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Site	**THE BIOHUB, BIRMINGHAM**	**Department**	**UNIVERSITY OF BIRMINGHAM ENTERPRISE LTD**	**Version / Ref No.**	
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Assessor	**ANGIE REYNOLDS**	**Assessment Date**	**18th June 2020**	**Date of Assessment Review**	
Academic / Manager Name	**ANGIE REYNOLDS** **HEAD OF BIRMINGHAM RESEARCH PARK**	**Academic / Manager Signature**			

Hazard Assessment				**Control Assessment**									**Actions**		
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				https://www.gov.uk/coronavirus https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx											
Mechanical	Machinery & Equipment		Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	Laboratory 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.	3	1	3	Yes							
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. The building ventilation is set to on 24/7 operation. All ventilation has been serviced as required. All filters have been changed as required. Building users are encouraged where possible to ensure windows are open.	3	1	3	Yes							

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	transmission outside of the workplace		respiratory droplets carrying and contact with an object that has been contaminated with COVID-19.	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. Access and egress from reception is controlled by staff via a manual override of the automatic door. During busy spells this is limited to one out one in. Controlled access and egress is monitored by the receptionist to ensure it is followed.											
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. The Park has ample cycle racks for staff who cycle to work Workers advised 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:	3	1	3	Yes							

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	Goods including Post		an object that has been contaminated with COVID-19.	• Unnecessary contact at Reception has been removed via use of fully enclosed screen and shelving for drop off of parcels. • Tenants are encouraged to reduce frequency of deliveries in place - ordering larger quantities less often. • Delivery drivers self-handle all parcels they are bringing to site • 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 by the Tenant within their own Demise. • Strict hand washing procedure in place after handling all deliveries. • Facility in place for deliveries to remain isolated and untouched for a minimum of 48 hours.												
Environmental	Virus		Exposure to	On the approach to the building there is signage to warn all prior to	3	2	4	Yes								

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				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). Business continuity and disaster recovery plans updated based on COVID-19 implications including Contingency plan in place for possible switch back to 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.												
Environmental	Inbound & Outbound		Exposure to contact with	Logistics for the deliveries to the site so that social distancing can be maintained at all times has been considered and include:	4	1	4	Yes								

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Organisational	Exposure to Existing Hazards		assessments & safety arrangements affected by COVID-19 measures Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures	PPE related risk assessments have been reviewed to ensure that PPE is provided on an individual basis. Usage is monitored by the laboratory management team 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. 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 or HSE, and first aid information including the location of first aid kits and first aider contact information up to date. • **Hygiene:** Washing facilities with soap available. People involved												

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Environmental	Virus transmission in the workplace		chair arms and floors.	property e.g. lockers and staff encouraged to use them. Lab clothing and equipment such as goggles washed by a contract laundry service and removal from site of lab clothing is not permitted. 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).												
Organisational	Exposure to Existing Hazards		Increased risk of harm due to controls included in existing risk	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.	4	1	4	Yes							

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Environmental	Virus 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,	mechanical device) kept open whilst working (last person out shuts the doors) to prevent multiple people using door handles. Use of hot desks and spaces avoided 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. There are distancing procedures for goods and merchandise entering the site. Ample handwashing facilities are available 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. Spare capacity is available for the storage of building users personal					An external Amazon self-service parcel locker is available for deliveries						

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			work surfaces, work equipment, door handles, banisters, chair arms and floors.	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 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. Shared laboratory equipment is and cleaned / disinfected before and after use. Objects and surfaces that are touched regularly are cleaned frequently, by contractor cleaners such as door handles and kitchen areas. Staff have access to cleaning spray to clean their own keyboards, and making sure there are adequate disposal arrangements. Internal doors that **are not** signed as fire doors (unless held open with a					but building management do promote good practice.						

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				If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company'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											
Environmental Environmental	Virus transmission in the workplace Virus 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	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 to the building and in other areas where they will be seen. UoBE staff are reminded in team meetings to help reduce the spread of coronavirus (COVID-19) by following the public health advice:	3	2	6	Yes	Posters being obtained from creative media Tenants are responsible for their own staff						

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				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.											
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.	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.	3	2	6	Yes							

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Biological	Suspected case of COVID-19		droplets carrying and contact with an object that has been contaminated with COVID-19.	• 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: o have coronavirus symptoms and are awaiting a test result o have tested positive for coronavirus o are a member of the same household as someone who has symptoms or has tested positive for coronavirus o have been in close recent contact with someone who has tested positive and received a notification to self-												

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			contaminated with COVID-19. Exposure to respiratory	• The area will be cleaned in accordance with the specific Government guidance and includes: o 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 o 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 o 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 o 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.											

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				Adequate training has been provided to shared laboratory users on what PPE is required (i.e. gloves, masks, aprons, Filtering Face Pieces (P3), goggles, the correct donning/doffing of PPE and face fit testing. Government advice is followed: 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. as well as for AGPs. 19 has been utilised for examples in best practice for putting on and taking off (donning and doffing).					hygiene advice to their own staff.						
Biological	Suspected case of COVID-19		Exposure to respiratory droplets carrying and contact with an object that has been	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. Tenants will be advised to follow the NHS Test and Trace workplace guidance: https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance	3	2	6	Yes	Tenants are responsible for informing the building management of any illness within their own staff						

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Environmental				Biohub laboratory managers as 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. Hygiene guidance given verbally and via email about 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. PPE is provided for all individuals working in laboratories and the taking of PPE home is not permitted.					Social distancing is on the agenda of all team meetings for staff to raise concerns or make suggestions for improvement Tenants are responsible for providing						

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	in the workplace due to lack of social distancing		infectious individual transmitted via sneezing, coughing or speaking.	stairwells for downward travel rather than lifts unless they have difficulty using the stairs. Once users have left the lift posters are displayed to encourage them to wash their hands. Lifts are still to be used to move heavier / larger / hazardous goods and this is only an occasional requirement between G-1st floor. There is an Up in the Lift / Down via stairs policy, this system will be strongly encouraged. Hand sanitiser available on exit from stairwell. Social gathering amongst employees is discouraged whilst at work including meetings where alternative arrangements have been provided e.g. virtual meetings. The Biohub laboratory Managers perform frequent evaluation against social distances controls. Building users are reminded frequently 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 by the					Floor markings to be obtained from creative media						

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	Virus transmission in the workplace due to lack of social distancing		carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking.	have been taken out of use. • Social distancing is marked on the corridor floor prior to entry to the WCs (toilets). Additional signage has been placed on facilities doors to wash hands and maintain a 2m distance. Clear method of socially distancing of staff and visitors in reception areas defined and implemented including: • Queuing systems or processes • 2m spacing in waiting and reception areas Visits from people outside of the building are managed via intercoms and door controls. 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 Head of Bham Research Park					creative media						
Environmental	Virus transmission		Exposure to respiratory droplets carrying COVID-19 from an	All corridors are : • Marked in areas to ensure social distancing is adhered to (lines on floor 2m apart). Information provided and signs displayed informing people to use the											

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Environmental	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	• Work stations re-allocated to ensure distancing between desks or benches, with desk screens to segregate people facing each other - where desks cannot be arranged with employees facing in opposite directions. Display Screen Equipment (DSE) assessments reviewed and revised for UobE staff. • Areas of work within the laboratory 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, • Maximum capacity to ensure social distances standards have been achieved have been set in the shared laboratory/office, break out space and meeting rooms • 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. • Welfare areas for preparing 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. All users are encouraged to wash their hands prior to using equipment (water boiler) and to wash their hands after use. Additional signage for the correct method for handwashing displayed. All drinking water fountains					Floor markings to be obtained from creative media Some small kitchens restricted completely where possible Signage being obtained from						

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Environmental	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.	Procedure in place for dealing with instance of unexpected employee (identified through not being included on Tenant return to work RA's or not wearing the authorised University lanyard) / 3rd party arrival (e.g. refused entry recommended). 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: Building checklist*** (The latest Guidance on these measures can be found by clicking the following link Social Distancing Guidelines). One-way flow systems implemented where possible and visual aids, such as floor strips, signage are used for maintaining two metres distance throughout the common areas of the building. 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 activities are segregated to promote 2 metres distance including:					Signage being obtained from creative media						

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				Non-essential trips within buildings and sites discouraged and reduced, e.g. access to some areas restricted, use of radios or telephones encouraged ensuring cleaning them between use.											
Environmental	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.	Workplace routines changed to ensure room/building capacity calculated to maintain social distancing is not exceeded including • 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 and adjusted booking processes in use to reduce the number of people in a lab at the same time to avoid overcrowding. • Job and location rotation reduced. Access control for the Biohub is limited for shared laboratory users. A phased reoccupation has been put into place (largely driven by Tenants activity and availability of staff)	3	2	6	Yes								

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			transmitted via sneezing, coughing or speaking.	their staff and the required distancing measures whilst on site. All staff continue to work remotely where possible. 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* 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 inductions. Managers keep track of when staff can return to work after the symptom free period. Schedules for essential services and contractor visits revised to reduce interaction and overlap between people e.g., carrying out services out of hours.					Posters to be obtained from creative media						

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				individuals requiring PEEPs to assist with their evacuation in an emergency. Tenants are responsible for the wellbeing of their Employees. All Park team members are 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												
Biological	Virus transmission in the workplace		Exposure to respiratory droplets carrying COVID-19 from an infectious individual	***Specific individual worker risk assessment*** undertaken for those who have a self-declared health condition which could increase their risk profile. Tenants undertake these for their staff. ***Social distancing: Building checklist*** has been completed to identify the control measures to consider reducing the risk of workplace infections. Tenants provide risk assessments to the Biohub lab managers to demonstrate that they have considered the travel arrangements of	4	2	8	Yes	Fully enclosed screen at Reception Desk	4	1	4			

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				• **Role-specific Risk Assessments** • **Tenants (site) Information Pack** • **On-line induction materials for returning to campus:** combination of the guidance and videos. • ***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. Staff are consulted on any changes to working arrangements												
Organisational	Psychological well being	Staff	Anxiety and stress caused by concerns around returning to work	Managers hold regular informal discussions with their team and look at ways to reduce causes of stress. Regular 121 meetings with managers ensure that concerns on workload issues or support needs can be raised and staff who are in vulnerable groups themselves or caring for others are encouraged to discuss their support needs There are no expectant mothers within the Park Team, nor any	1	2	2	Yes							

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GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

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Organisational	Psychological well being	Staff	Anxiety and stress caused by concerns around returning to work	Regular communication is in place (individual and group) via team meetings, one to one meetings, action plan meetings, to ensure staff 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 (Park CEO, Internal Comms) and shared with staff via team meetings, one to one meetings, action plan meetings and the University's Coronavirus FAQs click here. Risk assessment shared with staff and an electronic copy is available on. G:\Health & Safety\Risk Ass & Method Statements\BIRMINGHAM RESEARCH PARK LTD\COVID 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 UoB/UoBE Line Managers and Tenant Employers. These include:	1	2	2	Yes								