GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Site | **IRD BUILDING: BIRMINGHAM RESEARCH PARK** | **Department** | **UNIVERSITY OF BIRMINGHAM ENTERPRISE LTD** | | **Version / Ref No.** | **V9** |
| **Activity Location** | Institute of Research and Development (IRD) Building  97 Vincent Drive  B6 on Campus Map  Estates ref: 5240 IRD | **Activity Description** | **Return to Campus COVID-19: Building Risk Assessment**  Information about the number and type of people working in/accessing the building:   * Multi occupied building consisting of a number of Tenant companies. * In Pre-Covid conditions this would be up to 400 staff including 120 University Employees (Research Services, DARO and Business Engagement). | | | |
| **Assessor** | **ANGIE REYNOLDS** | **Assessment Date** | **17th June 2020** | **Date of Assessment Review** | **3rd August 2021** | |
| **Academic / Manager Name** | **ANGIE REYNOLDS**  **HEAD OF BIRMINGHAM RESEARCH PARK** | **Academic / Manager Signature** |  | | | |

| Hazard Assessment | | | | Control Assessment | | | | | | | | | Actions | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Hazard Category | Hazards Identified | Who might be harmed?  Staff  Students  Contractors  Others | How might people be harmed? | Existing Control Measures | Initial Risk Rating | | | Are these adequate?  Yes/No | Changes to/ Additional Controls | Residual Risk Rating | | | Owner | Due  Date | Action Complete |
| S | L | R | S | L | R |
| Organisational | Psychological well being | Tenants and staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Tenants are responsible for the psychological wellbeing of staff who work within the IRD building. Research Park staff share good practice advice via email and newsletters.  Tenants are responsible for ensuring that appropriate workplace controls are in place to reduce risk of exposure to COVID 19, and that these controls are documented and disseminated to employees | 2 | 2 | 4 | Yes |  | 2 | 2 | 4 |  |  |  |
| Organisational | Psychological well being | Tenants and staff | Anxiety and stress caused by concerns around returning to work and studies on Campus | Regular communication is in place (with University and UoBE staff) via team meetings, one to one meetings and the University’s lines of communications including the University’s Coronavirus FAQs [click here](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx).  Park tenant companies are informed of the site control measures via the Site Information Pack which is shared in hard and soft copy to ensure Tenants staff are not ill-informed about returning to the Park safely.  The risk assessment is shared with University and UoBE staff and an electronic copy is available on Teams and G:\RCS\BRPL\Health & Safety\Risk Ass & Method Statements\BIRMINGHAM RESEARCH PARK LTD\COVID\UoB Covid Ras.  New workplace/controls put in place to reduce risk of exposure to COVID 19 are documented in and disseminated to employees through Line Managers and these include:   * ***UoB Enterprise office guidance*** * ***BRP Site Information Pack*** * ***COVID-19: Building Risk Assessment* (This completed Risk Assessment)**   Line managers are aware of how big changes to working arrangements may cause additional work-related stress and affect their employees’ mental health and wellbeing and individuals have been made aware via team meeting, one to one meetings of guidance available in relation to this:  <https://www.hse.gov.uk/stress/>  <https://intranet.birmingham.ac.uk/staff/coronavirus/Coronavirus-wellbeing-support.aspx>  <http://www.selfhelpguides.ntw.nhs.uk/birmingham/leaflets/selfhelp/Stress.pdf>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/stress-management-guidance.aspx> | 2 | 2 | 4 |  |  |  |  |  |  |  |  |
| Organisational | Psychological well being | Tenants and Staff | Anxiety and stress caused by concerns around working on Campus | UoB Enterprise Managers hold regular informal discussions with their team. Concerns on workload issues or support needs are escalated to line managers at one to one meetings.  Information on the full range of Coronavirus – Covid-19 support available for staff including those who were previously advised by Occupational Health or a medical professional (including a midwife in respect of pregnancy) ***not*** to work on campus and staff who are in the [clinically extremely vulnerable group](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#what-will-change-from-1-august) (i.e. those previously advised to shield) is available [here](https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx).  Existing risk assessments including those for new or expectant mothers reviewed and revised to reflect new working arrangements. Reasonable adjustments made, including those needed for PEEPs especially in relation to who will assist with their evacuation in an emergency, to avoid staff that require them including disabled workers being put at a disadvantage.  University or UoB Enterprise Employees who have concerns about either working on Campus or working from home/remotely have discussed these with their line manager or supervisor either using the [University’s Covid-19 Return to Campus Discussion Form](https://intranet.birmingham.ac.uk/hr/documents/public/Wellbeing/Covid-19-Return-to-Campus-Discussion-Form.docx) or an alternative method whereby concerns have been formally recorded and where necessary they have been signposted to the [EAP](https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/employee-assistance-programme-eap.aspx) for support and / or a referral to occupational health has been made using a standard Management Referral available via the HR Portal.  Employees are made aware of support mechanisms available to them (e.g. counselling, occupational health, HR, etc.) through line managers, internal communications and University webpages:  <https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/index.aspx>  <https://intranet.birmingham.ac.uk/hr/wellbeing/workhealth/index.aspx>  This link is for students:  <https://intranet.birmingham.ac.uk/student/coronavirus/Wellbeing.aspx> | 2 | 2 | 4 |  | There are currently no expectant mothers or individuals with PEEPs employed within UoB Enterprise at the Research Park |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | Tenants and University/UoB Enterprise Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Staff continue to work using the mixed model of site and home based (hybrid working) where this is possible and as agreed with line manager, in line with Government and University guidance.  Managers/supervisors ensure staff with any form of illness do not attend work/campus until the illness has been verified as not being Covid-19.  Managers/supervisors keep track of when staff can return to work/campus after the self-isolation period.  Staff are strongly encouraged to undertake a lateral flow test twice a week and to record their results on the Government’s reporting website site:  <https://www.gov.uk/report-covid19-result>  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 University and UoBE staff working in at the Research Park.  Schedules for essential services and contractor visits revised to reduce interaction and overlap between people and building managers and occupants informed of when the visits will take place and which services are being maintained e.g. carrying out services out of hours.  Un-essential trips within buildings and sites discouraged and reduced, e.g. by limiting access via the access control system | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace due to contact with other people | Tenants and staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | Workplaces and routines changed to reduce the number of people staff come into contact with including:   * Fixed teams and booking processes in use to reduce the number of people in the UoBE office at the same time to reduce the number of contacts. * Work stations re-arranged to reduce contacts. Provision of screens where needed to segregate people. Desks are arranged with employees at 2m distancing. Display Screen Equipment (DSE) assessments reviewed and revised. * Screens used at the site reception desk, and café counter. * Welfare areas for serving hot food or drinks have been assessed in accordance with government guidance to reduce the number of people being able to congregate. Smaller kitchens continue to be used at reduced capacities. All users are encouraged to wash or sanitise their hands prior to using equipment (kettle, drinking water fountains, microwaves etc.) and to wash or sanitise their hands after use. Additional signage for the correct method for handwashing displayed. Cleaning materials are available to clean equipment before and after use and signs displayed with information about cleaning and also a contact to replenish the any cleaning materials. hands. * Safe outside areas are provided for staff to take breaks. * Welfare facilities (toilets etc.) have signage to remind people to wash their hands prior to and after use   To help contain clusters and outbreaks and assist the University with any requests for data by the NHS Test and Trace service a temporary record of shift patterns and teams and attendance in the building is kept for 21 days. NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app.  Work has been arranged so that staff are able to maintain the government guidelines for workplaces.  The latest Guidelines on these measures can be found by clicking the following link [Workplace Guidelines.](https://www.gov.uk/guidance/working-safely-during-covid-19)  One-way flow system implemented at central block staircase, with appropriate signage and other visual aids in place to assist the flow of people and avoid crowding or congestion.  Visits from people outside of the building are managed via remote connection/working where this is an option. Where this is not an option visitor and contractor arrangements have been revised to ensure:   * Clear guidance on how to reduce the risk of spreading COVID-19 with on-site signage and visual aids and the particular needs of those with protected characteristics, such as those who are hearing or visually impaired have been considered. * Host responsibilities related to COVID-19 have been established and any necessary training for people who act as hosts for visitors has been provided. * In shared facilities e.g. with other employers COVID-19 related arrangements have been co-ordinated and there is co-operation by all occupiers. This includes landlords and other tenants. * Information provided to visitors does not compromise their safety.   These measures are monitored by the Research Park team and where necessary concerns fed back to the third party manager.  Near-miss reporting is encouraged to identify where controls cannot be followed or people are not doing what they should.  No working in close proximity to people and in particular a person’s face, mouth and nose, is permitted.  Face coverings are not PPE and are not normally required to be worn in the workplace but the Research Park continues to strongly encourage staff, tenants, contractors and visitors to continue to wear face coverings inside buildings and where people choose to wear them they are supported.  Where face coverings may reduce the risk of transmission from one person to another e.g. in congested areas, crowded enclosed spaces and where people may come into contact with people they do not normally meet, signs are displayed requesting individuals to wear a face covering with the expectation that individuals will wear a face covering in these areas. | 3 | 3 | 9 |  |  |  |  |  |  |  |  |
| Biological | Suspected or known case of COVID-19 | Tenants and Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Response plan in place in the event of a confirmed or suspected case of COVID-19 and communicated and includes:   * If a person becomes unwell in the workplace with suspected COVID-19, they will be sent home in accordance to the University guidance. If any Tenants appear unwell or make comment or complain to staff members that they are feeling unwell they will be asked to leave the building with immediate effect and to follow the Government [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If the area cannot be quarantined it will be cleaned in accordance with the specific Government [guidance](https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings/covid-19-decontamination-in-non-healthcare-settings) * Provision and monitoring of adequate supplies of cleaning materials are in place. * The Research Park team have a procedure in place describing the 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/guidance/nhs-test-and-trace-workplace-guidance>   * Line managers will maintain regular contact with staff members during this time, in accordance with the University sickness absence guidance and monitor for signs of symptoms in the remaining workforce and keep Senior Managers informed of the situation. * If an individual tests positive for COVID-19 this will be managed in accordance with the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx). * If multiple cases of coronavirus appear in a workplace, an outbreak control team from either the local authority or Public Health England will, if necessary, be assigned to help the University manage the outbreak. The University will seek advice from the local authority in the first instance. * Individuals will be told to isolate because they:   + have coronavirus symptoms and are awaiting a test result   + have tested positive for coronavirus   + are a member of the same household as someone who has symptoms or has tested positive for coronavirus   + have been in close recent contact with someone who has tested positive and received a notification to self-isolate from NHS test and trace.   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection> | 2 | 2 | 4 |  |  |  |  |  |  |  |  |
| Biological | Someone entering the workplace with COVID-19 | Tenants and Staff | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | Contractors who regularly attend or work in the building requested to provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Anybody visiting site will be informed that they are not to enter if they’re experiencing COVID-19 symptoms or should be self-isolating under the government Guidelines.  If a person becomes unwell in a University workplace with suspected COVID-19, they will be sent home in accordance to their company’s and University’s guidance. University managers will follow the University’s [Test, Trace and Protect Process](https://intranet.birmingham.ac.uk/staff/coronavirus/test-and-trace.aspx) and NHS Test and Trace workplace guidance any University staff that may have come into contact with them: <https://www.gov.uk/guidance/nhs-test-and-trace-workplace-guidance> | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Environmental | Virus transmission in the workplace | Tenants and Staff | 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 via signageto clean their hands frequently with soap and water for 20 seconds and the importance of proper drying in accordance with the NHS Guidance:  <https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/>  Soap and water and hand sanitiser are provided in the workplace and adequate supplies are maintained and are placed at the entrance to the building, in corridors, stairwells and next to liftswhere they will be seen.  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.  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination has been undertaken, cleaning products are available in communal spaces and everyone has been briefed via the Site Information Pack and the UoB Enterprise Office guidance on the importance of keeping surfaces and work equipment clean.  Facilities are kept well ventilated by a routine of opening windows in common areas and encouraging Tenants to do so within their offices.  Cleaning for busy areas in the building has been enhanced. Sharing of equipment is limited where possible and cleaned before and after use.  Internal fire doors are held open with a mechanical device to prevent multiple people using door handles.  Use of hot desks and spaces avoided and workstations/workspaces are assigned to specific individuals. Where this is not possible in the UoB Enterprise Office staff are informed via the office guidance to clean desks and equipment before and after use.  There is a clear desk policy in place to reduce the amount of personal items on desks and work benches to be practiced when the space is in use or not in use. Work areas and equipment are cleaned between use using usual cleaning products.  Lab clothing (where applicable) is washed by an external contactor  All university staff are encouraged to avoid direct personal contact with others i.e. shaking hands etc. | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | Tenants and Staff | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | All relevant pre-existing (non COVID) risk assessments including lone working assessments and procedures have been reviewed to take into account the impacts of COVID counter measures.  Emergency Procedures reviewed and revised including:   * **Fire procedures:** number and details of nominated fire warden(s) in place, fire muster point confirmed and required modifications to fire alarm practices and evacuation drills to cater for COVID-19 measures have been addressed; ensuring that the activity is still compliant with relevant building and fire codes. * **First Aid:** First aid needs assessment reviewed to take into account the impact of any Local or National Government requirements and any new Guidelines issued by the [University](https://intranet.birmingham.ac.uk/staff/coronavirus/faqs-for-staff.aspx) or [HSE](https://www.hse.gov.uk/), and first aid information including the location of first aid kits and first aider contact information up to date. * **Hygiene:** Washing facilities with soap/gel available People involved in the provision of assistance to others have been informed to pay particular attention to sanitation measures immediately afterwards including washing hands.   Safety critical roles will remain in place to aid safe operation. In the event of safety critical roles not being available the*n* a dynamic risk assessment shall be performed bythe Park Fire Co-Ordinatorto ensure measures are introduced to mitigate risk (for example, another Tenant within the building could have a critical role such as first aider that could cover as a temporary solution).  Security implications of changes made to operations and practices in response to COVID-19 Local or National Government requirements, have been considered.  Business continuity and disaster recovery plans updated based on COVID-19 implications including contingency plan in place for possible switch back to national or local lockdown.  Life-saving rules, will continue to be governed, enforced and communicated during COVID-19 especially during any Local or National Government lockdowns in particular “speaking up” if they witness any unsafe behaviours, conditions or symptoms related to COVID-19. | 3 | 2 | 6 |  |  |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | Tenants and Staff | Exposure to contact with an object that has been contaminated with COVID-19. | Logistics for the deliveries to the building have been considered and include:   * Pick-up and drop-off collection points, procedures, signage and markings revised. * Unnecessary contact at Reception has been minimised e.g. non-contact deliveries where the nature of the product allows for use of electronic pre-booking. * Tenants are encouraged 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 additional mitigating measures including the wearing of face coverings, are used for loads where more than one person is needed. * Electronic paperwork is used where possible, and procedures reviewed to enable safe exchange of paper copies where needed, for example, required transport documents. * Delivery and receipt confirmation made contactless and physical contact when handing goods over to the customer has been avoided. * Strict hand washing procedure in place after handling all deliveries. | 3 | 1 | 3 |  |  |  |  |  |  |  |  |
| Organisational | Travelling to work | Tenants and Staff | Exposure to respiratory droplets carrying COVID-19. | Individuals travelling to University premises or on behalf of the University are encouraged to follow the [Government’s safer travel for passengers](https://www.gov.uk/guidance/coronavirus-covid-19-safer-travel-guidance-for-passengers#travel-safely-during-the-coronavirus-outbreak) to help them stay safe, and protect others by controlling the spread.  Where people are travelling together in any one vehicle, they are encouraged to:   * use fixed travel partners * not sit face-to-face * open windows to draw in fresh air. * frequently clean their vehicle including objects and surfaces that are touched regularly, such as door handles and vehicle keys. |  |  |  |  |  |  |  |  |  |  |  |
| Environmental | Ventilation | Tenants and Staff | Exposure to respiratory droplets carrying COVID-19. | There is no central mechanical ventilation system in the IRD buildings.  Where present, local condenser-fed cooling units are maintained in line with planned and preventative maintenance schedules.  An assessment of the ventilation in the building, and where necessary individual areas/rooms, has been undertaken which included checks such as:   * An assessment of Fresh air (ventilation) has been undertaken for the common areas and UoB Enterprise office. This has considered how many people occupy/use the area, how much time people spend in the areas, how large the area is, what activities take place in the areas.   Recirculation of unfiltered air within the workplace is avoided or reduced as far as possible. The use of air conditioning is not permitted in the UoB Enterprise office to minimise the risk to individuals who pay be working in the air pathways.  Natural ventilation is improved by opening windows, in corridors and in the UoB Enterprise Office  Staff have been informed, via this risk assessment and through the UoB Enterprise office guidance of the steps which they can take to make sure their workplace is adequately ventilated whilst maintaining a comfortable temperature:   * opening windows and doors partially can still provide acceptable ventilation while keeping the workplace comfortable. * if the area is cold relax dress codes so people can wear extra layers and warmer clothing * use natural ventilation alongside heating systems to maintain a reasonable temperature in the workplace. | 3 | 2 | 6 |  |  |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

The scoring system is provided as a tool to help structure thinking about assessments and to provide a framework for identifying which are the most serious risks and why.

|  | **Consequence / Severity score (severity levels) and examples of descriptors** | | | | |
| --- | --- | --- | --- | --- | --- |
|  | **1** | **2** | **3** | **4** | **5** |
| **Domains** | **Negligible** | **Minor** | **Moderate** | **Major** | **Catastrophic** |
| **Impact on the safety of staff, students or public (physical / psychological harm)** | Minimal injury not requiring first aid or requiring no/minimal intervention or treatment.  No time off work | Minor injury or illness, first aid treatment needed or requiring minor intervention.  Requiring time off work for <3 days | Moderate injury requiring professional intervention  Requiring time off work for 4-14 days  RIDDOR / MHRA / agency reportable incident | Major injury leading to long-term incapacity/ disability (loss of limb)  Requiring time off work for >14 days | Incident leading to death  Multiple permanent injuries or irreversible health effects |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
| **Frequency** | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **Broad descriptor** | This will probably never happen/occur | Do not expect it to happen/occur but it is possible it may do so | Might happen or occur occasionally | Will probably happen/occur but it is not a persisting issue | Will undoubtedly happen/occur, possibly frequently |
| **Time-framed descriptor** | Not expected to occur  for years | Expected to occur  at least annually | Expected to occur at  least monthly | Expected to occur at least weekly | Expected to occur at least daily |
| **Probability**  Will it happen or not? | <0.1 per cent | 0.1–1 per cent | 1.1–10 per cent | 11–50 per cent | >50 per cent |

The overall ***level of risk*** is then calculated by multiplying the two scores together.

**Risk Level = Consequence / Severity x Likelihood (C x L)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Likelihood** | | | | |
| **Likelihood score** | **1** | **2** | **3** | **4** | **5** |
|  | **Rare** | **Unlikely** | **Possible** | **Likely** | **Almost certain** |
| **5 Catastrophic** | 5 | 10 | 15 | 20 | 25 |
| **4 Major** | 4 | 8 | 12 | 16 | 20 |
| **3 Moderate** | 3 | 6 | 9 | 12 | 15 |
| **2 Minor** | 2 | 4 | 6 | 8 | 10 |
| **1 Negligible** | 1 | 2 | 3 | 4 | 5 |

The Initial Risk Rating is the level of risk before control measures have been applied or with current control measures in place.

The Residual Risk is the level of risk after further control measures are put in place.