Line Manager

GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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| Site | **Biosciences**  | **Department** | **CoLES/Biosciences** | **Version / Ref No.** | **Final 2.1** |
| **Activity Location** | **Initial Return to Campus** | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment****People working in the building may include academic staff, research fellows, PhD students, technicians, and professional services support staff. The number will vary from day. The risk assessment covers the whole building including communal areas, but additional risk assessments have been done for all specific work spaces (laboratories, stores, central services, workshop, etc).**  |
| **Assessor** | **Dom Hickey/Peter Lund** | **Assessment Date** | **10/6/2020** | **Date of Assessment Review** | **19/6/2020 & 17/09/2020** |
| **Academic / Manager Name** | **A close up of a logo  Description automatically generated** | **Academic / Manager Signature** | **Peter Lund (Chair of Biosciences H&S Committee)****Document has been seen and approved by Biosciences School Executive committee chaired by Head of School who authorised me to sign it on their behalf.**  |
| Hazard Assessment | Control Assessment | Actions |
| Hazard Category | Hazards Identified | Who might be harmed?StaffStudentsContractors Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | Are these adequate?Yes/No | Changes to/ Additional Controls | Residual Risk Rating | Owner | Due Date | Action Complete |
| S | L | R | S | L | R |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Staff / Students | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (individual and group) via Communication from College Board and HoS *via emails to all members of the School from HoS and from the Health and Safety Committee, via School meetings of all staff, and via group or one to one meetings between line managers/PIs, plus announcements on the Health and Safety noticeboard* to ensure staff and students are not ill-informed about returning to work 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 meeting, one to one meetings, health and safety committees/forums (identify what communication is being used)* and the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx): | 5 | 3 | 15 | NO | New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in procedures and policies and disseminated to employees through Line Managers and PI’s. These include:* ***Social distancing: General guidance for staff and students***
* ***Social distancing: Buildings adaptations guidance***
* ***Social distancing***: ***Product solutions booklet***
* ***Social distancing: Building checklist***
* [***On-line induction materials for returning to campus***](https://canvas.bham.ac.uk/enroll/XA9YAJ): combination of the guidance and videos.

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. Risk Assessments will of course be shared with staff as part of their induction and made available to staff like all our risk assessments.  | 5 | 2 | 10 | Line Managers & PIs  | Prior to opening |  |
| Organisational | Psychological well being | Staff | Anxiety and stress caused by concerns around returning to work on Campus | Staff who are in vulnerable groups themselves or caring for others are encouraged to contact their line manager to discuss their support needsExisting 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.  | 5 | 2 | 10 | Yes | Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Concerns on workload issues or support needs are escalated to line manager.Employees are made aware of supportive mechanisms available to them (e.g. counselling, occupational health, HR, etc) through line managers, internal communications and University webpages: <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx><https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx> | 5 | 2 | 10 | Line Managers | On-going |  |
| Biological | Virus transmission in the workplace |  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | ***Specific individual worker risk assessment*** undertaken for those who have a self-declared health condition which could increase their risk profile.***Social distancing: Biosciences Building checklist***has been completed to identify the control measures to consider reducing the risk of workplace infections.Staff to work using the mixed model of site and home based as agreed with line manager, in line with Government and University guidance. Managers ensure staff with any form of illness do not attend work and actions to be taken if this situation arises.The University’s [***On-line induction materials for returning to campus***](https://intranet.birmingham.ac.uk/staff/coronavirus/essential-resources-and-checklist.aspx) combination of the guidance and videos have been provided and completed for all staff returning to work in University buildings*.* Managers keep track of when staff can return to work after the symptom free period. Details of who will be in the building on any one day, and the main location in which they work, will be provided by PIs to the College Ops Manager at least one week in advance.Security updated on a weekly basisUn-essential trips within buildings and sites discouraged and reduced. | 5 | 3 | 15 | NO | Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours. Posters are displayed that encourage staying home when sick, cough and sneeze etiquette.Specific risk assessments have been completed for each laboratory with detailed local instructions. All staff will be required to complete inductions at University, School, and local (e.g. laboratory) level before return to work is permitted. Records of induction will be held centrally. Lines of supervision will be made clear to all staff and contact details displayed prominently for people with responsibility for areas who are working off-campus. All staff who wish to attend Biosciences are welcome to help with consistency and adherence to building specific measures such as access routes, occupancy limits etc. Any staff who access the building will be asked to attend a building specific induction in the same way as all staff who will be entering the building. It is essential Estates and HAS only send staff who have received this induction and have records of induction readily available.  | 5 | 2 | 10 | School H&S Committee | Prior to opening |  |
| EnvironmentalEnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing Virus transmission in the workplace due to lack of social distancing  |  | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including * Low number of staff allowed back in the building.
* Change to peak staff entry and exit times.
* Changes to core working hours.
* Amended shift routines, staff handovers and team briefings.
* Staff have been separated into teams to reduce contact between employees.
* Fixed teams or adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. Rotas in place in areas
* Controlled return to work by minimising the cohort of staff. Rules of 1 person per bay in labs allowing distancing and appropriate protective screens used such as Stores.
* Job and location rotation reduced

Access control for each building reviewed and a phased reoccupation. One-way flow systems implemented and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the building/workplace.Staff activities are segregated to promote 2 metres distance including: * Work stations moved or staff relocated
* Undercroft used for welfare and some furniture removed to minimise numbers for staggered breaks.
* Capacity limits have been set for common facility areas (e.g. toilets, welfare areas etc.).
* Staff encouraged to remain on-site including bringing their own lunch and, when not possible, maintaining social distancing while off-site.
* Where available safe outside areas used for breaks.

Lifts are still to be used to move heavier / larger / hazardous goods as a planned operation ensuring the lift cannot be stopped on each floor to prevent access to lift until equipment moved for the double lifts through the building. For the goods lifts it may be necessary to place people on lift entry doors to prevent access. Social gathering amongst employees have been discouraged whilst at work including meetings where alternative arrangements have been provided including web conferencing, virtual meetings, telephone calls etc..Hygiene guidance given such as avoiding touching eyes, nose, mouth and unwashed hands, cover your cough or sneeze with a tissue, and throw it away in a bin and wash your hands.  | 5 | 3 | 15 | NO | Only essential research workers in lab. Working core hours 7am-7pm.No shift pattern yet but when staff increases, clear and strict times will be imposed.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: Biosciences 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)). 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. People who are arrive unexpectedly to work will be refused entry Staff activities are segregated to promote 2 metres distance including: * 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.
* Areas of work marked out with floor tape to ensure adequate social distancing is in place. Visual management aids in place to remind people of the need for social distancing,
* Headcount capacity to ensure social distances standards have been achieved have been set and displayed in shared rooms e.g. open plan offices, meeting rooms, seminar rooms and laboratories.
* Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance and tables/seating from welfare areas moved to create 2m separation and avoid large groups congregating. Smaller kitchens use a one out one in policy. Larger kitchens have floor marking to ensure social distancing. 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. All drinking water fountains have been taken out of use.
* Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Smaller facilities has a one out one in policy. Additional signage has been placed on facilities doors to announce people’s presence and to ensure hands are washed via correct method for handwashing prior to and after use. Building users are reminded to leave the facilities in a respectable condition.

Additional signage in corridors reminding staff about social distancing.Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor arrangements have been revised to ensure social distancing and hygiene at all times. These measures are monitored by the local supervising staff member and where necessary concerns fed back to the third party manager e.g. LEV inspections and test – Estates Manager, Cleaner – Campus Services Domestic Manager. 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 and social distance marked on the floor. 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.There are designated stairwells for going up and a designated stairwell for coming down, this system will be enforced.Buildings with a single stairwell or stairwells over 2m are separated down the centre to try and achieve social distancing. Building users using these stairwells have been informed to announce themselves prior to use and to keep to the left.Additional signage in stairwells reminding staff about social distancing.Wash hand / use hand sanitiser on exit from stairwell.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. 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.)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 provision of hand sanitiser 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.
* Improving ventilation by re-organising the indoor space to optimise the ventilation available.
* Re-organising pedestrian flows.
* Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, inside University buildings where 2m social distancing isn’t possible and cannot be maintained. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering the building.
* Individuals (including staff, students, visitors and contractors), unless exempt, are required to wear face coverings, in enclosed public spaces where 2m social distancing isn’t possible or where people come into contact with others they would not normally meet. Information provided in the University and local communications and local inductions and signs displayed informing people of the mandatory requirement to wear a face covering in specific areas within the building.

Face coverings are not PPE and are not required to be worn in the workplace where 2m social distancing can be maintained. However, where people choose to wear them managers support them.Individuals have been reminded though inductions, reminders and signage of how to use face coverings safely including the following:* Wash your hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and before and after removing it.
* When wearing a face covering, avoid touching your face or face covering, as you could contaminate them with germs form your hands.
* Change your face covering if it becomes damp or if you’ve touched it.
* Continue to wash your hands regularly.
* Change and wash your face covering daily.
* If the material is washable, wash in line with manufacturer’s instructions. If it’s not washable, dispose of it carefully in your usual waste.
* Practise social distancing wherever possible.

PHE quick guides for correct donning and doffing of PPE for [non-AGPs.](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-non-aerosol-generating-procedures) as well as for[AGPs](https://www.gov.uk/government/publications/covid-19-personal-protective-equipment-use-for-aerosol-generating-procedures). 19 have been utilised for example in best practice for putting on and taking off (donning and doffing). Staff will be reminded that it is standard practice not to wear lab coats outside the lab unless specifically necessary.  | 5 | 2 | 10 | HoS | Prior to opening |  |
| Biological Biological | Suspected case of COVID-19 Suspected case of COVID-19  |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Communication protocol in place asking staff to follow national guidelines. Reporting system in place should a member of staff feel unwell.Plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:* If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. Managers will follow the NHS Test and Trace workplace guidance: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* The area will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) and includes:
	+ 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
	+ Where possible the area will be closed and secure 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. These will be double bagged, then stored securely for 72 hours then thrown away in the regular rubbish after cleaning is finished
	+ Once symptomatic, all surfaces that the person has come into contact with will be cleaned (including touchpoints)
* Provision and monitoring of adequate supplies of cleaning materials are in place.
* Team briefed on actions to be taken in the event of someone being suspected of having COVID-19.
* Staff must tell their line manager if they develop symptoms. Absence will be managed in accordance to the University guidance provided.
* Employees to follow the Government advice: <https://www.gov.uk/coronavirus>
* Line managers will maintain regular contact with staff members during this time and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation whilst following the Government’s guidance for contact tracing: contact with co-workers: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance>
* If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance.
* Staff will be told to isolate because they:
	+ have coronavirus symptoms and are awaiting a test result
	+ have tested positive for coronavirus
	+ are a member of the same household as someone who has symptoms or has tested positive for coronavirus
	+ have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.
* Line managers hold discussions with their staff to identify those considered in ‘at risk’ groups - which include those who are 70 or over, have a long-term condition, are pregnant or have a weakened immune system, or are living/caring for someone in these groups and will ensure additional measures are put in place to protect them including working from home.
* Staff have been encouraged to download the government COVID-19 contract tracing app.
 | 5 | 2 | 10 | YEs |  |  |  |  | DoOp | Prior to opening |  |
| Biological | Someone entering the workplace with COVID-19 |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. |  | 5 | 3 | 15 | No | 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. Services are working with the University’s supply chain to ensure that they’re adopting good practices to prevent the spread of COVID-19 to discuss arrangements and control measures. 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. | 5 | 2 | 10 | Building & Facilities Team | Yes | Prior to opening |
| EnvironmentalEnvironmentalEnvironmentalEnvironmental | Virus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplaceVirus transmission in the workplace |  | Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors.Contact with an object that has been contaminated with COVID-19 and which subsequently transmits this to another person e.g. surfaces, any inanimate objects & touch points including work surfaces, work equipment, door handles, banisters, chair arms and floors. | Individuals have been instructed and are regularly reminded to clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:<https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>Posters are displayed around the workplace including in welfare facilities.Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance and exit to the building and in other areas where they will be seen. All laboratories are equipped with handwash basins and soap dispensers at or near the entrance and additional hand sanitizers have been placed in the building. There is limited or restricted use of high-touch items and equipment, for example, printers or whiteboards. Objects and surfaces that are touched regularly are cleaned frequently, such as door handles and keyboards, and making sure there are adequate disposal arrangements. A detailed list of equipment that is required to be cleaned is developed in each specific risk assessment, including the type of equipment it is, how it is to be cleaned or disinfected, and product availability including that there is a COSSH assessment in place for its use in this wayUse of hot desks and spaces avoided and, where not possible e.g. training facilities, workstations are cleaned between different occupants including shared equipment. All doors on swipe accessThere are cleaning procedures for goods and merchandise entering the site. Greater handwashing and handwashing facilities have been introduced for workers handling goods and merchandise and hand sanitiser provided where this is not practical. Non-business deliveries stopped, for example, personal deliveries to workers.Everyone is encouraged 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 been encouraged to bring their own food and kitchen utensils including mugs/cups, cutlery etc.More storage for workers provided for clothes and bags e.g. lockers and staff encouraged to use them.Lab equipment such as goggles washed on-site rather than by individual staff members at home. Disposable lab coats may need to be considered. All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 5 | 3 | 15 | NO | 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 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>Exclusive entry/exits points in place for personnel working in high-risk areas, such as mechanical test sites and wet labs designated. Alternatives to touch-based security devices such as keypads provided.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 the importance of keeping surfaces and work equipment cleanSharing of equipment is restricted where possible (additional equipment/hand tools may need to be purchased), and cleaned / disinfected before and after use. Internal doors that **are not** signed as fire doors (unless held open with a mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. There is clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use.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).  | 5 | 2 | 10 | HoS/Ops Manager | Prior to re-opening |  |
| Organisational Organisational | Exposure to Existing HazardsExposure to Existing Hazards |  | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measuresIncreased 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.Emergency Procedures reviewed and revised including:* **Communication**: people have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.
* **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and 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.
* Fire warden and first aider given guidance and provisions for building.
* **Hygiene:** Washing facilities with soap/gel available (see Cleaning below). People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.

Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to lockdown. | 5 | 3 | 15 | No | Review of evac chair trained staff on site.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).People have been made aware that in an emergency, for example, an accident or chemical spill or fire, people do not have to stay 2m apart if it would be unsafe.Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19.Anyone who have any concerns should discuss them in the first instance with their PI or line manager, but a system using the generic email address biosci.hs@contacts.bham.ac.uk is in place to let any worker raise any issues in confidence | 5 | 2 | 10 | Dom Hickey | Prior to opening |  |
| Environmental | Inbound & Outbound Goods including Post |  | 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: * Pick-up and drop-off collection points, procedures, signage and markings revised.
* Handwashing process to control all goods in. One staff only per day for receiving goods in.
* Stores procedure revised to include COVID-19 guidelines.
* Unnecessary contact at delivery bay has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking.
* Methods to reduce frequency of deliveries in place - ordering larger quantities less often.
* 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.
* Drivers encouraged to stay in their vehicles where this does not compromise their safety and existing safe working practice, such as preventing drive-ways.
* Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents.
* Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided.
* Where possible all deliveries are stripped of all packaging (which is disposed of).
* Strict hand washing procedure in place after handling all deliveries.

Where possible deliveries to remain isolated and untouched for a minimum of 48 hours. | 5 | 2 | 10 | Yes |  |  |  |  | Building & Facilities Team | Prior to opening |  |
| Environmental | Virus transmission outside of the workplace |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | On the outside / approach to the building there is signage to warn all prior to entering this building social distancing is in place (keep 2m apart).There is signage advising staff to wash their hands regularly and not to touch their face.There is one door for access and one door for egress and one way systems are inforce in the building.Controlled access and egress is monitored to ensure it is followed. | 5 | 2 | 10 | Yes | Building access control is used during busy spells in the building i.e. one out one in. | 5 | 2 | 10 | Building & Facilities team |  |  |
| Organisational | Travelling to work |  | Exposure to respiratory droplets carrying COVID-19. | Sufficient parking restrictions to maintain social distancing measures in place and additional parking is provided.Workers told to avoid public transport where applicable and using alternatives e.g. cycling, walking to work etc. Where staff are not able to avoid public transport they do so in accordance with Government and University Guidance: <https://www.gov.uk/coronavirus>https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx | 5 | 2 | 10 | Yes |  |  |  |  |  |  |  |
| Organisational | Driving at work |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | No Drivers at work |  |  |  | N/A |  |  |  |  |  |  |  |
| Mechanical | Machinery & Equipment |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. |  | 5 | 3 | 15 | No | 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. If machines and equipment are shared, sterilising will be carried out between operations. | 5 | 2 | 10 | Owner of space | Prior to reopening |  |
| Environmental | Ventilation |  | Exposure to respiratory droplets carrying COVID-19. | Recirculation of unfiltered air within the workplace has been avoided or reduced as far as possible. | 5 | 2 | 10 | Yes | All ventilation has been serviced as required. All filters have been changed as required. | 5 | 2 | 10 | B&F Team | ASAP |  |

**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.

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|  | **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 |

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| --- | --- | --- | --- | --- | --- |
| **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 occurfor years | Expected to occurat least annually | Expected to occur atleast 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.