GENERAL HEALTH AND SAFETY RISK ASSESSMENT FORM

| Site | | **ICT BUILDING: BIRMINGHAM RESEARCH PARK** | | | | **Department** | | | | **UNIVERSITY OF BIRMINGHAM ENTERPRISE LTD** | | | **Version / Ref No.** | | | **V7** | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Activity Location** | | ICT Building  97 Vincent Drive  B6 on Campus Map  Estates ref: 5242 ICT | | | | **Activity Description** | | | | **Return to Campus COVID-19: Building Risk Assessment**  Information about the number and type of people working in/accessing the building:  Building occupied by Ministry of Defence for the sole use Royal Centre for Defence Medicine staff: RCDM. 75 staff at full capacity. | | | | | | | | | |
| **Assessor** | | **ANGIE REYNOLDS** | | | | **Assessment Date** | | | | **17th June 2020** | | **Date of Assessment Review** |  | | | | | | |
| **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 | | RCDM Staff | Anxiety and stress caused by concerns around returning to work | The Tenant is responsible for the psychological wellbeing of staff who work within the ICT building. Research Park staff share good practice advice via email.  The Tenant is 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 |  | |  |  |  |  |  |  |
| Organisational | Psychological well being | | RCDM Staff | Anxiety and stress caused by concerns around returning to work | The Tenant is responsible for holding regular informal discussions with its employees with regard to concerns and for ensuring that employees have access to support mechanisms such as counselling, occupational health, HR, etc. | | 2 | 2 | 4 | | Yes |  | |  |  |  |  |  |  |
| Biological | Virus transmission in the workplace | | RCDM Staff  UoB Cleaning Staff | Exposure to respiratory droplets carrying COVID-19 from an infectious individual transmitted via sneezing, coughing or speaking. | The Tenant is responsible for ensuring that individual worker risk assessments areundertaken for those who have a self-declared health condition which could increase their risk profile.  ***Social distancing: Building checklist***has been completed by Park Management and University of Birmingham Estates Department to identify the control measures required to common areas of the ICT building to mitigate the spread of workplace infections.  Tenant staff continue to work remotely where possible.  The Tenant is responsible for ensuring that employees with any form of illness do not attend work and for the action to be taken if this situation arises.  Park management have ensured that building maintenance activity is revised to reduce interaction and overlap between people e.g., carrying out maintenance and cleaning services out of hours. Only essential work authorised and approved by the Government and University is permitted in University buildings.  NHS Test and Trace QR code is displayed in the building for visitors and staff to scan using the NHS Covid-19 app. | | 4 | 2 | 8 | | Yes | RCDM employees do not have independent access to any area of the site except for the ICT building. | | 3 | 2 | 6 |  |  |  |
| Biological | Suspected case of COVID-19 | |  | Exposure to respiratory droplets carrying and contact with an object that has been contaminated with COVID-19. | The Tenant is responsible for its own response plan in the event a confirmed or suspected case of COVID-19 and communicating this to Research Park management within a maximum of 24 hours.   * If multiple cases of coronavirus appear in the ICT building, an outbreak control team from either the local authority, MoD or Public Health England will, if necessary, be assigned to help the manage the outbreak. The Park management team will seek advice from the University in the first instance. | | 3 | 2 | 6 | | Yes | There is a good line of communication between the Tenant and Park management | | 3 | 2 | 6 |  |  |  |
| 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. | The Tenant is responsible for ensuring that companies who regularly attend or work in the building at their invitation provide their health and safety policy/arrangements / or RAMS (risk assessment and method statement) regarding COVID-19.  Third party services invited by Park Management 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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
|  |  | |  | 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. | Posters are displayed around the workplace including in welfare facilities promoting good hand hygiene. 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.  Individuals are to be 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. A pop up banner is displayed at the entrance to the ICT building.  A review of the cleaning regime for the building/area to ensure controls are in place to keep surfaces clean and free of contamination.  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. | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Exposure to Existing Hazards | |  | Increased risk of harm due to controls included in existing risk assessments & safety arrangements affected by COVID-19 measures | The Tenant is responsible for ensuring that 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.  The Tenant is responsible for employees Emergency Procedures  Washing facilities with soap/gel available in the toilets throughout the building. Sanitiser units are also provided within corridors and lobby areas. | | 4 | 1 | 4 | | Yes |  | |  |  |  |  |  |  |
| Environmental | Inbound & Outbound Goods including Post | |  | Exposure to contact with an object that has been contaminated with COVID-19. | The Tenant is responsible for managing deliveries to the ICT building so that social distancing can be maintained at all times | | 3 | 2 | 6 | | Yes |  | |  |  |  |  |  |  |
| 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 entrance door to the ICT 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 maintain social distancing.  Access and egress from the ICT building is controlled by access control for staff and intercom for visitors | | 3 | 2 | 4 | | Yes |  | |  |  |  |  |  |  |
| Organisational | Travelling to work | |  | Exposure to respiratory droplets carrying COVID-19. | Ample parking is provided to enable social distancing  Ample cycle racks are available for staff who cycle to work | | 3 | 1 | 3 | | Yes |  | |  |  |  |  |  |  |
|  |  | |  |  |  | |  |  |  | |  |  | |  |  |  |  |  |  |
| Environmental | Ventilation | |  | Exposure to respiratory droplets carrying COVID-19. | Building users are encouraged through the Tenant information pack to ensure windows are open where possible. | | 3 | 1 | 3 | | Yes |  | |  |  |  |  |  |  |

**Risk Assessment Guidance**

Risk Scoring System

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

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

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

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

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

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

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

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