## General Health and Safety Risk Assessment Form

<table>
<thead>
<tr>
<th>Activity Location</th>
<th>Activity Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Social distances have been measured to take into account varying activities within the School and current GOV.UK Guidance. All social distancing measures have been agreed by the BCHCT Covid Secure Committee and approved and signed off by the Divisional Director. Approved, bespoke RAs and SOPs are in place for specific areas such as the Clinical Skills Suite and the Research labs. In July 2021 The Department for Education (DfE) issued new guidance which confirms that, “there will no longer be restrictions on the approach to teaching and learning in Higher Education (HE) providers as a result of COVID-19. There will be no requirement for social distancing or other measures within in person teaching. Providers will therefore be able to shape their courses without restrictions to face-to-face provision.” At the same time, we recognise that Government guidance on these issues may evolve in future and we must be ready to adapt to new guidance - possibly at short notice - if required. On the back of the DfE statement we made a request to the Trust for a Covid Secure exemption within our Teaching, learning and Student areas. The exemption request was approved by the Covid Secure Committee and signed off by the Divisional Director in August 2021, ready to be put into place from 1st September 2021. Please see appended BCHCT exemption request. ALL OTHER MITIGATION REMAINS IN PLACE (mask wearing at all times unless exempt or seated to eat/drink in canteen areas (in alignment with BCHCT policy), hand washing, hand sanitisation, work area sanitisation, touchpoint sanitisation) All students will enter site via a separate door and not into patient/reception/Atrium areas. Egress will be via the same route. Teaching areas of the School without social distancing measures (capacities highlighted)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Site</th>
<th>Department</th>
<th>College of Medical and Dental Sciences, Institute of Clinical Sciences</th>
<th>Version / Ref No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birmingham Dental Hospital – School of Dentistry</td>
<td></td>
<td>V17</td>
<td></td>
</tr>
</tbody>
</table>

### COVID-19: Building Risk Assessment:

The School of Dentistry operates within the Birmingham Dental hospital and is subject to the Covid Secure measures in pace within the NHS site which requires work at least than 2m social distancing to be approved by the hospital.

**Areas of the School working at 1m+ and capacities (highlighted)**

Masks to be worn at all times unless exempt or seated to eat/drink in appropriate areas or seated in an office.

#### 3rd Floor Research Laboratories

The Technical team are all working onsite. Laboratory space will still be booked to ensure new capacities at 1m+are not exceeded. Risk assessments have been updated to include Covid risk and extra mitigation put in place for working at 1m+ Hand sanitiser and wipes are provided for all areas and specific SOPs for cleaning shared equipment is in place. Track and trace is managed via new QR code system on entry to the area and via the lab booking system.

<table>
<thead>
<tr>
<th>Room Number</th>
<th>Capacity at 2m</th>
<th>Capacity at 1m+</th>
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</thead>
<tbody>
<tr>
<td>36-techs office</td>
<td>3</td>
<td>5</td>
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<td>5 A.op</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>6 wash up</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>7 imaging</td>
<td>1</td>
<td>3</td>
</tr>
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<td>8 histol</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>9 micro</td>
<td>3</td>
<td>6</td>
</tr>
<tr>
<td>11 main lab</td>
<td>7</td>
<td>14</td>
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<tr>
<td>12 TC1</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>13 TC2</td>
<td>1</td>
<td>2</td>
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<tr>
<td>14 TC3</td>
<td>1</td>
<td>2</td>
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<tr>
<td>18 freezer</td>
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<td>19 store</td>
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<td>21 A phys</td>
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<tr>
<td>22 Furnace</td>
<td>1</td>
<td>2</td>
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<tr>
<td>26 Hard tissue</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>27 A biol</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>35 SEM</td>
<td>2</td>
<td>4</td>
</tr>
</tbody>
</table>
SR1 30
SR2 30
SR3 30
Clinical Skills Suite 53 plus unlimited tutors/techs
Classroom 81 plus Tutors
Computer training room 13 plus Tutor
Computer Cluster 28 plus Tutors
Quiet room on level 3 14
Learning Zone 71-85
Osborne Room 14
Student Common Room 71-85
Wedge 12 plus unlimited tutors

SR1 30
SR2 30
SR3 30
Clinical Skills Suite 53 plus unlimited tutors/techs
Classroom 81 plus Tutors
Computer training room 13 plus Tutor
Computer Cluster 28 plus Tutors
Quiet room on level 3 14
Learning Zone 71-85
Osborne Room 14
Student Common Room 71-85
Wedge 12 plus unlimited tutors

28 student office 6 11
Track and trace will be managed via new QR code system on entry to the area and via the lab booking system.

Liquid Nitrogen storage facility
An activity specific risk assessment is in place with signage displayed within the room and required PPE provided

All general Trust areas including (entrance, atrium, reception, canteen)

Changing Facilities
Clean scrubs for staff and students are placed, on tables in the corridor each morning by BCHCT porters. Once changed staff and students will deposit their belongings in their locker maintaining social distancing.
At the end of the sessions dirty scrubs will be placed in the laundry bins provided in each room.

Areas of the School remaining at 2m and capacities (highlighted)

Level 3 SoD Office Areas (Open plan office MO 20, School office MO8, Academic offices MO 2). All desks are subject to a “clear desk policy” to allow ease of sanitisation. Desks must be cleaned at the start and end of every day. Wipes are provided.
Clinical Academic staff are in regularly and use their Academic offices. MO of 2 per Academic office is not exceeded
Clinical Staff without offices who need access to UoB or Trust PCs use the open plan office on an ad hoc basis – MO of 20 is not exceeded. The school office area has been rearranged so that all Trust PCs are in one area and Clinical staff are not mixing with UoB admin colleagues. Perspex screens are placed in between opposing desks.

Library 21
School office 8 - PERSPEX SCREENS IN PLACE FOR STAFF WITH OPPOSING DESKS
School open plan office 20 - PERSPEX SCREENS IN PLACE FOR STAFF WITH OPPOSING DESKS

Level 3 Staff kitchen area 3 All furniture has been removed to discourage congregation in this area. Water boiler/water dispenser is sanitised by each user after use. Hand sanitiser and Sanitising wipes in place.
Staff to bring their own dedicated tea/coffee, cups cutlery etc and take it away with them. DO NOT LEAVE ANYTHING IN THE KITCHEN AREA.
The fridge may be used but all of your items must be in an easily sanitised box/bag. Sanitise all touch points with cleaning wipes.
Two microwaves are permitted in this area (with the advent of the cold weather) 10 minute slots can be booked to use the microwave – it must be sanitised after each use.
Level 1, room 1-TEA-07 – Used by Prof Sunny Khambay as an imaging room for Clinical Studies – MO 2. Appointments are carefully timed to prevent queues in the corridor.
outside. 2M social distance is maintained in the room. Both occupants wear face masks, however person who is being photographed is seated and removes their mask for a 1 minute duration for imaging and then replaces their mask. Bespoke SOP/RA in place for project The use of a “Theraband” to improve the outcome of mask fitting in a group of Sikh males. A quantitative study. Application for Ethical Review ERN_20-1771.

Face fitting for this study is carried out by BCHCT trained staff as per Trust risk assessment and SOP. MO of rooms used is not exceeded

COVID-Secure Site Certificates: All Dental Division COVID-Secure site certificates have been put in place in all areas of BDH

Lateral Flow Test kits are provided by BCHCT for collection. Four days per working week for all Staff and students (Trust, UoB, FM provider and associated contractors). All persons attending site must test twice per week at home before coming to work. All results must be emailed to specific Trust addresses for every test taken. All required forms and guidance is sent out each week alongside dates, times and location of test kit collection points.

Assessor
Dee McLoughlin

Academic / Manager Name
Karen Willis

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Hazard Assessment

<table>
<thead>
<tr>
<th>Hazard Category</th>
<th>Hazards Identified</th>
<th>Who might be harmed?</th>
<th>How might people be harmed?</th>
<th>Existing Control Measures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Organisational</td>
<td>Psychological well being</td>
<td>Staff, students, visitors</td>
<td>Anxiety and stress caused by concerns around returning to work and studies on Campus</td>
<td>Regular communication is in place (individual and group) via team meeting, one to one meetings, health and safety committees/forums as well as fortnightly BCHCT Covid secure team meetings and monthly FM meetings, Institute, College and University email briefings to ensure staff and students are not ill-informed about returning to work/study safely.</td>
</tr>
</tbody>
</table>

Control Assessment

<table>
<thead>
<tr>
<th>Initial Risk Rating</th>
<th>Are these adequate?</th>
<th>Changes to/ Additional Controls</th>
</tr>
</thead>
<tbody>
<tr>
<td>S L R</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3 2 R</td>
<td>YES</td>
<td></td>
</tr>
</tbody>
</table>

Residual Risk Rating

| Owner Due Date Action Complete |
|------------------------------|-----------------|
|                               |                 |

Assessment Date
23/08/21

Date of Assessment Review
January 2022 or in the event of GOV.UK guidance changes.
Advice is shared with staff members and students 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, BCHCT comms) and shared with staff via team meeting, one to one meetings, health and safety committees/forums and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx).

This risk assessment has been shared with BCHCT Covid secure committee and with BASLift, the building landlord.

Risk assessment shared and an electronic copy is available on the Service/School website/share drive, as well as on the University dedicated webpage:

https://intranet.birmingham.ac.uk/staff/coronavirus/Phased-campus-reopening-building-risk-assessments.aspx

New workplace/controls put in place to reduce risk of exposure to COVID-19 are documented in and disseminated to employees through Line Managers/Principal Investigators and Institute Management structures.

These include:

- Local induction materials
- COVID-19: Building Risk Assessment (This completed Risk Assessment)
- Activity specific risk assessments where required.

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 induction, team meeting, one to one meetings, health and safety committees/forums and College/University Comms of guidance available in relation to this:

https://www.hse.gov.uk/stress/

https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx

Managers hold regular informal discussions with their team, in group and one-to-one meetings and look at ways to reduce causes of stress.

Concerns on workload issues or support needs are raised with line managers; this can be raised at one-to-one meetings or at any time by email. There is the opportunity to escalate or seek advice from members of the College senior management team, including our HR business partner if these cannot be resolved and agreed.

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** (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/remote 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** 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/staff/coronavirus/faqs-for-staff.aspx)
- [https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx)
### Biological

**Virus transmission in the workplace**

**Staff, students visitors**

**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.
- Staff work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance.
- Managers/supervisors ensure staff and students with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.
- Managers/supervisors keep track of when staff and students can return to work/campus 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: [https://www.gov.uk/report-covid19-result](https://www.gov.uk/report-covid19-result)
- Staff/students complete 2 Trust provided LFT per week before coming in to work – results must be reported to line managers and via the Trust.

The University’s **On-line-materials for returning to campus** 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 e.g visits by service engineers will be coordinated by the laboratory manager/Technical manager to prevent overcrowding spaces.
<table>
<thead>
<tr>
<th>Environmental</th>
<th>Virus transmission in the workplace due to contact with other people</th>
<th>Staff and students</th>
<th>Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.</th>
<th>The whole of BDH is mechanically ventilated. BASiLiFT (landlord) BCHCT, Integral (FM provider) and the Technical Manager have worked closely to ensure all AHUs are fully maintained, functional and air exchanges are compliant with current Covid ventilation guidance. Workplaces and routines changed to reduce the number of people staff come into contact with including: To help with consistency and adherence to BDH building specific measures such as access routes, occupancy limits etc. staff from other departments (such as cleaning and Estates) have received a building specific induction including information and on site induction. This is done by Mitie for the cleaners and Integral for Estates. Copies of covid secure risk assessments are shared with all parties via regular FM meetings and Trust Covid Secure meetings. Signage is displayed in line with the University and BCHCT signage scheme reminding of the requirement to social distance, wash hands frequently and to manage sneezing and coughing in line with PHE/government guidance. Permission to display UoB signage in our areas of responsibility has been granted by both BDH Landlord and BCHC Trust and we have worked closely with the Trust’s Covid Secure management team to ensure that between us, all areas of BDH have been assessed. Signage has been applied to all room doors to clearly state the permitted maximum number of occupants. Schedules for essential services and contractor visits are planned to reduce interaction and overlap between people. The Technical Manager and area occupants are informed of visits taking place and which services are being maintained. Any Facilities Maintenance (as managed by Trust FM provider Integral) are done in consultation with the TM and out of hours if possible - unless the situation is an emergency (water leak, gas leak).</th>
</tr>
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</tr>
</tbody>
</table>
**Entrances**
All entrances/exits to BDH remain in use and are now 2 way. Social distancing requirements are 1m+. Face masks must be worn on entry as per BCHCT requirements and when travelling around the building. Hands must be sanitised. School of Dentistry staff will continue to enter this way.

**Lifts**
All lifts are multi directional. Signage asks people to stand back from the lift to allow any occupants to exit. Priority use of lifts is for disabled persons. The movement of heavy / large / hazardous materials that cannot be transported by the stairs is done via the goods lift. Sanitiser stations are located outside each lift.

**Student social distancing exemption**
Due to the social distancing exemption, Students will enter the building via a separate, dedicated entrance on the left hand side of the main BDH front entrance. Students are asked not to congregate in entrances or exits, keep left and keep moving.

- Arrival and departure times for students have been staggered to reduce crowding into and out of the building taking account of the impact on those with protected characteristics.
- Staff have been separated into teams to reduce contact between employees
- Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to reduce the number of contacts.
- 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.
● Number of people each person has contact with is reduced by using ‘fixed teams or partnering’ (so each person works with only a few others).

● Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. 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.

● 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.

Due to the potential increased risk of transmission from aerosol transmission steps have been taken to avoid people needing to unduly raise their voices to each other e.g. not playing music or broadcasts at a volume that makes normal conversation difficult, using microphones during training sessions.

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.
- In shared facilities e.g. with other employers COVID-19 related arrangements have been co-ordinated and there is co-operation by all occupiers. This includes landlords and other tenants.
- 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 local supervising staff member, the Head of School and the Technical Manager and where necessary concerns fed back to the third party manager.

Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs.

Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. The student common room will be brought back into use, however the pool table and sofas will not be returned and the room will be laid out with tables and chairs in the same manner as the level 3 canteen. Furniture is not to be moved.

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.
Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.

No 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) is permitted unless the work is essential such as in clinical settings, like a hospital, or other close contact roles for example, Occupational Health clinical services where there is an activity specific risk assessment and PPE is provided for individuals undertaking this work.

PPE is provided for all individuals entering BDH. Clinical settings within BDH use clinical grade facemasks, this includes student within the clinical skills suite. The taking of PPE home is not permitted.

Adequate training has been provided on what PPE is required i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:

- PHE quick guides for correct donning and doffing of PPE for non-AGPs, as well as for AGPs has been utilised for examples in best practice for putting on and taking off (donning and doffing).

Face coverings are not PPE and are not permitted to be worn within BDH

Extra clinical waste bins have been put at the entrances/exits to BDH to dispose of single use PPE. Refer to the guidance on how to dispose of personal or business waste, including face coverings and PPE.

<table>
<thead>
<tr>
<th>Biological</th>
<th>Suspected or known case of COVID-19</th>
<th>Staff</th>
<th>Student</th>
<th>Visitor</th>
<th>Exposure to respiratory droplets</th>
<th>Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>3 2 6 YES</td>
</tr>
</tbody>
</table>
carrying and contact with an object that has been contaminated with COVID-19.

● If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. 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’s Test, Trace and Protect Process.

● The area will be cleaned in accordance with the specific Government guidance.

● 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. In the eventuality of an infection risk not contained to a particular area of the building. A reciprocal arrangement to notify BCHET is in place.

● 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.

● 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:
  o have coronavirus symptoms and are awaiting a test result
  o have tested positive for coronavirus
  o are a member of the same household as someone who has symptoms or has tested positive for coronavirus
  o have been in close recent contact with someone who has tested
positive and received a notification to self-isolate from NHS test and trace. 

<table>
<thead>
<tr>
<th>Biological</th>
<th>Someone entering the workplace with COVID-19</th>
<th>Staff, students, visitors</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>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. 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 and NHS Test and Trace workplace guidance any University staff that may have come into contact with them: <a href="https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance">https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance</a></td>
</tr>
<tr>
<td>Environmenta l</td>
<td>Virus transmission in the workplace</td>
<td>Staff, students, visitors</td>
<td>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 &amp; touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>Individuals have been instructed and are regularly reminded via meetings, emails, posters and newsletters to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance: <a href="https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/">https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</a></td>
</tr>
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<td>Soap and water and hand sanitiser are provided throughout BDH. Adequate supplies are maintained and are placed at the entrance to the building and in other areas where they will be seen.</td>
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<td>Individuals have been informed to check their skin for dryness and cracking and to inform their line manager or supervisor if there is a problem.</td>
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<td>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 via emails, posters and newsletters of the public health advice:</td>
</tr>
</tbody>
</table>
Cleaning services at BDH are provided by external contractor MITIE. A review of the cleaning regime for the building/area has been carried out to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products have been made available to all occupants and everyone has been briefed via meetings, emails, posters and on the importance of keeping surfaces and work equipment clean.

Clear use and cleaning guidance for toilets, showers, lockers and changing rooms are in place to ensure they’re kept clean and clear of personal items. This includes enhanced cleaning of all facilities by MITIE regularly during the day and at the end of the day using normal cleaning products. Disposable cloths or paper roll is provided to clean all hard surfaces especially frequently hand touched surfaces, in showers and changing rooms and hand sanitiser is available on entry and exit to the room.

Facilities are kept well ventilated. For example, by ensuring any mechanical ventilation work effectively and opening windows and vents where possible. The whole of BDH is mechanically ventilated. BASlifT (landlord) BCHCT, Integral (FM provider) and the Technical Manager have worked closely to ensure all AHUs are fully maintained, functional and air exchanges are compliant with current Covid ventilation guidance. Staff are reminded that if there areas of work have opening windows, they should be opened whilst staff/students are working in there.

Cleaning for busy areas in the building has been enhanced.

More waste facilities, and more frequent rubbish collection has been provided.

Sharing of equipment is restricted where possible and cleaned before and after use.

Cleaning process for all equipment and tools including expensive equipment that cannot be washed down, has been determined and where
necessary protection around machines and equipment has been designed.

Objects and surfaces that are touched regularly such as door handles and keyboards, are cleaned frequently using cleaning materials provided and whilst 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.

Use of hot desks and spaces avoided and workstations/workspaces are assigned to specific individuals, where not possible e.g. training facilities, computer clusters and study spaces workstations are cleaned by individual users before and after use.

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. Work areas and equipment are cleaned between use using usual cleaning products.

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.

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.

Lab clothing and equipment such as goggles washed on-site rather than by individual staff members at home. Individual’s lab coats to be kept separately in plastic bags on hooks in the lab to remove the risk of close contact.

Monitoring and supervision have been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc.

All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.
### Organisation

<table>
<thead>
<tr>
<th>Exposure to Existing Hazards</th>
<th>Staff students visitors</th>
</tr>
</thead>
<tbody>
<tr>
<td>Increased risk of harm due to controls included in existing risk assessments &amp; safety arrangements affected by COVID-19 measures</td>
<td>All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of 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. 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:</td>
</tr>
</tbody>
</table>

- **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 or HSE, and first aid information including the location of first aid kits and first aider contact information up to date. UoB and BCHCT share first aider resource within BDH.
- **Hygiene**: Washing facilities with soap/gel available. 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 by the technical manager or other members of the I&F team 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, and mitigations have been introduced for any new or altered security risks.

Business continuity and disaster recovery plans updated based on COVID-19 implications including contingency plan in place for 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.

### 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 building has been considered and include: All deliveries to BDH arrive via the Trust porters working to their own BCHCT SOP. Deliveries are brought to the School by the Porters and deposited in designated areas – depending on who placed the order.  
- Pick-up and drop-off collection points, procedures, signage and markings revised.  
- Unnecessary contact at delivery bay 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.  
- 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. |
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<td></td>
<td>3 2 6 YES</td>
</tr>
</tbody>
</table>

### Organisational

<table>
<thead>
<tr>
<th>Travelling to work</th>
<th>Staff and Students</th>
<th>Exposure to respiratory droplets carrying COVID-19.</th>
<th>Individuals travelling to University premises or on behalf of the University are encouraged to follow the Government’s safer travel for passengers to help them stay safe, and protect others by controlling the spread.</th>
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</thead>
<tbody>
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<td></td>
<td></td>
<td></td>
<td>3 2 6</td>
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</table>
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.

<table>
<thead>
<tr>
<th>Organisation</th>
<th>Driving at work</th>
<th>Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.</th>
<th>N/A</th>
</tr>
</thead>
</table>

| Environment | Ventilation | Staff students visitors | Exposure to respiratory droplets carrying COVID-19. | Ventilation systems are maintained in line with planned and preventative maintenance schedules, including filter changes.
The whole of BDH is mechanically ventilated. BASiLiF (landlord) BCHCT, Integral (FM provider) and the Technical Manager have worked closely to ensure all AHUs are fully maintained, functional and air exchanges are compliant with current Covid ventilation guidance. Laboratories and internal offices are fully sealed and mechanically ventilated. Air exchanges are set to the maximum 12 per hour.

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 | 3 | 2 | 6 |
activities take place in the areas, the equipment and machinery in the workspaces, the use of fans and Local Exhaust Ventilation.

Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. While this will continue to be minimised some area will need to have some recirculation, to improve thermal comfort.

Natural ventilation can be improved by fully or partially opening windows, air vents and doors, not signed as fire doors. This should be balanced against the need to maintain comfortable temperatures for all users of the space. All windows in all office areas will be opened, if they can open.

The University will be centrally monitoring carbon dioxide (CO2) as a proxy for air quality and ventilation in large teaching spaces. Information can be provided on these spaces.

Additional control can be provided via the use of portable CO2 sensors where there are any concerns raised about the adequacy of ventilation in a given space.

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.

Mechanical ventilation has typically been set at maximum fresh air settings and operate at extended periods.

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 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.”

Most mechanical ventilation systems are monitored by building management systems that will raise a fault alarm; but please ensure that any potential fault with mechanical or natural ventilation is raised with the Building Management and or the Estates Helpdesk.

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, HSE guidance, Government 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:

Use these rows to identify any hazards and control measures specifically relating to a specialist area that has its own guidance and not all of the control
measures have been included so far in this risk assessment including:

- Hotels and others guest accommodation
- Restaurants, pubs, bars, nightclubs and takeaway services
- Shops, branches and close contacts
- Events and attractions

Working safely during coronavirus (COVID-19):
guidance from Step 4 - Guidance - GOV.UK
(www.gov.uk)
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 |
|---|---|---|---|---|
| **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 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 |

<table>
<thead>
<tr>
<th>Likelihood score</th>
<th>1</th>
<th>2</th>
<th>3</th>
<th>4</th>
<th>5</th>
</tr>
</thead>
<tbody>
<tr>
<td>Likelihood</td>
<td>Rare</td>
<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td>Frequency</td>
<td>Do not expect it to happen/occur but it is possible it may do so</td>
<td>Might happen or occur occasionally</td>
<td>Will probably happen/occur but it is not a persisting issue</td>
<td>Will undoubtedly happen/occur, possibly frequently</td>
<td></td>
</tr>
<tr>
<td>Broad descriptor</td>
<td>Not expected to occur for years</td>
<td>Expected to occur at least annually</td>
<td>Expected to occur at least monthly</td>
<td>Expected to occur at least weekly</td>
<td>Expected to occur at least daily</td>
</tr>
<tr>
<td>Time-framed descriptor</td>
<td>&lt;0.1 per cent</td>
<td>0.1–1 per cent</td>
<td>1.1–10 per cent</td>
<td>11–50 per cent</td>
<td>&gt;50 per cent</td>
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<tr>
<td>Probability</td>
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The overall **level of risk** is then calculated by multiplying the two scores together.

Risk Level = Consequence / Severity × Likelihood (C × L)

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<thead>
<tr>
<th>Likelihood</th>
<th>1</th>
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<tbody>
<tr>
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<td>Unlikely</td>
<td>Possible</td>
<td>Likely</td>
<td>Almost certain</td>
</tr>
<tr>
<td>5 Catastrophic</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>20</td>
<td>25</td>
</tr>
<tr>
<td>4 Major</td>
<td>4</td>
<td>8</td>
<td>12</td>
<td>16</td>
<td>20</td>
</tr>
<tr>
<td>3 Moderate</td>
<td>3</td>
<td>6</td>
<td>9</td>
<td>12</td>
<td>15</td>
</tr>
<tr>
<td>2 Minor</td>
<td>2</td>
<td>4</td>
<td>6</td>
<td>8</td>
<td>10</td>
</tr>
<tr>
<td>1 Negligible</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
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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.