4 | 3 | 12 | | No | Specific RA to be created for any relevant staff  Issue online induction to the team for completing and document  Posters to be acquired and displayed  In conjunction with internal partners, instigate a schedule of contractors visits  Remind staff to only make essential journeys and document | | 4 | 2 | 8 | HR / OH  SH  SH  SH  SH | 24 June  Ongoing  24 June  Ongoing  Ongoing |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff / Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace and student space routines changed to ensure new room/building capacity and social distancing are adhered to, including :   * Adjusted booking processes in use to reduce the number of students in a lecture theatre/seminar room/study space to avoid overcrowding. * Access control to TLB reviewed – swipe-access will be switched on, though it is recognised that ‘tailgating’ is easy to achieve and that monitoring and intervention are needed * Monitoring in place to ensure social distancing is followed at all times.   Procedure in place for dealing with instance of unexpected visitors. Students will have to book their attendance through EventBrite not more than one day before. Booked students will be transferred into the appropriate Gallagher Cardax. Access control group, and only those who have booked will be able to swipe in. Tailgating students will be asked to give their name and student number and unbooked students asked to leave. All students will be encouraged to social distance properly, head counts of students in the building will be undertaken regularly and at least every 30 minutes and if the capacity limit for the building is being approached no more students will be allowed in. Visitors or staff without special lanyards will not be allowed to enter. The entrance will be by card swipe only.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.  To promote 2 metres distance the following has been carried out:   * Work stations/tables moved. Provision of additional screens where needed to segregate people. Desks/tables are arranged so individuals are sitting opposite each other facing in opposite directions. * Areas are 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 areas including lecture theatres * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). * Where available safe outside areas used for break. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and 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 using equipment (microwave) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains have been taken out of use. * Social distancing is marked on the 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.   Staff will be based at a stationery desk to monitor the entrances and there will be clear methods of socially distancing of staff, students and visitors in ~~reception~~ these areas ~~defined and implemented~~ including:   * Queuing systems or processes * 2m spacing in waiting areas   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  All circulation spaces:   * Have a one way system around the building. * have additional signage reminding students about social distancing   Information provided and signed displayed informing people to use the stairs rather than lifts unless they difficulty using the stairs. The maximum occupancy of the lifts has been reduced to 1.. 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.  There are designated stairs for going up and a designated staircase coming down, this system will be enforced.  Additional signage at staircases reminding students about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Managers and team members perform frequent evaluation against social distances controls. Staff and students are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it.  The only places where the social distancing guidelines cannot be followed in full in relation to particular activities and the building are walking routes and the second staircase which have been made one way. If any activities are identified following the opening of the building then, consideration will be given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff & students 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. | | 4 | 2 | 8 | | Yes |  | |  |  |  |  |  |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff / Students | 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. If any students appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the University and Government advice. 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 when available. | | 3 | 3 | 9 | | No | NHS Test & Trace guidance to be printed and filed  Process for monitoring departmental supplies to be instigated  Details to be cascaded to staff and documented  Brief staff on expectations and document  Link to Government advice to be issued to staff and documented  Details of Test & Trace system to be documented  Process for reporting multiple cases to be confirmed  Staff to be informed of process and document  Consult with staff to ascertain if anyone falls into an at risk group and document  ~~Send details of tracing app to staff and document~~ | | 3 | 2 | 6 | SH  SH  SH  SH  SH  GDR  GDR  SH  ~~SH~~ | Ongoing  Ongoing  24 June  Ongoing  24 June  24 June  24 June  24 June  ~~24 June~~ |  |
| Biological | Someone entering the workplace with COVID-19 | | Contractors | 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.  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> | | 3 | 3 | 9 | | No | Posters / information to be displayed by entrance doors  Details of Test & Trace system to be documented | | 3 | 2 | 6 | SH  SH | Ongoing  Ongoing |  |
| Environmental  Environmental  Environmental | Virus transmission in the workplace  Virus transmission in the workplace  Virus transmission in the workplace | | Staff/ Students | 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 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  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 of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, 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. Cleaning is the responsibility of Cleaning Services though staff working in the staff office will be expected to clean their workstation at the beginning and of every shift.  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, 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.  Workstations are cleaned between different occupants including shared equipment. Shift patterns mean that each workstation will have two users per day.  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.  More storage for workers provided for clothes and bags e.g. lockers and staff encouraged to use them.  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 | 3 | 12 | | No | Posters to be prominently displayed and staff reminded during meetings  Link to Public Health advice be issued to staff and documented  Reposition printer. Consider whiteboard question before teaching resumes  Staff have been issued with their own tools. Reiterate that tools are to be disinfected before and after use and document  Staff to be issued with anti-bac wipes  Review of doors to take place and suitable notices displayed on doors  Staff to be briefed on requirements. Provide ant-bac wipes and document  Staff to be asked to remove any non-essential items  Instigate procedure for receiving goods, cascade to staff and document  Staff to be reminded to regularly clean personal items  Staff to be asked to bring their own utensils  Staff issued with their own locker  COSHH register in place. Ensure that any products purchased are recorded and controls are in place  Remind staff not to have direct contact with others | | 4 | 1 | 4 | SH  SH  SH  SH  SH  SH  SH  SH  SH  SH  SH  SH  SH  SH | 24 June  24 June  24 June  17-June  24 June  24 June  24 June  24 June  24 June  24 June  24 June  24 June  24 June  24 June |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff / Students | 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**: 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. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and ~~PEEP~~ GEEP 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. | | 3 | 3 | 9 | | No | RA’s to be reviewed and updated accordingly  RA’s to be reviewed and updated accordingly. Usage and stock levels to be monitored. Staff to be reminded they are not to take PPE home  All staff, including First Aiders and Fire wardens to be informed and advice documented  There are few designated fire wardens in the team so all staff will be expected to act as fire ushers Ushers direct users to the nearest fire exit. The manger on duty will check evacuation from the top floor down, and communicate with safe refuges. Process to be reviewed and cascaded to fire wardens  1st aid RA to be developed in line with needs  Staff to be reminded to wash hands immediately after assisting others  Undertake review to ensure suitable measures are in place  Reiterate to staff the need to be vigilant and to report any unsafe observations | | 3 | 2 | 6 | SH  SH  SH  SH  SH  SH  SH  SH | 24 June  24 June  24 June  24 June  24 June  Ongoing  Ongoing  17-June |  |
| Environmental | Virus transmission outside of the workplace | | Staff / Students / Others | 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.  Students are advised with large banners re distancing, hand washing etc  There is one door for access and one door for egress and one way systems are in force in the building.  Building access control is used during busy spells in the building i.e. one out one in.  Controlled access and egress is monitored to ensure it is followed. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff / Students | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided. Students are not allowed to park  Additional facilities such as bike-racks are provided to help people walk, run or cycle to work where possible.  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>.  Discussions have been held with staff as to whether their travel arrangements have changed and whether this will have an impact on their working arrangements. | | 4 | 2 | 8 | | No | Staff to be advised to use public transport wearing a face mask | | 4 | 1 | 4 | SH | 24 June |  |
| 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 one person per van is permitted. * Job and location rotation has 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. | | 4 | 1 | 4 | | Yes | Staff to be briefed on expectations regarding vehicle use.  Single person use of vans will be enforced.  Staff to be made aware of procedure for cleaning following use of a vehicle. A supply of hand sanitiser is required for vehicles | | 4 | 1 | 4 | SH | 24 June |  |
| Mechanical | Machinery & Equipment | | Staff | 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 | 3 | 12 | | No | Staff to be briefed on the requirement of disinfecting surfaces and equipment  Appropriate cleaning materials are to be provided | | 4 | 1 | 4 | SH  SH | 24 June  24 June |  |
| Environmental | Ventilation | | Staff / Students / Others | Exposure to respiratory droplets carrying COVID-19. | 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. | | 4 | 3 | 12 | | No | Automatic opening windows to be over ridden where possible to maximise ventilation. Staff trained in use of override | | 4 | 1 | 4 | SH | 24 June |  |

**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.