GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **Aston Webb Executive Support division space** | | | | **Department** | **Executive Support Division** | | | | | **Version / Ref No.** | | | **5.0** | | | |
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| **Activity Location** | | **Executive Support Division space in A Block, B Block, C block and the Aston Webb Semi-Circle** | | | | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Desk based Executive Support Division staff c.80** | | | | | | | | | | | |
| **Assessor** | | **Stuart Harvey** | | | | **Assessment Date** | **20 August 2021** | | | | **Date of Assessment Review** | **December 2021** | | | | | | |
| **Academic / Manager Name** | | **Mark Senior** | | | | **Academic / Manager Signature** | **MS 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 |
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|  |  | |  |  |  | |  |  |  |  |  | |  |  |  |  |  |  |
| 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) to ensure staff are informed about returning to work safely via:   * Top down communication from Senior Officer and the Senior Management Team (SMT) providing a framework for return to the office (emails and virtual meetings of staff) * Ongoing 121 meetings between line managers and employees * FAQs at University level provide institutional guidance   <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>   * Executive Support Division Return to Campus Team Site with relevant information has been prepared for all staff   Advice is shared with staff members and 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 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 and an electronic copy is available on the ESD Teams site.  Workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in the Executive Support Division Return to Campus document and disseminated to employees by email, the Teams site and line managers.  These include:   * ***Social distancing: General guidance for staff and students***   *Referred to as the Health and Safety handbook:*  <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Social distancing: Buildings adaptations guidance***   *Referred to as the Health and Safety handbook:*  <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***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 available on the [Executive Support Division Teams site](https://teams.microsoft.com/l/channel/19%3a7b5387f34ce343daa9b9af3073a6c353%40thread.tacv2/Return%2520to%2520Campus?groupId=47b2c5c4-275f-48c3-8e21-81e94e03b9b3&tenantId=b024cacf-dede-4241-a15c-3c97d553e9f3).  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 and individuals have been made aware via the Return to Campus document and 1-2-1 meetings, of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf> | | 3 | 2 | 6 | Yes |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions via team meetings and 1-2-1s with their team and look at ways to reduce causes of stress and ESD has a focus on Wellbeing through its engagement group and ESD wide communications.  Concerns on workload issues or support needs are escalated to line manager through 1-2-1s or on an adhoc basis as needed.  Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus and staff who are in the [clinically extremely vulnerable group](https://www.gov.uk/government/publications/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19/guidance-on-shielding-and-protecting-extremely-vulnerable-persons-from-covid-19#what-will-change-from-1-august) (i.e. those previously advised to shield) is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  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 who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor and concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of support 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>  Employees invited to return back to work on Campus who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary an occupational health referral has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of support 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 / Other visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) as agreed with line manager, in line with Government and University guidance.  Managers ensure staff with any form of illness do not attend work until the illness has been verified as not being Covid-19.  Managers keep track of when staff can return to work after the self-isolation period.  Regular access to the Lateral Flow Device tests and kits are available to staff and students who are coming onto campus. Staff and students are strongly encouraged to test twice a week and to record their results on the Government’s reporting website site:  <https://www.gov.uk/report-covid19-result> and to report any positive test results to the University using the [COVID-19 reporting form](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx).  The University’s [***On-linematerials 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 working in University buildings*.*  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained.  Un-essential trips within buildings and sites discouraged and reduced, e.g. through using Teams calls and messages. | | 3 | 3 | 9 | Yes |  | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to lack of social distancing | | Staff / Other visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplaces and routines changed to reduce the number of people staff come into contact with including:  Change to peak staff entry and exit times.   * Arrival and departure times at work have been staggered to reduce crowding into and out of the workplace, taking account of the impact on those with protected characteristics. * Work stations moved or staff relocated to reduce contacts. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions or working side by side. Display Screen Equipment (DSE) assessments reviewed and revised. * Screens or barriers used to separate people from each other especially where people come into close proximity with each other including at points of service, for example at reception desks, tills and counters. * Back-to-back or side-to-side working (rather than face-to-face) used whenever possible. * Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. Signage also asks users to avoid touching the water cooler/fountain spout with their bottles or hands. * Where available safe outside areas used for break. * Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use and also of any other measures required to ensure safe use of the facilities including building users being reminded to leave the facilities in a respectable condition.   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Work has been arranged so that staff are able to maintain the government guidelines for workplaces.  The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19)  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 and contractor arrangements have been revised to ensure:   * Clear guidance on how to reduce the risk of spreading COVID-19 to people is given to them, for example, by phone, on the website or by email or with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered. * Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided. * Entry and exit routes for visitors and contractors have been reviewed to minimise contact with other people. * Visitors are told they should be prepared to remove face coverings if asked to do so by police officers and staff for identification. * Information provided to visitors does not compromise their safety.   These measures are monitored by the ESD SMT membersand where necessary concerns fed back to the third party manager.  Information provided and signs displayed encouraging people to use the stairwells rather than lifts unless they have difficulty using the stairs and to wear face coverings inside lifts when used.  Non-work related gatherings (social) amongst employees have been discouraged whilst at work and alternative arrangements made where possible e.g. meeting virtually or outside.  Large gatherings including events in public spaces that are organised by the University are only permitted with steps to mitigate the risk of transmission and in line with COVID-19 Secure guidance including the completion of a specific risk assessment.  [Working safely during coronavirus (COVID-19): guidance from Step 4 - Guidance - GOV.UK (www.gov.uk)](https://www.gov.uk/guidance/working-safely-during-covid-19)  Managers perform frequent evaluation against social contact controls.Staff are reminded via UoB signageon a daily basis of the importance of reducing social contacts both in the workplace and outside of it.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  Face coverings are not PPE and are not normally required to be worn in the workplace but the University strongly encourages staff, students, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported.  Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in these areas.  Individuals have been reminded through 121 and team meetings of how to use face coverings safely including the following:  When wearing a face covering you should:   * 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 * avoid wearing on your neck or forehead * avoid touching the face covering or your face, as it could contaminate it with germs from your hands * change the face covering if it becomes damp or if you’ve touched it * continue to wash your hands regularly * change or wash your face coverings daily * if the material is washable, wash it in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in their usual waste   Extra non recycling bins to dispose of single use face coverings and PPE are provided, refer to the [guidance on how to dispose of personal or business waste, including face coverings and PPE](https://www.gov.uk/guidance/coronavirus-covid-19-disposing-of-waste) | | 3 | 3 | 9 | Yes | Staff are encouraged and reminded to wear masks (unless exempt) when moving around workspaces and in corridors and other communal areas  The ESD Office spaces have been assessed by the Head of Safety Services (26th August 2021) and had a Ventilation Assessment completed (2nd September). The following mitigations are encouraged:  - windows and doors are opened regularly to allow for air flow exchange,  - the room capacities for the forthcoming period have been verified [118 = 9, 123 = 9, 124 = 16, WG6 = 4, Legal Services = XX) and are based on the assessment of ventilation, the room layout, the provision of existing screens where desks are facing, the provision of the deep and wide desks resulting in staff sitting at least 1.5M+ from one another  - that staff maintain and are reminded to good hygiene practices e.g. regular hand washing, provision of sanitiser gel, and antibacterial wipes to clean desks at start and end of the working day / period at desk  -CO2 monitors will be installed in rooms likely to be at full capacity regularly / for extended period of times e.g. 124  -staff are encouraged to take a home kit lateral flow test twice per week  The ESD meeting rooms have been similarly assessed are may be used at capacity (Madeleine Carroll = 15, Carnegies = 14) where:  - windows and doors are opened regularly to allow for air flow exchange,  - that staff maintain and are reminded to good hygiene practices e.g. regular hand washing, provision of sanitiser gel, and antibacterial wipes to clean tables at start and end of the meeting  -CO2 monitors will be installed in rooms likely to be at full capacity regularly / for extended period of times  Fresh signage will be installed to remind staff of the updated covid mitigations | |  |  |  |  |  |  |
| Biological | Suspected case of COVID-19 | | Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of 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. * 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) * Provision and monitoring of adequate supplies of cleaning materials are in place. * Team briefed via email and 121 and team meetings 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/guidance/nhs-test-and-trace-workplace-guidance>   * 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. * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * 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. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + meet the criteria included in the [Government Stay at Home Guidance](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) | | 3 | 3 | 9 | Yes |  | |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | | Staff / Other visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with 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.  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 University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx) and NHS Test and Trace workplace guidance any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | | 3 | 2 | 6 | Yes | . | |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | | Staff | 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 will be instructed through signage around the building and the Executive Support Division return to campus document 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/>  All staff have been advised to check their hands on a regular occurrence as the increase use of hand sanitiser can cause skin dryness and cracking as the sanitiser contains 70% alcohol. If a particular member of staff has a problem they will be encouraged to use soap and water more rather than constantly using hand sanitiser and if necessary seek medical advice.  Posters are displayed around the workplace, including in welfare facilities e.g. kitchens, corridors, toilets    Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance / exits to the building and in other areas where they will be seen e.g. office spaces and meeting rooms.  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 in the Executive Support Division Return to Campus document 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 has been undertaken, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed via the Executive Support Division Return to Campus document.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards.  Sharing of equipment is restricted where possible, and cleaned / disinfected before and after use. Staff are requested to bring in their own headphones to minimise the use of telephone handsets.  Objects and surfaces that are touched regularly are cleaned frequently by the users using antibacterial wipes such as keyboards and making sure there is adequate disposal.  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.  Individual work desks are used by named individuals on any given day who are responsible for cleaning the surfaces at the start and end of every day.    A clear desk policy  has been  introduced to reduce the number of personal items on desks and to be practiced when the space is in use or not in use.  There are cleaning procedures for goods and merchandise entering the site. Hand sanitiser available where hand-washing facilities are limited. Non-business deliveries stopped, for example, personal deliveries to workers.  Areas where people directly pass things to each other, for example office supplies, have been identified and ways to remove direct contact, such as using drop-off points or transfer zones have been introduced.  Through the Executive Support Division return to campus document, everyone is encouraged to keep personal items clean including washing spectacles with soap and water, clean phones, keyboards etc. before, after and during work.    Staff will be encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.    All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  More storage are being procured for workers provided for clothes and bags e.g. lockers and staff encouraged via 121 and team meetings to use them.  Line managers will monitor and supervise that staff are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. SMT will additionally perform spot checks/ question staff and take appropriate action as required. | | 3 | 3 | 9 | Yes | . | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | | Staff | 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.  Specific / specialist PPE not required for the roles performed within this building.  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware in the Executive Support Division Return to Campus document that in an emergency, for example, an accident or fire, people do not have to stay 2m apart if it would be unsafe. * **Fire procedures:**  number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:**  First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and 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. If required, Security is contactable for additional assistance on 0121 4144444. * **Hygiene:**  Washing facilities with soap/gel available. People involved in the provision of assistance to others will be informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed by the line manager 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).  Security implications of changes made to operations and practices in response to COVID-19 local or national Government requirements, have been considered.  Business continuity and disaster recovery plans are up to date and tested, and consider a possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any local or national government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | | 3 | 2 | 6 | Yes | **ESD fire wardens are:** | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | | Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the B Block has been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised. * Methods to reduce frequency of deliveries in place - ordering larger quantities less often. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Where possible all deliveries are stripped of all packaging (which is disposed of). * Strict hand washing procedure in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | | 3 | 2 | 6 | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | | Staff | Exposure to respiratory droplets carrying COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) to help them stay safe, and protect others by controlling the spread.  Where people are travelling together in any one vehicle, they are encouraged to:   * use fixed travel partners * not sit face-to-face * open windows and switch on ventilation systems that draw in fresh air. Open windows only partially if it’s cold. * frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys. | | 3 | 2 | 6 | 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 not permitted during the National Lockdown period and is minimised at all other times – remote options considered first.  Staff roles that are required to car share have been considered and whether this could continue  Where these are not possible the number of people travelling together in any one vehicle is minimised, using fixed travel partners, vehicles are well ventilated to increase the flow of air via open windows and occupants sit side by side or behind other people and sitting face-to-face is avoided. Seating arrangements to maximise distance between people in the vehicle has been considered and all of the occupants, unless exempt, wear face coverings inside the vehicles at all times.  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 by the VCO drivers 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. | | 3 | 2 | 6 | Yes |  | |  |  |  |  |  |  |
| 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 by the users. In practice, this predominately applies to shared photocopiers, printers etc. Staff are discouraged from printing / photocopying etc, but where they do use, it is expected that they clean the surfaces after use.  Wipes are provided in the area to clean machines and equipment prior to the commencement of work and upon completion, this will be relevant to printers/photocopiers and the wipes will be next to them. | | 3 | 2 | 6 | Yes |  | |  |  |  |  |  |  |
| Environmental | Ventilation | | Staff | Exposure to respiratory droplets carrying COVID-19. | No air conditioning in our units.  Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * Is the space naturally or mechanically ventilated * All areas within the building which are usually occupied and have poor ventilation have been identified and the use of the area re-assessed (see below). * An assessment of Fresh air (ventilation) has been undertaken for the workplace and where necessary individual workspaces. This included how fresh air is provided (natural, mechanical or combination of both), how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.   Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. Rooms can be purged (aired) when not in use by leaving the windows and doors fully open. However, it is important to plan and close windows to minimise the risk of rodent and pigeon issues.  Staff have been informed, via this risk assessment of the following steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. Opening higher-level windows will probably create fewer draughts. * if the area is cold relax dress codes so people can wear extra layers and warmer clothing * use [natural ventilation](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation/improve-natural-ventilation.htm) alongside heating systems to maintain a reasonable temperature in the workplace.   Ventilation Instruction signs displayed throughout the building instructing individuals to “Please ensure you open all windows on arrival and close on departure.”  General considerations reflected on during reopening of the buildings in relation to the ventilation and fresh air to occupied spaces. Core strategy based on ‘[CIBSE Covid-19 Ventilation Guidance](https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ)’, [REHVA guidance](https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf), [HSE guidance](https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm), [Government](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service) and other relevant industry guidance. The guidance is constantly under review by the University’s Estates, as SARS-CoV2 transmission routes become more clearly defined, and any updated recommendations assessed and implemented where relevant to University systems.  Links used above:  <https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ>  <https://www.rehva.eu/fileadmin/user_upload/REHVA_COVID-19_guidance_document_V4_09122020.pdf>  <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19#shops-running-a-pick-up-or-delivery-service> | | 3 | 2 | 6 | 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.