GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **BARBER INSTITUTE OF FINE ARTS**  **Main campus** | **Department** | **Barber institute Budget Centre (BIBC) plus co-users, UoB Library, CAL (History of Art, Music)** | | **Version / Ref No.** | **7**  **26/08/20**  **+ amends 2/09/20**  **+ amends 19/09/20**  **+ amends**  **29/09/20** |
| **Activity Location** | **BARBER INSTITUTE OF FINE ARTS** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  **Barber Institute of Fine Arts museum (Barber Institute Budget Centre - BIBC)**  **The Barber Institute of Fine Arts has 23 FTe staff running an accredited public museum. This total staff cohort is never on site at one time with shift working part of Visitor Services ops. We aim to re-open to the public 23 September (TBC) for general gallery visiting with supportive FOH (Front of House) and BOH (Back of House) staff activities. No other onsite events/activities. Access to the public galleries managed by the ART FUND ticketing system and available six days a week, maximum of 78 tickets per day over seven hours, 10 to 5 (last visit 4), for an initial three month period to be reassessed for spring.**  **Barber Fine Art Library**  **The building houses the Barber Fine Art Library staffed by 1/2 Librarians. Front-facing library services to resume at the Barber include:**   * **Access to study spaces for PGRs, PGTs, Undergraduates and staff of the University of Birmingham – no external visitors will be accepted:** * **Mediated access to collections**   **Maximum Library patron utilisation 6. Maximum staffing 2, typically 1.**  **Future commencement of other physical support-related activity including digitisation, collection management and development, engagement, service development, IT facilities support and skills provision. These activities will be phased in as required to support service delivery.**  **College of Art and Law academics and teaching**  **The building also houses offices for CAL academics – 3 x Music in main building, 10 x History of Art in Annex. One PT CAL support staff (Visual Resources) in shared office G25. The building also houses two teaching spaces, the Photograph Room (G06), maximum occupancy 6 + 1, and the Barber lecture theatre (BLT) (GO11) maximum occupancy 24 + 1.**  **University Music**  **The building houses the Barber Concert Hall. The auditorium, stage and wings will be out of use and kept locked. The Head of University Music, Jo Sweet, will review the situation in January 2021 in line with DCMS guidance and in consultation with all parties to risk assess the suitability of the hall for streamed performances. The music team do not work from the Barber and would only be present if managing a streamed performance, and no performances are planned this autumn/2020.**    **The building is accessed by staff (as above, Barber, CAL, Library), students for timetabled teaching (BLT only, History of Art only), and, from 23 September (TBC), museums visitors from general public and university staff and students [to museum public areas only – Foyer, Galleries, Ground Floor Toilets].** | | | |
| **Assessor** | **Nicola Kalinsky** | **Assessment Date** | **26 August 2020** | **Date of Assessment Review** | **23 October 2020** | |
| **Academic / Manager Name** | **Professor Helen Abbott on behalf of Professor Andrzej Gasiorek**  College of Arts and Law  Pro-Vice Chancellor and Head of College  **Rachel Allmark**  College of Arts and Law  Director of Operations | **Academic / Manager Signature** | **R Allmark**  (6) 23 September 2020  (7) 29 September 2020 | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
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| 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  01 | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via whole BIBC team ‘town hall’ Zoom meetings every two weeks (weekly from 14 September), weekly team meetings, increased frequency of one to ones to fortnightly, weekly email updates and weekly messaging to ensure staff are not ill-informed about returning to work safely. A comprehensive BIBC staff comms plan operative for the period March to August has been revised for 1 September to end of calendar year.  Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications through line managers, Internal Comms) and shared with staff via team meetings, one to one meetings, weekly updates 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 shared drive Staff reminded of this weekly S:\Barber\Shared\(About) Towards Re-opening the Barber  Completed Risk Assessment for building on shared drive/LCAHM Teams channel for Library and LCAHM respectively.  Completed Risk Assessment on University Intranet.  A mandatory webinar for all returning BIBC staff delivered 26 August with PowerPoint for reference. Staff not present required to read and sign off by LMs. Induction PowerPoint shared with building co-users in Library and LCAHM.  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. These include:   * ***Social distancing: General guidance for staff and students*** * ***Social distancing: Buildings adaptations guidance*** * ***Social distancing***: ***Product solutions booklet*** * ***Social distancing: Building checklist*** * ***On-line induction materials for returning to campus***: combination of the guidance and videos.   <https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx>   * ***Return to Campus COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via team meetings, increased one to one meetings, induction, and 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>  Wellbeing of staff a standing item on BIBC SMT agenda, currently meeting twice weekly.  Library Services staff working in the Barber are part of the Main Library Customer Support Team. Their induction and ongoing operational management is covered through Library Services practices and procedures and is in line with the Main Library Risk Assessment. Adaptations to workflows relating to patron interactions will be undertaken as necessary and will follow the same process that has been developed for co-creation between managers and those delivering the activity. Initial site induction will take place to ensure all staff are familiar with arrangements.  For LCAHM staff the LCAHM Teams channel is used for regular briefings, including guidance on safe working and is a means to raise and informally talk through any issues. Colleagues can raise confidential concerns or comments via email. The LCAHM Teams channel will provide staff with copies of specific building assessments on completion. HoDs for Music and History of Art confirm that regular team meetings and 1:1s are held with specific risk assessments for vulnerable staff. | 3 | 2 | 6 | Yes | BIBC approach to Comms will be revised as needed, this is ongoing. |  |  |  |  |  |  |
| Organisational  02 | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Possibility of anxiety discussed openly at general Barber meetings, weekly team meetings and one to ones. Wellbeing of staff a standing item on SMT agenda.  Concerns on workload issues or support needs are escalated to line manager at one to ones or as needed on an ad hoc basis. All Barber staff also know they can speak to the Director if they wish at any time.  Staff who are in clinically vulnerable groups themselves and identified to be considered in ‘at risk’ groups are encouraged by line managers to discuss their support needs to ensure additional measures are put in place to protect them including working from home.  Staff who are in the clinically extremely vulnerable group may be at high risk of serious illness if they catch coronavirus (COVID-19) must discuss their support needs with their line manager to ensure a specific individual risk assessment is carried out and additional measures are put in place to protect them including continuing to work from home. No Barber (BIBC) staff within the clinically extremely vulnerable group at present. All staff have been asked as part of the return to work procedure. Staff within the vulnerable category or BAME have been flagged to OH following discussion.  All Library and LCAHM staff have been asked as part of the return to work procedures to advise over any concerns on returning to work. Discussions with individuals are in progress.  <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#who-is-clinically-extremely-vulnerable>  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. No Barber (BIBC) staff currently need PEEPs. All staff have been asked as part of the return to work procedure.  Emergency evacuation of visitors requiring additional assistance forms part of the Barber Emergency Plan which has been revised to take account Covid-19 safe working.  All Library and LCAHM staff have been asked as part of the return to work procedures and where applicable staff requiring PEEPs have been spoken to.  Employees invited to return back to work on Campus who have concerns have discussed these with their line manager or supervisor using the University’s Covid-19 Return to Campus Discussion Form and where necessary an occupational health referral has been made using the Occupational Health Referral for Covid-19 Assessment Form.  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx>  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>  Library Services staff working in the Barber are part of the Main Library Customer Support Team. Their induction and ongoing operational management is covered through Library Services practices and procedures and is in line with the Main Library Risk Assessment. Adaptations to workflows relating to patron interactions will be undertaken as necessary and will follow the same process that has been developed for co-creation between managers and those delivering the activity. Initial site induction will take place to ensure all staff are familiar with arrangements.  For LCAHM staff the LCAHM Teams channel is used for regular briefings, including guidance on safe working and is a means to raise and informally talk through any issues. Colleagues can raise confidential concerns or comments via email. The LCAHM Teams channel will provide staff with copies of specific building assessments on completion. HoDs for Music and History of Art confirm that regular team meetings and 1:1s are held with specific risk assessments for vulnerable staff. | 3 | 2 | 6 | Yes | This is all considered as ongoing and continual. |  |  |  |  |  |  |
| Biological  B1 | 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. | ***Social distancing: Barber Institute of Fine Arts Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.  Staff work to work using mixed model of site and home based as agreed with line-manager, in line with Government and University guidance.  Managers ensure staff and students 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 and students can return to work after the symptom free period.  Barber Back of House staff work 50% plus of time at home to reduce office/building occupancy and presence on campus. Schedules of attendance on shared drive.  Barber Front of House work shifts in two fixed teams.  No Barber volunteers in site until at least end of year.  Face coverings (visors or face masks) mandatory in all public museum areas for staff, visitors and students (unless exempt); visors worn by FOH interacting with visitors. Visors or face-coverings currently indicated as interchangeable for staff <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums>  in museum visitor facing positions in sector guidance. Most museums which have reopened since 4 July have chosen face visors for FOH for staff comfort and to aid communication, especially with visitors who lip-read. However, in view of some recent research that suggests that visors may not be as effective, additional washable cloth face coverings have been provided for VST whilst we investigate specialist clear face masks.  Library workflows for specific tasks will be revised observing the latest guidance provided by PHE.  Face coverings for Librarians will be required for those able to wear them in line with latest UK guidance. Staff unable to wear coverings issued with face visor when interacting in patron facing roles.  Face coverings required for students attending teaching in BLT.  CAL Academic co-users will not hold face to face meetings with students in their offices.  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 on site induction.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people.  Barber induction webinar delivered to all Barber staff 26/8/20 and made available to other building users leads to share with their teams, Library and LCAHM.  Un-essential trips within buildings and sites discouraged and reduced, BIBC comms plan encourages staff to use Zoom, telephone, emails. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E1 | Virus transmission in the workplace due to lack of social distancing | Staff, visitors students | 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 2m social distancing is not exceeded including:   * Change to peak staff entry and exit times. * FOH work in two distinct shift teams and do not overlap. * BOH team briefings virtual. * Staff arrive at staggered hours anyway. * Changes to core working hours * New BoH schedule to alternate presence in offices and reduce contact * 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. * Staff have been separated into teams to reduce contact between employees. 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 is kept for 21 days.   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: Barber Institute of Fine Arts 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)).  One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining 2m social distancing throughout the building/workplace.  Staff activities are segregated to promote the 2m social distancing rules including:   * Provision of additional screens where needed to segregate people in shared offices at (Learning & Engagement, Admin, Trust and Director’s PA offices). Desks in shared offices are arranged with employees facing in opposite directions * Staff entrance used before 8.30 by one staff member at a time. Main entrance used after 8.30, wide stair, one only at a time. Key delivery revised to reduce contact. * Floor tape to ensure adequate social distancing is in place at key points in corridors, entrance. * Visual management aids in place to remind people of the need for social distancing. * Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms * 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 break. * New larger and well ventilated welfare/staff rest room provided for BIBC staff (B07) allowing for 2 m social distancing. * Library staff continue to use own rest room B35 to avoid interaction. * Academic staff have individual offices. * Food and drink can no longer be purchased in the Barber shop. * Small staff kitchen B18 uses a one out one in policy. All users are encouraged to wash their hands prior to using equipment (kettle) and to wash their hand after use. Additional signage for the correct method for handwashing displayed. * Smaller facilities have a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition. * Clear method of socially distancing of staff and visitors in reception areas defined and implemented including: * Social distancing in reception areas, numbers kept low to avoid need to queue. 2m social distancing in reception area. * No shop facilities to avoid need to queue. * Food and drink can no longer be purchased in Barber shop reducing likelihood of people clustering.   Visits from people outside of the building are managed via remote connection/working where this is an option.  Colleagues’ professional visits managed virtually as currently.  Art Fund Ticketing system in place for gallery visits from 15 September – see below for fuller museum specific details.  All visitor arrangements have been revised to ensure 2m social distancing and hygiene at all times in accordance with the Good Practice Guidelines for Reopening Museums, published by the National Museum Directors’ Council with DCMS support – please see <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums>  These measures are monitored by the Barber FOH team, and where necessary concerns fed back to the Visitor Services Manager and the Director.  Academic co-users in the building (History of Art, Music) adhering to university policy of no face to face meetings with students in their offices in the autumn term.  All corridors are :   * Marked in areas to ensure social distancing is adhered to (lines on floor). * One way system around the gallery floor * One way system for students to access and egress Barber Lecture Theatre. * Corridors that are over 2 m wide (ground floor) 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  Information provided and signs displayed informing people to use the stairwells rather than lifts unless they have difficulty using the stairs. The maximum occupancy of the lift has been reduced to three, access to the lift is controlled by VST, and locked when not in monitored use. 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. Use of lift is normally only for those needing access e.g. wheelchair users, pushchairs etc.  Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation.  There is a designated stairwell for going up and a designated stairwell for coming down *between* the basement and the ground floor. These are clearly signed. The use of a smaller (third) set of stairs between basement and ground floor be discouraged and only for use by VST one at a time, other two sets marked for respectively going up and going down.  Stair to basement in Art History wing one at a time, but clearly visible if in use.  Main gallery stair (public access) is two way, but Visitor Assistants top and bottom of stairs will radio all clear for use by one visitor group at a time.  Main Foyer route is two way but corridor wide and marked up to keep left. Markings indicate how to use, staff informed on induction. Main external entrance stairs two way but wide and divided by handrail, keep to left, either side of handrail    A one way system in place for students accessing and egressing the Barber Lecture Theatre, G11, incoming students do not cross outgoing students.  Only History of Art students using G11 for time-tabled teaching. The protocol and one way system for accessing and egressing the Lecture Theatre forms part of student induction.  First floor gallery floor visit is now one-way, clearly signed, logical route. Visitor Assistants will help manage this as part of our visitor service.  Additional signage in stairwells reminding staff about social distancing.  Wash hand / use hand sanitiser on exit from stairwell.  Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. BIBC comms plan reinforces need to continue with virtual meetings. In person meetings only outside and socially distanced.  Large gatherings have been cancelled or postponed or alternative IT solutions provided. The Barber will have no on site public programme (digital programme continues). No group bookings are permitted, the maximum number of tickets which can be booked at once is a family or bubble group of 6 persons.  No public concerts planned. Concert hall kept closed. Music Practice Rooms locked.  Managers perform frequent evaluation against social distances controls. Following reopening controls will be assessed regularly at weekly SMT meetings.. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it through signage throughout building.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should. Question asked at weekly Barber SMT meetings as regular agenda item as we assess how the building is working.  Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity specifically art handling, 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 and are being taken. Mitigating actions include:   * Protocols for Art Handling in place following best practice guidelines developed by the National Gallery.   S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols   * Best practice processes in place for receiving and delivering loans (including quarantine) – link above * Best practice processes in place for research visits to Reserve Collections. * Further increasing the frequency of hand washing, 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). * Reorganising 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 2 m social distancing isn’t possible and cannot be maintained. Information provided in the University and local communications and signs displayed informing people of the mandatory requirement to wear a face covering within the building. This requirement was already mandatory in the Barber as a public museum, from its reopening to the public 23 September. * 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. This requirement was already mandatory in the Barber as a public museum, from its reopening to the public 23 September.   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 chose to wear them managers support them. Within the Barber, this option is only possible within individual offices or shared offices where 2 m social distancing can be maintained, not public areas, or corridors.  Individuals have been reminded through regular team communications of how to use face coverings safely including the following:   * Wash your hands 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. * Perspex visors should be cleaned down with appropriate wipes at the end of every day and during the day between uses as needed. * 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.   Adequate training has been made on what PPE is required (i.e. gloves, masks, aprons, goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed:  <https://www.gov.uk/government/collections/coronavirus-covid-19-personal-protective-equipment-ppe>  <https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings>  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 has been utilised for examples in best practice for putting on and taking off (donning and doffing).  For Art Handling protocols please see link. This is modelled on National Gallery best practice.  S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Face coverings were made legally mandatory for museum visitors from 8 August 2020 in England. This information will be included in all pre-booking comms, visitor pathway, and reiterated on site. Masks will be provided for booked visitors who arrive without face coverings (if not exempt).  Face coverings, visors or face masks, are therefore mandatory for Barber staff working on the gallery floor and public areas (in addition to new University guidance above). Mask and visors are provided and worn by Visitor Services, and visors or masks worn by other staff members when on the gallery floor or public museum spaces. VST will be issued with four washable masks to cover each day of the four day shift and also issued with personal visors and instructed on their care and cleaning.  Face coverings for Library patrons are required for those able to wear them in line with the latest government guidance and will be worn throughout their time in the Library. Library staff who are unable to wear a face covering will be issued with a plastic face visor to use when interacting with in patron-facing roles.  Library patrons will be required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  Library workflows for specific tasks will be revised observing the latest guidance provided by PHE.  Seating and circulation capacity in the Library will be reduced to maintain social distancing. New work flows relating to stock returns, self-service of materials, study desk usage and other Library equipment in place.  Hours of patron access to the Library will be reduced to facilitate a down time for cleaning/tidying/shelving activities taking place. In the initial stages of opening hours will be 10.00-16.00 Monday to Friday.  Capacity of the two teaching spaces reduced and signed. Barber Lecture Theatre max 24 +1, Photograph Room 6 +1. Furniture adjusted in Photograph Room. Seats/rows in lecture theatre marked for use/no use. One way system to access and egress the BLT. Only History of Art use the BLT; induction on how to access part of student induction. | 3 | 2 | 6 | Yes | . |  |  |  |  |  |  |
| Biological  B2 | Suspected case of COVID-19 | Staff, students, visitors | 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 University and Government advice. If any visitors appear unwell or make comment to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow 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). * Provision and monitoring of adequate supplies of cleaning materials are in place, stored in basement store and monitored by Dave Lowe, VSM. * Team briefed at induction, general meetings and weekly 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/coronavirus> * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s Outbreak Management 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:   + 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.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection>.  Museum visitors recorded by ART FUND ticketing system for Test and Trace.  NHS QR code displayed at public entrance, delivery yard and staff entrance.  Research visitor details recorded as part of new protocols for research visits.  CAL to share academic staff occupancy of building with Barber on weekly basis.  Library Services to record presence of Library staff and Library users.  Library Services booking tool for patrons wishing to study in the Barber Library will facilitate Track and Trace. Other tools such as the access management tool will also support this approach.  Students with time-tabled teaching in the building are trackable through the University time-tabling system. No other face to face meetings between academic staff and students in building. Student and staff visitors to gallery required to book tickets as per general visitors.  NHS QR code displayed for G11 Lecture Theatre. | 3 | 2 | 6 | Yes | Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach. | 3 | 2 | 6 | SW | ongoing |  |
| Biological  B3 | Someone entering the workplace with COVID-19 | Staff, students and visitors | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Companies who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19. This applies to freelance conservators (done) and Art Handling/Transport companies (ongoing as used). Vicky Skelding-Bloor, Exhibitions and Loans Manager responsible for managing these requirements.  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. This message will be reiterated on the Barber website and ticketing system and all visitor comms, from booking to arrival.  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>  Gallery visitors recorded via the ART FUND ticketing system for Test and Trace.  NHS QR code displayed at public entrance, staff entrance and delivery yard.  Research visitors pre-booked and recorded as part of their booking process.  Library Services will utilise a booking tool for patrons wishing to study in the Barber Library to retain data to facilitate Track and Trace. Other tools such as the access management tool will also support this approach  Students with time-tabled teaching in the building are trackable through the University time-tabling system. Students and staff accessing galleries for private visits (outside time-tabled teaching) required to book tickets are per general visitors.  NHS QR code displayed at G11, Barber Lecture Theatre. | 3 | 2 | 6 | Yes | Other technical solutions are being investigated to enhance capabilities in accordance with the wider University approach. | 3 | 2 | 6 | SW | ongoing |  |
| Environmental  E2 | Virus transmission in the workplace | Staff, students, visitors | 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 through information posters in all toilets and kitchen areas 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/>  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. Hand sanitiser units at staff entrance, public entrance, Foyer, goods yard.  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.  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  *at all team meetings and team comms* of the public health advice:  <https://www.gov.uk/government/publications/coronavirus-outbreak-faqs-what-you-can-and-cant-do/coronavirus-outbreak-faqs-what-you-can-and-cant-do>  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination, cleaning products and disposable cloths have been made available to all occupants and everyone has been briefed on induction on the importance of keeping surfaces and work equipment clean.  There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Barber staff have been encouraged to reduce use of printers by the Director, print only when necessary. Staff encouraged to use their own stylo pen (provided) to reduce contact. VST will also use stylo pens for all alarms and fire panels to minimise contact.  Sharing of equipment is restricted where possible and cleaned / disinfected before and after use. We have one Collections Technician whose equipment is specific to that staff member and not shared. Freelance conservators use own equipment. Any equipment which is shared will be cleaned between users. Please see art handling protocols for detail. S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Objects and surfaces that are touched regularly are cleaned frequently with disinfectant wipes such as door handles and keyboards, and making sure there are adequate disposal arrangements. Over and above twice daily clean by cleaning services, Individuals responsible for own office touch points (door handles), keyboards not shared. In public areas, VST regularly wipe public touch points (gallery door handles, stair banister). VST will used their own stylo pens for all alarm and fire panel touchpads.  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.  No hot-desking in any BIBC offices. Academic offices all single use.  There are cleaning procedures for goods entering the site. Hand sanitiser provided. Non-business deliveries stopped, for example, personal deliveries to workers. All BIBC staff have been instructed not to recommence personal deliveries. Deliveries office goods or collection related only. New protocols in place for collection delivery/exit, including quarantine:  S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  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.  Everyone is encouraged *on 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.  Staff have adequate storage for provided for clothes and bags, either individual lockers for VST or own ample office space.    Monitoring and supervision arrangementshave been put in place to ensure people are following controls e.g. implementing the new cleaning regime, following hygiene procedures etc. LM to regularly assess and report any issues to weekly SMT meeting.  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). Covid-19 products stored in basement store, David Lowe VSM, to monitor.  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc.  Library patrons are required to utilise the facilities within the Library in a different way. This will be communicated via induction and reinforced via signage and other educational materials and staff interventions.  Seating and circulation capacity will be reduced to maintain social distancing. New workflows relating to stock returns, self-service of materials, study desk usage and other Library equipment are in place.  In line with PHE guidance items from the Library will be kept in quarantine for a period of 72 hours. Patrons wishing to study in the Library will be required to wear a face mask throughout their time within the Library. Only designated seats and workstations can be used. These will be numbered and patrons asked to note the desk number of their seat. Patrons will be instructed to used cleaning products to clean their study desk pre and post study and dispose of used materials in the bins provided. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O3 | Exposure to Existing Hazards | Staff, students, visitors | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of social distancing and other COVID counter measures.  PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored to ensure suitable level of stock of certain PPE such as face masks etc. during this time due to global shortages. Individuals maintain their own equipment in a sterile condition. Storage has been reviewed to provide individual storage arrangements. The taking of PPE home is not permitted.  Barber Emergency Plans and Fire Evacuation Plans revised to take into account Covid-19  Emergency Procedures reviewed and revised including:   * **Communication**: people have been made through inductionthat 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*–no PEEP requirements at present time for BIBC staff.* 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.   **Emergency Evacuation for visitor requiring additional assistance** – protocol reviewed for this in Barber Emergency Plan which has been revised for Covid-19 safe working. **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. 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  *David Lowe, Visitor Services Manager or Supervisor,* 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, have been considered, and mitigations have been introduced for any new or altered security risks.  Security arrangements for the collection are regularly assessed, were revised for the Covid-19 lockdown with support from Campus Security and communicated to the HBT Trustees. Barber staff work closely with Campus Security.  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 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 2 | 6 | Yes | * A Fire Drill will be undertaken 21 October to assess revised Fire Evacuation Procedures. |  |  |  | DL |  | 21/10/20 |
| Environmental  E4 | 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 unit so that social distancing can be maintained at all times has been considered and include:   * Unnecessary contact at delivery bay has been minimised – move to use loading bay to reduce need for transport agents to enter building. * The Barber has few deliveries. Drivers for office type deliveries will be asked to unload and place the delivery in the scissor door area of the loading bay. VST will then move to store, wearing gloves. * 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/or hand sanitizer in place after handling all deliveries. * Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. * Art work deliveries are quarantined for 72 hours. New protocols for art deliveries:   S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E5 | Virus transmission outside of the workplace | Staff, Students, Visitors | 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. The main public entrance is suitable for access and egress (keep left, divided by hand rail), one way systems where required in the building. The staff entrance is suitable for access and egress as used by one person at a time.  There is signage advising individuals to wash their hands regularly and not to touch their face.  Building access control is used to prevent possibility of busy spells in the building. From 23 September (TBC) visitor access controlled by a pre-booked ticketing system with a limited number of tickets released for timed slots through the day, maximum 78 per day 6 visitors per half hour 10 am (11 am Saturday) through to 4 pm (last one hour visit slot). No public on site events taking place. VST at reception manage. All visitors, including staff and students, required to use ticketing system.  Academic co-users will not be holding face to face meetings with students in their offices. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Organisational  O4 | Travelling to work | Staff, visitors | Exposure to respiratory droplets carrying COVID-19. | Gallery visitors arriving by car to use Pritchatts’ Road car park.  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 |  |  |  |  |  |  |  |
| Mechanical  M1 | Machinery & Equipment | Staff, freelance conservators | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Equipment and surfaces that are touched regularly will be frequently cleaned and disinfected. Sterilising chemicals and cloths are provided in the area to clean machines and equipment prior to the commencement of work and upon completion.  New protocols in place for art handling equipment and tools: S:\Curatorial\COVID 19 art handling Protocols & RA\COVID art handling protocols  Doors handles to the galleries which must be kept shut for environmental reasons cleaned with wipes by VST on rotation of posts, every 30 minutes. Other galleries doors (green/red, red/beige, beige/blue) will be left open.  Library colleagues using the digitisation unit will clean the scanner using wipes provided by the University ahead of utilising the machine and once the activity is complete wipe the unit again with a fresh wipe. This has been built into the revised workflow for this activity with the same approach being followed for other activity within the Library.  If machines and equipment in the Library are shared, sterilising will be carried out between operations. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental  E6 | Ventilation | Staff, Students and Visitors | Exposure to respiratory droplets carrying COVID-19. | All ventilation has been serviced as required.  The main AHU system for the galleries was completely refurbished in 2019. It draws fresh air into the galleries with no recirculation. It does not require additional filters. This has been confirmed by Estates Maintenance Officer, James Moore, 13/07/20. The ground and basement floors all have windows to open and no AHU system. The main entrance to the Foyer will be kept open, weather permitting.  Building users are encouraged where possible to ensure windows are open. | 3 | 2 | 6 | Yes | . |  |  |  |  |  |  |
|  |  |  |  | ***Public Museum/Visitor Specific (PMS) Section***  We have followed the official sector guidelines, endorsed by DCMS, for our approach to reopening the museum to the general public which we hope to do from 23 September 2020, six days a week, Tuesday to Friday 10 to 5 pm, Saturday and Sunday, 11 to 5 pm.  Please see;  <https://www.nationalmuseums.org.uk/coronavirus-update/nmdc-good-practice-guidelines-opening-museums/>  This guidance was published by the National Museums Directors’ Council 25 June and is regularly updated, with communications from DCMS sent to the Director. Guidance was drafted by the NMDC Planning and Remobilisation Group and advised by the Museums and Galleries Working Group chaired by Caroline Dinenage, Minister for Culture, Media, Digital and Sport. Advisory group included the University Museums Group and main sector Trade Unions, PCS and Prospect trade unions. This group continues to meet and communicate with sector. |  |  |  |  |  |  |  |  |  |  |  |
| |  |  |  |  | | --- | --- | --- | --- | | Biological | Virus transmission in the workplace | Staff, students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | | Virus transmission in the museum | Visitors, Staff, Students | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Social distancing: Barber Institute of Fine Arts Building checklist***has been completed to identify the control measures to consider reducing the risk of infections in the museum public area (Foyer, Ground Floor Corridors and Toilets, first floor Galleries).  Potential visitors are informed on ticketing site not to visit if they have symptoms, are isolating, or have been in contact with symptomatic people. Message reiterated through visitor journey to arrival.  Tickets are limited through the day (6 per half hour, last visit at 4 pm) to keep capacity low and to enable social distancing.  Non-public areas are clearly marked.  One-way system for main gallery visit marked by signage and invigilated by Visitor Assistants.  Social distancing signage in other public areas. | 3 | 2 | 6 | Yes |  | 3 | 2 | 6 | Yes |  |  |
| Biological | Suspected case of Covid 19/Some one entering the museum space with Covid-19 | Visitors, Staff, Students | 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 includes:  If a visitor becomes unwell they will be asked to leave the premises immediately. If not well enough to leave, emergency service called to attend. The area will be cleaned in accordance with guidance. If possible the area will be closed for 72 hours before cleaning.  Disposable gloves, masks and aprons worn for cleaning.  Team briefed on actions to be taken in the event of a visitor suspected of having Covid-19 | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
| Environmental | Virus Transmission in the museum space due to lack of social distancing | Staff student  Visitors | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Visit by appointment using ARTFUND ticketing system to control number and flow of visitors – 6 tickets per half hour, 78 max per day.  Visit by appointment using ARTFUND ticketing system to gather information required to maintain information to support Test and Trace, following government guidance and GDPR requirements. On spec visitors allowed in if capacity allows and information taken for Test and Trace.  Visitors provided with information on how visit looks and works prior to visit via ticketing system and on website, and on arrival.  Social distancing measures as detailed above, to reiterate:   * Main entrance stair keep left of barrier, entrance by one person or family group at a time, signed. * Visitor Assistant at reception behind screen or wearing visor. * Foyer marked keep left. * Public lavatories reduced capacity – 2 rather than 3 in Ladies with one cubicle and one sink taken out of use, 2 in Gentleman’s and one sink taken out of use. Information on door and monitored by 2 VST in Foyer. * Gallery stair used by one visitor or family group at a time, VS to radio to manage (one in Foyer, one at top of stairs]. * Lady Barber Gallery closed to public. * One way route for main gallery visit, signed and invigilated by VST. * Gallery seating marked for social distancing. * Lift use by request only and restricted for those requiring it (wheelchair users, push chairs, mobility issues). * Accessible toilet single use. * No public tours, guided tours, group activities.   Face coverings are legally mandatory for all museum visitors, unless exempt, from 8 August 2020 in England. This requirement will be included in all pre-booking comms, visitor pathway, and reiterated on site. Masks will be provided for booked visitors who arrive without face coverings.  Face coverings (face masks or visors) are therefore likewise mandatory for Barber staff working on the gallery floor and museum public areas – Foyer, ground floor corridors. Visors and sufficient washable face covering to cover the four day shifts provided and worn by front-facing Visitor Services, and visors or masks worn by other staff members when on the gallery floor or public museum spaces.  Face covering also required by for building co-users when in the public spaces of the Barber – Foyer, Ground Floor corridor to Toilets, Galleries. This is already in line with new University requirements – see above.  Face covering required for students, unless exempt, in BLT, corridors, Library, toilets, as per University policy in addition to the above. | 3 | 2 | 6 | Yes |  |  |  |  |  |  |  |
|  | Virus Transmission in the museum space |  | 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. | Main entrance doors kept open, weather permitting or opened by Barber staff.  No cloak room facilities for visitors (visitors advised before visit not to bring unnecessary bags).  No shop or retail facilities available.  Watercooler with disposable cups provided on request. To prevent cross-contamination watercooler touchpoints wiped with disinfectant after each use by VST in Foyer.  Visitors encouraged to follow good hygiene on visit – had sanitizer at entrance, signage to ask visitors to use on entering and leaving building.  All loose interpretive and marketing material (leaflets, guides) removed – digital substitutes provided.  No on site interactives available.  Large print available by request and quarantined for 72 hours after use (multiple copies).  Entrance doors to gallery visit (top of gallery stairs) opened by staff members and wiped every 30 minutes on staff position change.  Other gallery doors kept open during visiting hours. | 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.