| Site | **University of Birmingham - BIFoR** | **Department** | **COLLES** | | **Version / Ref No.** | **V4.0** |
| --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | **BIFoR Site Only** | **Activity Description** | **Operation of BIFoR** | | | |
| **Assessor** | **Kris Hart** | **Assessment Date** |  | **Date of Assessment Review** | **September 2020, January 2021 and April 2021** | |
| **Academic / Manager Name** | **Dr Kris Hart** | **Academic / Manager Signature** | **Dr Kris Hart** | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Operational/Task Considerations – Coronavirus (COVID-19)** | | | | | | | | | | |
| **Reference and Hazard** | **Risk** | | | | **Who is at risk** | **Good practice/guidance** | **Control measures required for safe working** | **Controlled Risk Rating** | | |
| **How harm may occur** | **Initial Risk Rating** | | |  | | |
| **L** | **S** | **L x S** | **L** | **S** | **L x S** |
| Psychological well being | Anxiety and stress caused by concerns around returning to work and studies/research on site. | 3 | 3 | 9 | Operator  BIFoR Team | 1. Government: Coronavirus Guidance: <https://www.gov.uk/coronavirus> | * Regular communication is in place (individual and group) via *team meeting and one to one meetings* to ensure staff and students are not ill-informed about working safely. * Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via *team meetings and one to one meetings* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). * 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. | 2 | 3 | 6 |
| Exposure from others due to:   1. Living with someone with a confirmed case of COVID-19 2. Have come into close contact (within 2 metres for 15 minutes or more) with a confirmed case of COVID-19 3. Being advised by a public health agency that contact with a diagnosed case has occurred | 1. Staff do not report a member of their household has been confirmed positive for virus 2. Staff are not displaying symptoms but have virus 3. Staff do not report sickness 4. Staff are unwell but attend work 5. Staff absence Increases | 3 | 3 | 9 | Operator  BIFoR Team | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) 2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19)) 3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/guidance/guidance-and-support-for-employees-during-coronavirus-covid-19) | Only essential work authorised and approved by the Government and University are permitted at BIFoR.  NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.   * All staff return to BIFoR have completed the [University Mandatory Training on Canvas](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) and given an induction on returning. All records will be held on-site. * Risk assessment shared with staff and an electronic copy is available on the *School* *website and BIFoR share drive*. * Access to BIFoR FACE is only permitted to those with permission to travel issued by the LES Director of Operations * A procedure is in place for dealing with instances of unexpected employee (identified through not being included on the College approved list and not wearing the authorised lanyard) / 3rd party arrival (e.g. refused entry recommended). * Where possible transport to BIFoR should be done so staff can remain separated e.g. lone travelling * Do not come into work where someone you live with has been diagnosed or showing signs of virus * Social Distancing - Reducing the number of persons in any work area to comply with the 2+ metre gap recommended by the Public Health Agency   <https://www.publichealth.hscni.net/news/covid-19-coronavirus>  <https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people>   * Taking steps to review work schedules including start & finish times / shift patterns to reduce number of workers on site at any one time. Also relocating workers to other tasks. * Redesigning processes to ensure social distancing in place, particularly in the use of vehicles and welfare facilities. * Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, are living/caring for someone in these groups or people in emerging risk groups e.g. ethnicity and will ensure additional measures are put in place to protect them including working from home. * Follow good hygiene measures at all times * Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. * Managers perform frequent evaluation against social distances controls. Staff are reminded on a daily basis of the importance of social distancing both in the workplace and outside of it. * Where the social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include:   + Further increasing the frequency of hand washing and surface cleaning.   + Keeping the activity time involved as short as possible.   + Using screens or barriers to separate people from each other.   + Using back-to-back or side-to-side working (rather than face-to-face) whenever possible.   + Reducing the number of people each person has contact with by using ‘fixed teams or partnering’ (so each person works with only a few others).   + Re-engineering the technical activity. * Large gatherings have been cancelled or postponed or alternative IT solutions provided. (Critical Training courses may still be performed but only following the Covid-19 guidance.) * People who feel unwell should stay at home and should not attend work * Communicate to staff the importance of following national guidelines in staff briefings, email and share copies of risk assessment with staff * Staff to inform the employer immediately of contact with anyone who has symptoms of virus or self-isolating or positive diagnoses * Staff/students who *should not* under any circumstance work at BIFoR have been identified and managers/supervisors have discussed alternative arrangements with them to ensure that they do not try to attend. Staff who *should not* under any circumstance work on campus include: * Any member of staff who has been through a return to work on site assessment and has been advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) not to travel to work. * Staff in the clinically extremely vulnerable category (those shielding) for whom current guidance is that they should not to travel to work, even where their work cannot be undertaken remotely.   <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. * Employees who have concerns about either continuing to work on Campus or working from home/remotely have discussed these with their line manager or supervisor 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> * **Only 6 visitors allowed on site per day** and must demonstrate that travel measures have been considered carefully (please contact [gees-safety@contacts.bham.ac.uk](mailto:gees-safety@contacts.bham.ac.uk) and/or [biosci.hs@contacts.bham.ac.uk](mailto:biosci.hs@contacts.bham.ac.uk) for advice), including sub-contractors who must work in pairs e.g. rescue partners for climbing/inspections and the employer has all provisions in place * Where tasks require more than 2 people to work together, special consideration must be demonstrated, in a separate task specific Risk Assessment, that social distancing of no less than 2 m can be maintained in the forest work space. Use of indoor facilities for work and welfare must be staggered to avoid social contact in confined spaces * Visitors, including delivery drivers, are not allowed to enter main welfare office or outbuildings without special and agreed conditions in place * Temporary welfare/refuge unit will be supplied for visitors attending site for longer than half-day periods – Written guidance on occupation rules will be displayed inside and outside the building. * Visitor will follow all rules for the BIFoR site. * Companies who regularly attend or work in the building are requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.   Emergency Procedures reviewed and revised including:   * **Communication**: people have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2+m apart if it would be unsafe. * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and PEEP requirements defined including who will assist with their evacuation in an emergency. Required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands. * Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available then a dynamic risk assessment shall be performed to ensure measures are introduced to mitigate risk (for example, another area within the building or campus could have a critical role such as first aider that could cover as a temporary solution * Work stations moved or staff relocated. Provision of additional screens where needed to segregate people. Desks are arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised. Workstations are cleaned on a daily basis. | 2 | 3 | 6 |
| Foreign travel – If you have recently been in/travelled through a number of areas you may be at greater risk of being exposed to coronavirus. There are some areas where travellers are being asked to self-isolate even if you have no symptoms, and other areas where we ask you to self-isolate if you experience symptoms, even if mild. | 1. Staff do not report travel plans to / from a category 1 / category 2 area or a member of their household who has travelled to a category 1 / category 2 area | 2 | 3 | 6 | Operator  BIFoR Team | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) 2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19) 3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees) 4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) | * Professional Services staff are to avoid all foreign travel until this pandemic has passed. * Report any travel plans to employer. * Follow relevant advice from relevant authority at time of travel. (Particularly because the advice will change, and we cannot monitor and update specifics here). Please check the   <https://www.gov.uk/guidance/travel-advice-novel-coronavirus> | 1 | 3 | 3 |
| Poor hygiene | 1. Spread of virus | 3 | 3 | 9 | Operator  BIFoR Team | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) 2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19) 3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees) 4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) | * Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside all University buildings at all times except for in single occupancy rooms. * When wearing a face covering you should:   wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on  avoid wearing on your neck or forehead  avoid touching the part of the face covering in contact with your mouth and nose, as it could be contaminated with the virus  change the face covering if it becomes damp or if you’ve touched it  avoid taking it off and putting it back on a lot in quick succession (for example, when leaving and entering buildings)  When removing a face covering:  wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before removing  only handle the straps, ties or clips  do not give it to someone else to use  if single-use, dispose of it carefully in a residual waste bin and do not recycle  if reusable, wash it in line with manufacturer’s instructions at the highest temperature appropriate for the fabric  wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser once removed   * Wash your hands thoroughly and regularly (particularly when arriving on site, periodically throughout the day and when leaving site). Use soap and water for at least 20 seconds. Use alcohol-based hand sanitiser if soap and water is not available. Stringent hand washing taking place. Paper towels/hand dyers for drying of hands. See hand washing guidance.   <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>   * Posters are in place to remind staff to wash hands. * Avoid touching your face/eyes/nose/mouth with unwashed hands and cover your cough or sneeze with a tissue then throw it in the bin – Follow: “Catch it, Bin it, Kill it” and to avoid touching face, eyes, nose or mouth with unclean hands. * Posters are displayed about hand washing in welfare facilities. Awareness posters including “Catch it, Bin it, Kill it” displayed around the workplace to remind staff. * To help reduce the spread of coronavirus (COVID-19) remind everyone 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>   * Industrial antibacterial wipes for working outdoors and alcohol-based hand sanitising gel are available * Staff advised to carry disposable tissues and if they need to do so, to cough/sneeze into a tissue and then to throw away in a suitable bin or bag in the vehicle for correct disposal * All staff are reminded not to shake hands, elbow bump etc. * Vehicles will be cleaned with anti-bacterial wipes before and after use, this is to include frequently touched part e.g. steering wheel, gear stick, handbrake and door handles * Lunch and refreshments should be brought in to work from home, to minimise non-essential travel to BIFoR. * Staff are to be discouraged from wearing neck buffs or similar. These are often not washed frequently and can easily collect and transmit germs when working in close proximity to colleagues * Where the 2m social distancing guidelines cannot be followed in full in relation to a particular activity, consideration has been given to whether that activity needs to continue, and, if so, all the mitigating actions possible to reduce the risk of transmission between staff have been included in a task specific risk assessment and are being taken. Mitigating actions include: * Further increasing the frequency of hand washing and provision of hand sanitiser and surface cleaning. * Keeping the activity time involved as short as possible. * Hand tools and instruments shall be allocated to individual staff members to reduce the risk associated with cross contamination * Cleaning rota of main welfare facilities established using sterilising products and disposable wipes, notably of any high contact points such as doors, handles, work surfaces etc. * Temporary welfare/refuge facility to be cleaned by users before and after occupation using the cleaning products supplied (Technical staff to monitor the space between occupation by visitors). * Advice is shared with staff members and staff have been fully briefed and kept up to date with current advice on staying protected through the University’s lines of communications (i.e. line managers, Internal Comms) and shared with staff via *team meetings and one to one meetings* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx). | 2 | 3 | 6 |
| Staff show symptoms whilst at work | 1. Spread of virus | 3 | 3 | 9 | Operator  BIFoR Team | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) 2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19) 3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees) 4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) | * Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided. All staff are to understand the symptoms of COVID-19 * Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> * Staff member moved to identified clean & ventilated rooms / area until collected and 2+ metre distance maintained from all other staff * Cleaning an area with sanitiser after someone with suspected COVID-19 has left will reduce the risk of passing the infection on to other people * The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:   + Where possible the area will be closed and secured for 72 hours, before cleaning as the amount of virus living on surfaces will have reduced significantly by 72 hours   + Disposable gloves, masks and aprons will be worn for cleaning. Deep clean of any rooms once evacuated. All waste that has been in contact with the individual – including tissues should be double bagged. The bag will be marked and securely stored for 72 hours then thrown away in the regular rubbish after cleaning is finished. * Staff to self-isolate – journey home by car * Report incident to line manager * Staff have been encouraged to download the government COVID-19 contract tracing app. | 2 | 3 | 6 |
| Vulnerable third parties are exposed to illness | 1. Spread of virus | 3 | 3 | 9 | Operator  BIFoR Team | 1. PHE: [Stay at home: guidance for households with possible coronavirus (COVID-19) infection](https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection) 2. PHE: [Guidance for employers and businesses on coronavirus (COVID-19)](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/guidance-for-employers-and-businesses-on-coronavirus-covid-19) 3. PHE: [COVID-19: guidance for employees](https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19/covid-19-guidance-for-employees) 4. PHE: [Guidance on social distancing for everyone in the UK and protecting older people and vulnerable adults](https://www.gov.uk/government/publications/covid-19-guidance-on-social-distancing-and-for-vulnerable-people/guidance-on-social-distancing-for-everyone-in-the-uk-and-protecting-older-people-and-vulnerable-adults) | * Operational staff or visitors should not meet nor discuss works with colleagues face to face. * Always aim to travel to and from locations alone, to minimise direct contact in an enclosed space. * Works planning ideally focuses around the use of media platforms/telephone therefore minimising any possible contact * Maintain 2+ metre distance from colleagues when there is need to discuss work in person * When unavoidable or deemed necessary, wear a disposable face mask when colleagues need to work closely together (i.e. within the 2+ meter distance). * Update all task specific Risk Assessments and Method Statements to address social distancing measures and submit to facility of buildings manager in advance of work date. | 2 | 3 | 6 |
|  |  |  |  |  |  |  | * All ventilation has been serviced as required. All filters have been changed as required. Ventilation systems will be maintained in line with planned and preventative maintenance schedules. * 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’, REHVA guidance, other industry and HSE guidance. <https://www.hse.gov.uk/coronavirus/equipment-and-machinery/air-conditioning-and-ventilation.htm> * 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. CIBSE Covid-19 Ventilation Guidance   https://www.cibse.org/knowledge/knowledge-items/detail?id=a0q3Y00000HsaFtQAJ   * Ventilation systems are monitored in most cases by building management systems that will raise a fault alarm to Estates automatically. * Building users are encouraged where possible to ensure windows are open. |  |  |  |

|  |
| --- |
| **Main Guidelines:** |
| * The most common symptoms of coronavirus (COVID-19) are recent onset of a new continuous cough / high temperature / loss of taste and smell. If you have these symptoms, however mild, stay at home and do not leave your house for 8 days from when your symptoms started and follow the Government’s guidance: <https://www.gov.uk/coronavirus>  1. Wash your hands more often than usual, for 20 seconds using soap and hot water, particularly after coughing, sneezing and blowing your nose, or after being in public areas where other people are doing so. Use hand sanitiser if that’s all you have access to. 2. To reduce the spread of germs when you cough or sneeze, cover your mouth and nose with a tissue, or your sleeve (not your hands) if you don’t have a tissue, and throw the tissue away immediately. Then wash your hands or use a hand sanitising gel. 3. Clean and disinfect regularly touched objects and surfaces using your regular cleaning products to reduce the risk of passing the infection on to other people. |

|  |
| --- |
| **Risk Matrix** |
| |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | |  | **Improbable (1)** | **Remote (2)** | **Possible (3)** | **Probable (4)** | **Likely (5)** | | **Multiple Fatal (5)** | **5** | **10** | **15** | **20** | **25** | | **Fatal (4)** | **4** | **8** | **12** | **16** | **20** | | **Major Injury or Disease (3)** | **3** | **6** | **9** | **12** | **15** | | **Minor Injury or Disease (2)** | **2** | **4** | **6** | **8** | **10** | | **Very Minor Injury or Disease (1)** | **1** | **2** | **3** | **4** | **5** |  |  |  | | --- | --- | | **Consequence Scale:** | **Likelihood Scale:** |  |  |  |  |  |  | | --- | --- | --- | --- | --- | | Multiple Fatal - | More than one fatality |  | Likely - | Occurs repeatedly / event expected | | Fatal - | One fatality |  | Probable - | Not surprising, will occur several times | | Major - | Notifiable under RIDDOR; major or over 7 days injury |  | Possible - | Could occur at some time | | Minor - | Any lost time injury with up to 7 days absence |  | Remote - | Unlikely to occur, although conceivable | | Very Minor - | Any other injuries without any significant lost time |  | Improbable - | So unlikely that probability is close to zero |   **Risk Control Required:**   |  |  |  | | --- | --- | --- | | **Risk Level** | **Tolerability Level** | **Actions Required** | | **15 - 25 High** | Intolerable Risk | Work not started or immediately stopped | | **5 – 14 Medium** | Tolerable Risk | Harmful consequences may require further controls. Monitor to ensure controls are maintained | | **1 - 4 Low** | Acceptable Risk | No action required. No further controls needed. Monitor to ensure controls are maintained | |  | | | |