GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Aston Webb A Block Building** | | | | **Department** | **CoLES/GEES** | | | | | **Version / Ref No.** | | | **2** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | **Initial return to campus** | | | | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **50 staff/students for teaching/research work and core support in Earth Sciences and finance department (excluding Lapworth Museum)**  **See separate risk assessment for Executive Support Division and Vice-Chancellor’s offices** | | | | | | | | | | | |
| **Assessor** | | **Eimear Orgill** | | | | **Assessment Date** | **21/07/2020 updated 21/09/2020** | | | | **Date of Assessment Review** | **14/10/2020** | | | | | | |
| **Academic / Manager Name** | | **Richard Marguerie de Rotrou** | | | | **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 Communication from College Board and HoS via emails to all members of the School from HoS and from the Health and Safety Committee, via virtual School meetings of all staff, and via group meetings between line managers/PIs to ensure staff and students are not ill-informed about returning to work/study safely.  Advice is shared with staff members and students they 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 academic team meeting, one to one meetings, health and safety committees/forumsthe University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx):  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 PI’s. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing: Building checklist*** * [***On-line induction materials for returning to campus***](https://canvas.bham.ac.uk/enroll/XA9YAJ): combination of the guidance and videos.   Risk Assessments will be shared part of the induction and made available through the shared drive. | | 3 | 3 | 9 | Yes | Line managers will be made aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing.  Staff who are clinically extremely vulnerable will not be allowed back to campus. Staff who are clinically vulnerable will be advised to work at home where possible. Individual risk assessments will be completed for staff and students who are at higher risk prior to their return to campus as required or by end of September at the latest. | | 3 | 2 | 6 | Line Managers / Lab Manager & PIs | 10.08.20 |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers/PIs 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.  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 |  | | 3 | 2 | 6 | Line managers/PIs | Ongoing |  |
| Biological | Virus transmission in the workplace | | Staff/Students/Contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Specific individual worker/student risk assessment*** undertaken for those who have a self-declared health condition which could increase their risk profile.  ***Social distancing: Aston Webb A block Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Specific risk assessments have been completed for each laboratory and shared space, by Eimear Orgill with detailed local instructions.  Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.  Posters are displayed in entrances of building, stair wells and corridors that encourage staying home when sick, cough and sneeze etiquette.  Lines of supervision will be made clear to all staff and contact details displayed prominently for people with responsibility for areas who are working off-campus.  All staff will be required to complete inductions, via Canvas and Powerpoint presentation at University, School, and local (e.g. laboratory) level before return to work is permitted.  Records of induction will be held centrally by the college.  Managers/supervisors to ensure staff/students with any form of illness do not attend work and actions to be taken if this situation arises.  The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.*  To help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. staff from other departments accessing the building (such as cleaning and Estates) have received a building specific induction including information and inductions from Estates project manager. All other contractors / engineers will be given an induction by laboratory manager.  Posters are displayed throughout the building, in entrances, stairwell and corridors that encourage staying home when sick, cough and sneeze etiquette.  Managers/supervisors keep track of when staff/students can return to work after the symptom free period.  Details of who will be in the building on any one day, and the main location in which they work, will be provided by PIs to the College Ops Manager at least one week in advance.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., access to laboratories restricted to engineers only when equipment service is required.  Un-essential trips within buildings and sites discouraged and reduced.  All staff who wish to attend Aston Webb A block are welcome to help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. Any staff who access the building will be asked to complete a building specific induction, as detailed above in the same way as all staff who will be entering the building. It is essential Estates and HAS only send staff who have received this induction and have records | | 3 | 3 | 9 | Yes |  | | 3 | 2 | 6 | School H&S Committee | 10.08.20 |  |
| Environmental  Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing  Virus transmission in the workplace due to lack of social distancing | | Staff/Students/contractors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.  Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including   * Change to peak staff entry and exit times. * Changes to core working hours. * Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding.   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: Aston Webb A block Building checklist***  (The latest Guidance on these measures can be found by clicking the following link [Social Distancing Guidelines](https://www.gov.uk/guidance/social-distancing-in-the-workplace-during-coronavirus-covid-19-sector-guidance#shops-running-a-pick-up-or-delivery-service)).  Only essential GEES research workers/core support staff only in labs and offices working core hours 7am-7pm.  Only essential finance staff in offices working core hours 7am – 8pm.  Staff in Executive Support Division and Vice-Chancellor’s offices are covered by a separate risk assessment, see intranet pages.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual school and team meetings. Use of building restricted to labs, computer clusters and offices only. All meeting rooms and visitor rooms remain closed.  Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment e.g. movement of heavy equipment and are being taken. Mitigating actions include:   * Further increasing the frequency of hand washing and provision of hand sanitizer and surface cleaning. * Keeping the activity time involved as short as possible. * 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). * Improving ventilation by re-organising the indoor space to optimise the ventilation available. * Re-organising pedestrian flows * PPE consisting of face masks and/or a clear visor that covers the face, and provides a barrier between the wearer and others, provided for staff working in close proximity to people and in particular a person’s face, mouth and nose, for an extended period of time (the majority of the working day). Re-usable visors are cleaned and sanitised regularly using normal cleaning products. * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and can not be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering within the building. * Individuals (including staff, students, visitors and contractors), unless exempt, are legally required to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering in specific areas within the building.   Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However where people choose to wear them managers support them.  Individuals have been reminded through building inductions of how to use face coverings safely including the following:   * wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it * when wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs from your hands * change your face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change and wash your face covering daily * if the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste * practise social distancing wherever possible   Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager  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 have been utilised for example in best practice for putting on and taking off (donning and doffing). Staff will be reminded that it is standard practice not to wear lab coats outside the lab unless specifically necessary.  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.  Staff activities are segregated to promote 2 metres distance including:   * Work stations moved or staff relocated * Room G24 to be used for welfare and some furniture removed to minimise numbers for staggered breaks. Upstairs welfare area, room 119 to be closed during first phase of return. * Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.). * Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site. * Where available safe outside areas used for breaks.   Individuals who are arrive unexpectedly to the building will be refused entry.  Staff activities are segregated to promote 2 metres distance including:   * Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing, * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared laboratories. * All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand after use through signage and building induction. 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 corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. .   All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart). * 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  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.  Additional signage in corridors reminding staff about social distancing  Wash hand / use hand sanitiser on exit from stairwell.  Managers perform frequent evaluation against social distances controls via a daily walk around by manager or nominated technician.  Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it via signage and presence of core technical staff  Information provided and signed displayed informing people to use the stairwells rather than lifts unless they difficulty using the stairs. The maximum occupancy of the lift has been reduced to one, apart from when individuals may need assistance or be accompanied by a carer. In this event 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.  Stairwells have a two way system of use but should be used by only one person at a time.  Additional signage in stairwells reminding staff about social distancing.  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.  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.)  PPE is provided for individuals working in laboratories.  The taking of PPE home is not permitted. | | 3 | 3 | 9 | Yes | No shift pattern yet but when staff increases, clear and strict times will be imposed. | | 3 | 2 | 6 | HoS | 10.08.20 |  |
| Biological  Biological | Suspected case of COVID-19  Suspected case of COVID-19 | | Staff/Students/contractors  Staff/Students/contractors | 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:   * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed through 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 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 once available | | 3 | 2 | 6 | Yes |  | |  |  |  | Diretor of Operations | 10.08.20 |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff/Students/Contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’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>  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.  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. | | 3 | 3 | 9 | Yes |  | | 3 | 2 | 6 | Building & Facilities Team | Ongoing |  |
| Environmental  Environmental  Environmental  Environmental | Virus transmission in the workplace  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/>  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 in the foyer, stairwell and corridors.  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 will be placed in the entrances, welfare areas, computer clusters, shared offices and laboratories and be made available to all occupants and everyone has been briefed through the induction on the importance of keeping surfaces and work equipment clean.  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. All laboratories are equipped with hand wash basins and soap dispensers at or near the entrance and additional hand sanitisers have been placed in the building.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  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.  Sharing of equipment is restricted where possible and cleaned / disinfected before and after use.  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.  Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements.  A detailed list of equipment that is required to be cleaned is developed in each specific risk assessment, including the type of equipment it is, how it is to be cleaned or disinfected, and product availability including that there is a COSSH assessment in place for its use in this way. This can be found in the shared LES COSHH folder.  Use of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned by each user before and after the use of shared equipment.  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 in the building induction 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.  Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  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). | | 3 | 3 | 9 | Yes |  | | 3 | 2 | 6 | HoS/Lab Manager/Ops Manager | 10.08.20 |  |
| Organisational  Organisational | Exposure to Existing Hazards  Exposure to Existing Hazards | | Staff/ Students/Contractors | 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 | 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.  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.  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 where required 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 in the building induction; 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.   Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown.  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).  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.Anyone who have any concerns should discuss them in the first instance with their PI or line manager, but a system using the generic email address [gees-safety@contacts.bham.ac.uk](mailto:gees-safety@contacts.bham.ac.uk) is in place to let any worker raise any issues in confidence | | 3 | 3 | 9 | Yes |  | | 3 | 2 | 6 | Dom Hickey/Eimear Orgill | 10.08.20 |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff and Students | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the unit e.g. BOC deliveries 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. * Unnecessary contact at gas store 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. * 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. * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | 3 | 2 | 6 | Yes |  | |  |  |  | Buildings and facility team | 10.08.20 |  |
| Environmental | Virus transmission outside of the workplace | | Staff, contractors and students | 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 individuals to wash their hands regularly and not to touch their face.  One way systems are inforce in the lower ground floor of the building.  Building access control is used at all times in the building i.e. one out one in. Signage in entrance to building that only person should enter porch vestibule at any one time.  Controlled access and egress is monitored by lab manager and/or technicians to ensure it is followed. | | 3 | 2 | 6 | Yes |  | |  |  |  | Buildings and facility team | 10.08.20 |  |
| Organisational | Travelling to work | | Staff/students/contractors | Exposure to respiratory droplets carrying COVID-19. | Workers encouraged to avoid public transport where applicable and use 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> | | 3 | 2 | 6 | Yes |  | |  |  |  | Estates facility team | Ongoing |  |
| Mechanical | Machinery & Equipment | | Staff / students/contractors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | 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 by user.  Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. | | 3 | 3 | 9 | Yes |  | | 3 | 2 | 6 | Owner of space | Ongoing |  |
| Environmental | Ventilation | | Staff / students / contractors | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  Building users are encouraged where possible to ensure windows are open, the exception being labs with fume cupboards as this can affect the performance of the fume cupboard.  All ventilation has been serviced as required. All filters have been changed as required. | | 3 | 2 | 6 | Yes |  | | 3 | 2 | 6 | B&F Team | 10.08.20 |  |

**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.